



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	NARAJOLE RAJ COLLEGE
• Name of the Head of the institution	DR. BASUDEV MANDAL
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9635665468
• Mobile no	9434185409
• Registered e-mail	narajolerajcollege@rediffmail.com
• Alternate e-mail	principalnarajolerajcollege23@gmail.com
• Address	NARAJOLE
• City/Town	PASCHIM MEDINIPUR
• State/UT	WEST BENGAL
• Pin Code	721211
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)																
• Name of the Affiliating University	VIDYASAGAR UNIVERSITY																
• Name of the IQAC Coordinator	Pragna Paramita Mondal																
• Phone No.	9635665468																
• Alternate phone No.	7044793038																
• Mobile	9073174978																
• IQAC e-mail address	iqac@narajolerajcollege.ac.in																
• Alternate Email address	ppmondal@narajolerajcollege.ac.in																
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1166																
4.Whether Academic Calendar prepared during the year?	Yes																
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1022																
5.Accreditation Details																	
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>2.46</td> <td>2018</td> <td>26/09/2018</td> <td>25/09/2023</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	2.46	2018	26/09/2018	25/09/2023
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to												
Cycle 1	B	2.46	2018	26/09/2018	25/09/2023												
6.Date of Establishment of IQAC	15/05/2014																
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
Department of Physics/ Dr. Tapanendu Kamilya	Collaborative Research Scheme (CRS)	UGC DAE Consortium for Scientific Research	2022	45000
Department of Chemistry/ Dr. Sk. Mohammad Aziz	Teachers Associateship for Research Excellence (TARE)	Science & Engineering Research Board (SERB)	2022	275000
8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 			View File	
9.No. of IQAC meetings held during the year			03	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 			View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
<ul style="list-style-type: none"> Implementation of the Slow & Advanced Learners' segregation mechanism at the institutional level across all academic departments with a centrally regularized process of assessment, uniform learner identification framework and an online remedial class delivery system. Introduction of a host of Value Added Courses, Add-on 				

Courses and Certificate Courses for Promotion of Innovation Ecosystem through different Humanities and Science departments to create professional skill development opportunities for students. • Proposal initiated for Extension Service at the community level at the villages of Singaghai, Boramara and Harirajpur in the Paschim Medinipur district through effective deployment of human resources available at the institution and facilitation & launch of the Archive Project at the old Narajole Rajbari campus of the college for preservation of local history. • Initiation of the Coaching Class Scheme for Competitive Exams (WBCS & Allied Services) through the Career Counselling Cell of Narajole Raj College to enhance the job readiness of current students and alumni members. • Facilitation of sports activities at the college through the creation of men's and women's teams for different sports. Initiate participation of players at district and university level competitions, upgradation of sports equipments and creation of Kho Kho ground within the campus as part of sports infrastructure development.

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

Plan of Action	Achievements/Outcomes
<p>1) To impart transferable and life skills to the students and enhance their understanding of the expectations of the industry by introduction of Value-Added Courses, Add-on Courses and Certificate Courses for Promotion of Innovation Ecosystem</p>	<p>The courses that were introduced with the endorsement of the Governing Body of Narajole Raj College and through the formation of the respective Board of Studies added value to the learning outcomes of the students and would help them in getting placed after completion of their degree. The introduction of 7 courses have been approved by the Governing Body in this academic year: i) Value Added Course in Yoga & Meditation offered by Yoga Centre of Narajole Raj College in collaboration with Physical Education Foundation of India (PEFI), West Bengal Chapter ii) Value Added Course in Human Rights Education offered by the Dept. of Political Science iii) Value Added Course in Creative Writing (Bengali) offered by the Dept. of Bengali iv) Add-on Course in Medicinal Plants: Conservation, Propagation and Uses offered by the Dept. of Botany v) Certificate Course for Promotion of Innovation Ecosystem on Techniques for Mushroom Cultivation offered by the Dept. of Botany vi) Add-on Course in Arc GIS Basics offered by Dept. of Geography vii) Add-on Course in Application of ChemDraw Software for Scientific Drawing offered by the Dept. of Chemistry All courses are oriented towards improving the employability of students and bridging their skill gaps.</p>
<p>2) To establish a Skill Hub and</p>	<p>The proposal for the</p>

<p>provide skill-based training for deployment of human resource and to develop an infrastructure for the creation and dissemination of knowledge.</p>	<p>introduction of the Slow & Advanced Learners identification mechanism was placed and resolved in the Academic Committee and the Governing Body and the first Slow & Advanced Learners' Assessment (SAL) was conducted in May 2022. Teaching at the right level and assessing the needs of the students through continuous evaluation enables them to minimize their learning gaps. The result publication, learner identification, feedback sessions will be subsequently conducted. Internal Assessments were held in June 2022 to support the system of continuous evaluation prescribed by the affiliating university.</p>
<p>3) To develop a centralized and robust system for identification of slow & advanced learners in all academic departments.</p>	<p>The proposal for the introduction of the Slow & Advanced Learners identification mechanism was placed and resolved in the Academic Committee and the Governing Body and the first Slow & Advanced Learners' Assessment (SAL) was conducted in May 2022. Teaching at the right level and assessing the needs of the students through continuous evaluation enables them to minimize their learning gaps. The result publication, learner identification, feedback sessions were then subsequently conducted within September 2022. Two Internal Assessments were held between June & November 2022 to support the system of continuous evaluation prescribed by the affiliating university. Remedial classes were then</p>

	<p>conducted online during the Durga Puja vacation via Google Meet and the mandate for taking the second SAL Assessment in December 2022 was duly fulfilled.</p>
<p>4) To upgrade sports facilities, augment sports activities and participation of students at the district and university level competitions</p>	<p>Prof. Partha Manna, SACT, Dept. of Physical Education of Narajole Raj College, was appointed member of the Sports Committee of the Vidyasagar University on 01.11.2021. Subhasis Santra, our 3rd Semester student is being trained to join the first edition of the Ultimate Kho Kho League held in Pune in August 2022. The proposal to form sports teams for both men and women students of Narajole Raj College, was forwarded by the IQAC to the Physical Education department in May 2022. The formation of the following college teams have been proposed: i. Women's Football team ii. Men's Football team iii. Men's Kho Kho team iv. Women's Kho Kho team v. Men's Kabaddi team vi. Women's Kabaddi team vii. Athletics team Proposal for purchase of sports equipments have been submitted for consideration.</p>
<p>5) Preparation of infrastructural development plan to secure building grant; to develop sports infrastructure at the college</p>	<p>The proposal to prepare the infrastructural development plan by a qualified civil engineer was approved at the Governing Body. The proposal for creation of Kho Kho playground has been forwarded to the Governing Body. Our medicinal plant garden had perished during the lockdown and needed to be reconstructed. As</p>

	<p>part of our green infrastructure development and in view of the ongoing Add-on Course in Medicinal Plants: Conservation, Propagation and Uses, the budget for the reconstruction and development of the medicinal plant garden has been sanctioned by the Governing Body and first installment has been released.</p>
<p>6) To develop an Archive-cum-Knowledge Resource Centre for the preservation of local history and the dissemination of information on the rich cultural heritage of our institution; to promote research activity</p>	<p>The proposal for the creation of an Archive-cum-Knowledge Resource Centre at the old Narajole Rajbari Campus of the college has been duly framed for consideration by the Governing Body. The Archive Committee will be set up with External Experts and Internal Members of the college. To facilitate training in historical research methodology a Certificate Course in Archival Research to be offered by the Dept. of History within the premise of an existing historical site will also be introduced as per approval of the Governing Body of the college.</p>
<p>7) Resumption of the extension service activities of the college in the post-pandemic period</p>	<p>Proposal for adoption of Singaghai Primary School was framed to execute extension services at a rural learning centre. A meeting with the Gram Sabha members of our adopted village Boramara was held to discuss the priority areas in which they sought collaboration and guidance and to chart our future programme outline. Yoga Training at Boramara Vidyasagar Shishu Siksha Kendra was conducted by the college.</p>
<p>8) To improve the employability</p>	<p>Workshop on WBCS & Allied</p>

<p>of students; to provide free coaching for competitive exams</p>	<p>Services was conducted by Career Counselling Cell in April 2022. Workshop on Career Opportunities in Government Sector was conducted by CC Cell in collaboration with Rice Education Medinipur Branch in June 2022. The Free Coaching Programme for WBCS & Allied Services commenced for current students & alumni members in June 2022. Classes are ongoing.</p>
<p>9) Formation of Cultural Units to integrate the needs and capabilities of our students and foster an environment of cultural learning and growth</p>	<p>The Cultural Sub-Committee as the nodal body organized the following teams: Dance Troupe, Musical Group/Youth Choir, Debating Society, Recitation Club, Youth Parliament Club and scheduled regular practice sessions to guide and monitor the progress of students for sending our cultural teams to different events and competitions. The Dept. of English has formed a Departmental Drama Club to provide a platform to departmental students to develop their acting skills and to pursue their love of theatre.</p>
<p>10) To provide internship opportunities and placement assistance to students</p>	<p>The Language Lab of the college has facilitated an internship programme for select students in the electronic and web-based media channel "The Daspur Barta" to enable them to utilize their communication skills and to expose them to different processes of news reporting and production. The proposal for creation of Placement Cell has been discussed to connect students to viable job networks and to facilitate on-campus</p>

	recruitment.				
11) To increase library usage among students following a period of compulsive online learning due to COVID-19 pandemic	The Central Library of Narajole Raj College organized the Library Orientation Week from 30th May to 8th June 2022 to familiarize students with the services, spaces and resources offered through the library. The orientation also introduced students to databases and subject guides specific to their disciplines. An award has been instituted to recognize the Best Library Users in terms of library attendance hours in the current academic session and this prize will be awarded by the Students' Council in its Annual Ceremony 2022.				
12) To facilitate energy diversification, energy conservation and waste management practices at the institution through systematic monitoring	Proposal for formation of formation of the Green Audit Cell has been considered for fulfilling requirements of effective energy utilization at the institution.				
13) ICT classes and innovative e-learning practices	Faculty members are conducting ICT enabled classes and are also providing video lectures to cover the syllabus content through an audio-visual approach.				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>10/12/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body	10/12/2022
Name	Date of meeting(s)				
Governing Body	10/12/2022				
14. Whether institutional data submitted to AISHE					

Year	Date of Submission
2020-21	12/02/2022

15. Multidisciplinary / interdisciplinary

Although the institution is based in the rural belt and faces diverse challenges owing to resource constraints and other operational barriers, there is considerable focus on interdisciplinarity while imparting a holistic education to students. The institution functions as per the norms framed by the affiliating university regarding subject bunching at the time of admission to the B.A./B.Sc. first semester CBCS undergraduate course and does not participate in syllabus designing or curriculum development at the UG level. There is thus not much scope to incorporate interdisciplinarity in the curricular aspect of learning. However, the institution has made significant efforts to promote multidisciplinary by diversifying learning opportunities for students. In order to do so, the institution has started offering quite a number of Value-Added and Add-on Courses from the current academic session onward. These courses are open to students of all disciplines and are aimed at exposing learners to different systems of knowledge and diverse modes of epistemological enquiry. Different academic departments are at present offering the following certificate courses for students from mixed disciplinary backgrounds:

1. Yoga & Meditation (Yoga Centre) with students from Philosophy, Bengali, English, History etc.
2. Human Rights Education (Political Science) with students of Political Science, English, History etc.
3. Creative Writing (Bengali) with students of Bengali, English etc.
4. Medicinal Plants: Conservation, Propagation and Uses (Botany) with students of Botany, Zoology, Geography etc.
5. Applications of Chem Draw Software for Scientific Drawing (Chemistry) with students of Chemistry, Physics, Zoology etc.

The proposal to offer open-to-all certificate courses in Basic Grammar & Writing Skills (to be offered by the Dept. of English), on Indian Constitution & Polity (to be offered by the Dept. of Political Science), on Archival Research (to be offered by the Dept. of History), in Ancient Indian Culture (to be offered jointly by the Departments of Sanskrit, Philosophy & History, Wetland Restoration (to be offered jointly by the Departments of Botany, Geography & Zoology, NRC), Certificate Course in Ethics & Value Education in the

upcoming semester have already been approved by the Governing Body of the college.

The other proposal placed by the IQAC for consideration concerns the hosting of an Interdisciplinary Lecture Series by in-house faculty members in the next semester starting from January 2023. The course mapping data and categorization of Indian Knowledge System within the curriculum reveals that as per the thrust of the NEP there is ample scope for hosting a series of lectures based on multidisciplinary themes for heterogeneous groups of students.

16.Academic bank of credits (ABC):

The institution had successfully facilitated the NAD Registration of students in 2017, 2018 & 2019 with the aim of integrating with the Academic Bank of Credits management system. But the registration process was largely deterred during the lockdown phase and due to the subsequent thrust on meeting obligations for registering students on the Banglar Uchchashiksha Portal as indicated in the advisory sent to aided & affiliated colleges by the Dept. of Higher Education, Govt. of West Bengal. The management of the college is considering proposals to resume the NAD registration procedure and to contribute to the Academic Bank of Credits to enable students to access the digital storehouse of information on credits earned by them throughout their learning journey. It will also allow students to avail the opportunity of using multiple exits and entries during their higher education tenure and to enjoy the seamless transfer of credits. The process of integrating with the Academic Bank of Credits will also necessitate mobilization of the students' and administrative sections of the college for the task of opening and validating the accounts of students and for executing credit verification and credit transfer related activities. This will certainly demand the deployment of a large share of human and technological resources of the institution.

17.Skill development:

- In alignment with the National Skill Qualifications Framework (NSQF) the institution has gradually incorporated a steady focus on aspects of vocational education and skill development training as part of its efforts to expand the scope of the mainstream curriculum. As a government-aided college affiliated to Vidyasagar University, the institution faces particular constraints in curriculum designing and is obliged to follow the outlines of the syllabi framed by the

university. However, the institution is taking distinctive measures to generate potential for skill enhancement.

- The institution will create a Skill Hub to promote vocational training based on instrumentation and application of industrial skills and has also initiated an Innovation Ecosystem to meet the progressive demands of education under the NSQF. The Skill Hub will render Training in Tailoring and offer a Beautician & Make-Up Course and will provide a learning platform not only to students of the college but also to women from our adopted village Boramara. It aims to improve the skill profile of around 70 beneficiaries by the end of the training programmes.
- The Innovation Ecosystem is training students in the Techniques of Mushroom Cultivation and will introduce trainees to market linkages to ensure profit generation and commercialization of the produce. Proposals for training students in the manufacturing of LED bulbs and in the production of hand sanitizers have also been submitted by the Depts. of Physics and Chemistry respectively.
- These courses, however, are not part of the credit structure as these are being offered by the institution using its own resource mechanism.
- The institution is also making serious efforts to promote value-based education for the development of humanistic, ethical, constitutional and universal education. The Course Mapping profile of the institution would reveal how the different academic programmes are addressing the diverse crosscutting issues based on ethics and human values.
- The Dept. of Political Science has successfully concluded a Value Added Course on Human Rights Education in this session. The Depts. of Philosophy and Education will jointly offer a Value-Added Course on "Ethics and Value Education".

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

- The institution has efficiently integrated the core values of Indian knowledge system into the curriculum and has achieved this dynamic in both the online and offline modes. The Indian Knowledge System is distinctly part of the curricula that is being delivered in the UG and PG levels and the faculty show responsibility and integrity in identifying and discussing these issues for the students as part of classroom deliberations.
- To fulfill the goals professed in the National Education Policy, the institution also regularly delegates its faculty

to other universities and UGC recognized Human Resource Development Centres to attend Refresher Courses and to equip themselves with fresh perspectives and relevant frameworks to address aspects of the Indian Knowledge System.

- Teaching in Indian languages is an essential feature of the content delivery in classrooms. In fact, as a significant part of the student population belong to the SC, ST & OBC categories and are primarily based in the rural area, most of them hail from vernacular medium background or have completed their elementary and secondary education in tribal languages. The faculty members thus pay great attention to the fact that their quest for knowledge acquisition is not thwarted by the pressures of subscribing to elitist Anglophilic ideologies and structures of education.
- As such most subjects in the Humanities and Science disciplines are taught in the bilingual mode or simply in the vernacular. Most students in the Humanities departments, except English literature, study their subjects and write their exams in vernacular medium. In the science departments, students are made aware of the terminologies and processes in English while the understanding of scientific theories and concepts is facilitated with the help of the vernacular language.
- For the Humanities departments the library houses books and reference materials that are written in the Bengali language. For the Sciences, however, quality books and reference texts are available mostly in English; as such students find it convenient to write their exams in English and score well.
- The institution has two departments devoted to the study of Indian languages: Sanskrit, the Indian classical language, is taught at the UG & PG levels; Bengali, a regional Indian language, is also taught at the UG & PG levels. Both the departments have huge student intake owing to the consistent popularity of these courses.
- There are several other departments both in the Humanities and the Sciences that reflect a profound understanding of the Indian Knowledge System. Honours and General papers in Sanskrit teach the Vedas, Upanishads, Gita, Indian dramaturgy, ancient Indian linguistics, epigraphy, astrology, ayurveda and other aspects of Sanskrit literature; History studies ancient Indian art, archaeology, heritage, religions with a focus on ancient Indian history; Philosophy teaches ancient Indian ethics, Bengali demonstrates an understanding of Indo-Aryan languages, ancient Indian aesthetics and Bangla folk literature and culture; English deals with Indian natyashastra & dharma and theories of rasa, bhabas, rupaka as part of the

paper on Indian Classical Literature; Political Science introduces students to ancient Indian political thought and theory; Botany discusses concepts of ethnobotany, ayurveda and a traditional knowledge of medicinal plants.

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

- Outcome in education can be measured both in tangible and intangible forms. The institution follows an effective method of delineating Program Specific Outcomes (PSO) and Course Specific Outcomes (CSO) and flashing them on the college website, on the WhatsApp Study Groups and in classrooms for the benefit of students.
- It is important to spell out to learners what they should aim for as part of the course that they are pursuing. The PSOs and CSOs are systematically achieved through classroom activities, lecture modules, library work, projects, assignments and evaluation.
- The examination results offer tangible proof of the achievements of individual students and has been a thrust area of the institution. In the pre-pandemic times, our students, especially in the departments of Botany and Zoology, have been university toppers and top scorers and have moved into higher education sector with glorious achievements.
- However, the intangible outcomes in terms of the development of values and morals constitute the institutional priority. These are fostered through the representation of cultural and ethical codes in the course delivery mechanism and through institutional policies and reforms in structures of governance.
- To map the impact of PSOs and CSOs in the knowledge future of learners, the institution will form the Placement Cell in November 2022 to guide students through the process of impact assessment of the grades that they secured, to engage them in productive work ethics and to connect them to prosperous and meaningful channels of employment and experience.

20.Distance education/online education:

- The institution has redefined its role to upgrade to a digitized system of learning in the COVID period and in the post-pandemic times. The efficiency that the institution has achieved enables it to use online platforms like Google Meet , Google Classroom and other Learning Management Systems (LMS) to deliver the mainstream curriculum across the digital medium.
- During the lockdown, the college conducted almost 2000 classes

in the online mode and uploaded around 1600 e-learning materials on the institutional website in the form of PDF & MSWord files, PPTs, write-ups and external links. The institution also hosted a number of national & international webinars to keep the channels of knowledge dissemination flowing.

- To sustain the online system of education and to reap the benefits of blended learning, the institutional faculty has contributed another novel component to the knowledge base of students in the current semester in the form of topic-based video lectures. Around 40 video lectures have been uploaded till date on the official YouTube channel of the college and there are many more to come. These video lectures have greatly triggered the interest of learners and they have started getting back to classrooms with renewed vigour and enthusiasm after the inertia that they experienced during the pandemic.
- The institution has one smart classroom with lecture-recording system and there are also multiple provisions of hosting projector enabled classes across the different departments. Thus there is adequate scope of taking ICT-enabled classes within the institution.
- Currently, the institution has launched three vocational courses: Training in Tailoring, Beautician & Make-Up Training Course (both under the Skill Hub) and Training on Techniques of Mushroom Cultivation, offered by the Dept. of Botany, under the Innovation Ecosystem.
- The institution is also trying to develop some a skill-based course on English Communication & Soft Skill, aiming at a possible collaboration with between the Language Lab of the college and the Centre for Continuing and Adult Education (CCAЕ), Vidyasagar University. This course would be designed in a manner that allows it to be delivered both in the offline and online modes.
- There are also proposals placed with the Governing Body of the college to train students in Hospitality Management and for the Service Industry in the next semester and these training programmes, to be conducted in the hybrid format, will be coordinated by the Placement Cell of the college.

Extended Profile

1. Programme

1.1

16

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

File Description	Documents
Data Template	View File

2.Student

2.1 1737

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 489

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

File Description	Documents
Data Template	View File

2.3 376

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 67

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 71

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1737
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	489
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	376
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	67
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	71
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	31
Total number of Classrooms and Seminar halls	
4.2	48.87
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	35
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution follows the academic curricula as per the affiliating University, Vidyasagar University. The college has developed an effective mechanism for the delivery of the curriculum. At the beginning of each academic session, the academic committee prepares a master routine closely following the academic curricula of the University. The routine is approved by the Principal and Governing Body. Departmental meetings are conducted with the teachers to distribute the syllabus among the teachers keeping in mind the interest and the specialization of the teachers. Following the institutional academic calendar, departmental lesson plans are prepared well in advance and are strictly adhered to, to ensure the timely completion of syllabi and internal exams. The College has both the central and departmental libraries equipped with books and journals that fulfills the information need of the students and teachers and provides access to its vast resources. A wide spectrum of teaching methods is used to promote success in classroom teaching which

includes conventional chalk and blackboard method, ICT-enabled teaching-learning, use of scientific models and charts. The students are also provided with online content (online lecture videos on YouTube and e-learning material on the college website). In addition, the learning experience is further enhanced by organizing group discussions, student presentations, hands-on training, fieldwork/excursions, interdisciplinary classes. Seminars and invited talks are regularly organized for the benefit of the students. Various forms of assessment are used to track students' progress, such as internal assessments, regular assessments in practical classes and viva-voce.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1314

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

The institution follows a policy of academic strategizing and execution and the preparation of a comprehensive academic calendar at the beginning of each academic session is rigorously undertaken. The academic calendar incorporates curricular schedules like dates of class commencement, details of holidays, probable dates of the two Internal Assessments and Slow & Advanced Learners' (SAL) Assessments as well as tentative End Semester Examination dates as indicated by the affiliating university. It also provides information about academic and non-academic activities in addition to the cultural events and annual sports of the college. The dates of registration and form fill-up are also mentioned in the calendar. The Continuous Internal Evaluation (CIE) is a mandate that our institution strictly adheres to: tutorials, remedial classes, home assignments, class tests, PPT presentations, projects, practical examinations, online quizzes are a few supplementary techniques of evaluation that are regularly implemented besides the two Internal Assessments in the written and viva-voce formats. The academic calendar is displayed on the college website & notice boards and is communicated to students through the WhatsApp Study Groups. It is updated regularly concerning any changes suggested by the university. All lecture and examination schedules, syllabus completion targets and outcome-based teaching methodologies are deployed as per the

calendar. This improves teaching-learning quality, ensures delivery of assigned tasks on time and fosters professionalism among teachers, students and other stakeholders. The well-planned academic calendar thus benefits both the students and the faculties to plan their courses and systematically boosts the institution's productivity.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1315

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

B. Any 3 of the above

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

16

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

02

File Description	Documents
Any additional information	View File
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

79

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

In West Bengal, the syllabi of all courses taught by Govt.-Aided Colleges are designed and updated on a regular basis by the Board of Studies of the concerned University. If affiliated college teachers are members of the Board of Studies, they can contribute to the development of course content. Since government-aided colleges cannot design their curriculum, Vidyasagar University,

our affiliating university, frames the course curriculum. Nevertheless, individual courses from different fields provide a broader context for developing awareness and knowledge about ethical issues, human values, gender equality, and environmental sustainability. A cumulative Course Mapping exercise initiated by the IQAC across all academic departments revealed an interesting factsheet about the institution's role in integrating crosscutting issues along the vectors of gender, ethics and environment. The major findings of this analytical framework suggest that 36 courses from different disciplines inculcate an understanding of gender, around 43 courses are based on an appreciation of sustainability principles in ecology and environment and almost 44 courses incorporate value education and training in professional ethics. The ideation on gender, ethics and environment is not merely a part of the theoretical aspect of learning with reference to the prescribed syllabi but also engages practical insights from teachers and reflects their experiential understanding of critical concepts. Among all the 123 courses catalogued in the cumulative list, 1 course on the empathetic understanding of Mother Language Movements belongs to the PG (404) curriculum in Bengali. All other courses belong to the UG curriculum of Vidyasagar University.

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.	View File

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

06

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	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

449

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1303
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1303

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 students admitted during the year

498

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

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

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

196

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

The rural location of our college imparts a greater responsibility to improve the learning ability of our students. Considering the

aspirations and requirements of our students, different skill based courses are implemented by different departments to enhance the skill development of the students so that our students can engage their knowledge for the purpose of self employment.

Internal assessments are held on regular basis through question-answer session and power point presentations. From May 2022 onwards, the IQAC has introduced a robust and uniform segregation framework for the identification of slow and advanced learners across all academic departments. The Assessment incorporates questions with varying levels of difficulty from the prescribed syllabus and tests the students' alertness, conceptual clarity and involvement with ideas introduced in class. The level of learning is a key issue in instructional design and it also determines multiple pathways for student growth. The Slow & Advanced Learners' Assessment enables students to minimize their learning gaps through constructive feedback. The identification of slow and advanced learner is a continuous evaluative process that is administered to students immediately after they get admitted to the college. Interaction of the mentors with the slow and advanced learners is carried out on a regular basis for the physical, mental, psychological, cultural and behavioural development of the students. Remedial classes and tutorial classes are conducted for slow and advanced learners with scheduled classes and proper feedback sessions.

File Description	Documents
Paste link for additional information	NIL
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
1737	67

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

Experiential learning

- Students are trained in experiential knowledge development through laboratory classes, practical demonstrations and experiments in the science disciplines.
- To widen the scope of experiential learning, additional courses and certificate courses introduce students to the application and skill-based aspects of their curriculum.

Participative learning

- Seminars and projects are conducted by the departments keeping in mind the interest of the student in the particular course.
- Spelling Bee contests are held.
- Scheduled yoga classes are conducted to promote mental and physical wellbeing among our students.
- The participative ambience inside the campus has positively affected students' performance in sports and games and they have made a mark at the university level competitions.
- The Drama Club and Cultural Units also promote participatory training in art, culture, aesthetics and human values.
- E-learning materials in the college website, video-lectures on YouTube channel, G-Suite and Google Meet platform for taking online classes, information dissemination through students' WhatsApp groups promote the hybrid form of teaching-learning.

Problem solving method of learning

- Internal assessments are held twice in each semester (written or the PPT format).
- Assessments for detecting slow and advanced learners, tutorial and remedial classes are held on a regular basis to promote quality learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

The faculty uses the ICT tools to improve the teaching - learning process.

- Computers and laptops are used for conducting power point classes. White boards are used for projecting slides and visuals inside the classrooms.
- Printers are used for taking the print-out of documents for providing hard copy study materials to the students.
- Smart class room is used by different departments to take audio-visual classes. The departments maintain a roster to distribute the slots for conducting ICT-enabled classes in the smart classroom.
- Faculty members also use their respective departmental projectors to conduct additional PPT classes for better dissemination of information during lectures.
- The college has developed a strong Learning Management System, where e-learning materials are uploaded in the college website in the form of downloadable PDF files through an open-to-all resource.
- The institution has also used third-party app service to build a repository of video lectures based on the prescribed curricula. These video lectures are published through the official YouTube channel of Narajole Raj College.
- The faculty and staff also use External Hard Drives and USB Flash Drives for the purpose of data storage and circulation.
- Domain e-mail IDs and examination portal are used for the smooth running of the online evaluation process in our college.
- The institution adapts to the need of subscribing to the blended mode of learning and conducts online remedial classes and special online classes and lectures whenever required.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

67

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

67

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

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

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

23

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

615

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

2.5 - Evaluation Process and Reforms

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

- Apart from the traditional methods of examination in the UG and PG sections the college also promotes evaluation based on power point presentations and projects.
- The system of Internal Assessment (IA) is recommended by the Vidyasagar University as well as by the CBCS system. 10 marks are allotted on the basis of written/ oral/ power point presentations and 05 marks are awarded for class attendance.
- Class attendance is also deemed necessary for the attainment of PSOs and CSOs and, in combination with the Internal Assessment, it constitutes 20% weightage of the total marks for both the 6-credits and the 2-credits papers.
- Internal Assessments are held both in the written and the viva-voce modes to diversify the means of evaluation of students at different stages of syllabus completion.
- After the IA, the marks are shared with the student at the time of result publication by the affiliating university. If students fail to qualify the semester or need to repeat the semester (SR), each student is motivated with individual care to clear their pending papers within the stipulated period of time.
- Instructions regarding the dates and modes of holding the IA are discussed in the Academic Committee and the same is then shared with all the departmental teachers via the HODs and is finally circulated among the students through students' WhatsApp groups, college notice board, college website and official facebook page.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.narajolerajcollege.ac.in/circulars.aspx?deptId=NOTICE&deptCode=0

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

The Examination Committee and the Academic Committee play a pivotal role in this regard.

- The dates of the Internal Assessment are displayed as notification on the college notice boards, official websites, official facebook page and students' WhatsApp groups.
- Questions are set and moderated by the departmental teachers and are confidentially preserved.
- Assessments are conducted at the scheduled time and attendance of each student is recorded in the college register; the signatures of students writing the assessment are also procured in attendance sheets.
- The answer scripts are evaluated by the departmental teachers and are discussed with the students. The students are given the right to raise their grievances and these are addressed accordingly.
- In case of dissatisfaction (if any) the student can consult the concerned teacher or the mentor. He /She can even approach the HOD of the concerned department and the written application may be forwarded to the HOI, if, the situation demands.
- Absenteeism on medical or any serious ground is considered for granting permission to appear for IA, in case the candidate produces supporting documents or medical certificates.
- The allotted marks of each paper are moderated by the departmental teachers to ensure parity during marks allocation.
- Two Internal Assessments are taken and the average of the two is recorded in the university Award List or the VU exam portal.
- Internal Assessments are held both in the written and the viva-voce modes to diversify the means of evaluation of students at different stages of syllabus completion.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1084

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- The institution promotes the adoption of a goal-oriented teaching methodology and pedagogic tools are selected accordingly. The faculty convene at the departmental committee meeting before the commencement of a semester to discuss course content delivery in terms of PSOs and CSOs and specific strategies are considered and revised collectively. All faculty members design their individual Teaching Plans and Lesson Plans to fulfil the scope generated through the PSOs and CSOs.
- Programme outcomes and course outcomes are displayed on the institutional website and in the prospectus to make all the stakeholders aware of the objectives of the courses offered.
- The soft and hard copies of the syllabus and learning outcomes are available in all the departments. Students are provided with the detailed syllabus and relevant guidelines regarding the aims of the course in each semester and are educated about the assessment strategy for each course.
- This year a dedicated Orientation Programme was organized by the college authority on 23rd September 2022 to discuss the programme specific outcomes of the CBCS learning and the other modalities of this course with the new 1st Semester students.. The departments of English and History also conducted separate Induction Sessions on 19th May 2022 to further inform their students about the importance of discipline specific outcomes and about curriculum based departmental activities & achievements.
- The outcomes of each paper are discussed and reviewed after their completion.
- The faculty apprise students on the basis of different performance indicators to determine their course level competencies throughout the year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1145
Upload COs for all Programmes (exemplars from Glossary)	View File

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

- The institution implements a system of continuous evaluation. The faculty follow a 100% syllabus completion framework to achieve the PSOs and CSOs.
- The End Semester University Examination commissioned by the affiliating university evaluates the students' attainment of outcomes specified by the programme.
- Practical Examination and Evaluation by External Experts (appointed by the affiliating university) is conducted on a regular basis.
- Internal Assessments are held periodically for materializing the Programme Outcomes and Course Outcomes for respective subjects.
- Internal tests, class tests, group discussions, student seminars, field work, project work, practical work and creative writing are used as direct methods to assess their learning outcomes.
- Result Analysis through the graphical representation of the SGPA or CGPA score & percentage is another technique of mapping the attainment of PSOs and CSOs by students at the end of a semester.
- Career Path Analysis is another tool of making the PSOs and CSOs visible before students. Data on the progression of students to the higher education sector or to the job market is also collected annually to represent the students' degree of knowledge acquisition.
- All departments are singularly focused on enhancing the employability of students as a matter of achieving the PSOs and CSOs. The Placement Cell has also been created in November 2022 to help students respond to the scope of the PSOs & CSOs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1145

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

376

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://www.narajolerajcollege.ac.in/page.aspx?page_id=1223

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://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1269

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)

3.65

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

01

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

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

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

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.csr.res.in/ & https://www.serbonline.in/SERB/HomePage

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution will start an incubation center (Innovation Hub)

–“MUSHROOM CULTIVATION HUB” under the supervision of the Department of Botany. Students will be given hands-on training on Techniques for Mushroom Cultivation under the supervision of potential experts for the Promotion of the Innovation Ecosystem. The institute will start a certificate course on “MUSHROOM CULTIVATION” from next academic year. This Innovation Hub and Mushroom Cultivation Training will be very popular in the near future as the institute is located in a rural area and the principal occupation of the local people is cultivation and agricultural production. The local people will be highly benefited through the fruitful expansion of this incubation activity in subsequent stages.

Little by little over time, the institute also initiated a Skill Hub Centre for “Training in Tailoring” having 15 seats, and a “Beautician & Make-Up Training Course” having 30 seats to promote self-reliance, financial independence, and skill development among our female students who also constitute the majority of our student population. The appointment of professional trainers and the registration of students for training in the Skill Hub initiative will be successfully concluded within November 2022.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

02

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
01	
File Description	Documents
URL to the research page on HEI website	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1112
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
15	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
07	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File
3.4 - Extension Activities	

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

Narajole Raj College organized Sensitization of College Students for COVID Vaccination in Narajole Raj College CVC and Vaccination of College students in collaboration with Dept. of Higher Education, Govt. of West Bengal. A total of 988 students took 1st dose of the Covid vaccine and a total of 870 students took 2nd dose of the Covid Vaccine.

Narajole Raj College also organized a sensitizing program on the Systematic Voters' Education and Electoral Participation (SVEEP) Program Regarding Special Summary Revision of Electoral Rolls (SSER) - 2022 on 18/11/2021. A total of 100 students and staff attended the program. The College will also start activities on the Yoga Course at Vidyasagar Sishu Shiksha Kendra (Baramara), the Basic Computer Knowledge Course at Singaghai Primary School, and the General English Course at Singaghai Primary School. A comprehensive evaluation will be conducted at the end of the course in the form of written, viva, practical examinations, or oral presentation modes, and certificates with performance grades will be awarded to the participants. The basic preparation of these activities has been completed. The programs will start in July 2022.

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

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

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

00

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

3.4.3 - 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

3.4.3.1 - 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

03

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1137

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
02	
File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
00	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
<ul style="list-style-type: none"> Although there are constraints in land-area utilization within the campus, the college has made efforts to revamp existing facilities and to proceed with civil surveying, 	

vetting and revised infrastructure planning for the upcoming session.

- The institution has sufficient physical facilities and up-to-date infrastructure for conducting and maintaining modern teaching - learning methods.
- There are thirty-one (31) classrooms including one large seminar hall to conduct theory classes. The seminar hall is microphone and speaker assisted and therefore, is capable of hosting institutional seminars with large gatherings.
- White boards are provided in all classrooms.
- There are six (6) rooms with ICT facilities, out of which one is a Smart Classroom equipped with audio-visual facility and lecture capturing system facility.
- The Humanities departments have their own departmental libraries. In addition, basic facilities like Computers, Laptops, Printers, Projectors etc. are available in all Honours departments.
- There are thirteen laboratories (including one Computer Laboratory) for holding practical classes in the science subjects e.g., Physics, Chemistry, Botany, Zoology, Physiology, Geography and Mathematics.
- All the science laboratories are well equipped with instruments and experimental set-ups as per the practical component of their respective syllabi. The instruments are maintained properly and are also repaired as per requirement.
- All physical facilities available in the institution are adequate both in the terms of quality and quantity.
- The Technology Sub-Committee has also taken initiatives to upgrade the ICT facilities of the college and has forwarded committee resolutions and proposals to the institutional management for securing purchase grants in the next semester.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1294

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

Cultural Activities:

- The Cultural Sub-Committee, Yoga Centre, Students' Council and various academic departments ensure fair promotion of cultural values and social utility.
- These bodies have observed & organized Cultural Competition in the month of November, 2021 on Online platform (due to Covid-19 pandemic), where the students were encouraged to showcase their talent in eloquence, essay writing, recitation, artwork painting etc.
- After opening of the college, several important events such as Republic Day, Blood Donation Camp, International Yoga Day, Freshers' Welcome & Farewell Ceremony of many departments and other events were held in a befitting manner.
- Departments publish their own departmental magazines & wall magazines to inspire creative rigour among students.

Sports Activities:

- The institution has sufficient sports facilities for conducting indoor and outdoor games with sufficient stock of sports equipments.
- Sports activities have seen an unprecedented growth in the last few years under the mentorship of the Physical Education department. Football, Kho Kho & Athletics - teams, for both men and women, have been formed.
- Our teams have participated in university level sports meet on multiple occasions earlier.
- Inter class annual sports competition is usually held in every year. But, due to Covid-19 pandemic situation, our institution could not arrange the annual sports in the session 2021-2022.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1297

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

06

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1293
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)

4.17

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)

The institutional Central Library is partially automated. The automation procedure is being done with SOUL (Software for University Libraries) software developed by INFLIBNET. The Central Library was closed due to Covid-19 pandemic for a long time. Therefore, complete automation could not be achieved till today. Automation still is going on at a satisfactory pace. Currently the library contains 18356 text books and 2143 reference books. In the running session 43 new books worth of Rs. 8614 have been purchased. Out of 20499 available books (copies) 10758 books were already automated beforehand. In the running session 7000 more books have been automated, so at present 17758 books are under

automation. The Library Sub-Committee is coordinating with the administration to procure new information management techniques and to develop a strategic planning for acquisition. To reduce the tediousness of manual efforts in the library routine, efforts are also being made to update the circulation section in due time. There have been proposals in the meetings of the Library Sub-Committee to migrate to Koha (open-source software) and all possibilities are being measured and considered by the college authority to accomplish the task of complete automation of the library by the end of this academic session.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1299

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

E. None of the above

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

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

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

0.08614

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

140

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 has responded extremely well to the challenges of transitioning from the online to offline mode of teaching-learning and in retaining the best practices of the online system of knowledge dissemination.
- After the resumption of physical classes in November 2021, all the teaching faculties were encouraged to continue with the IT facilities that they used during the lockdown phase.
- Additional Self Learning Materials (SLMs) were uploaded in the college website and additional online remedial classes were held via Google Meet virtual platform using the previously created college domain e-mail IDs.
- Another component of e-learning - in the form of video lectures - was introduced in this semester through the official YouTube channel of the institution (<https://www.youtube.com/@narajolerajcollegeofficial>).
- The institutional Wi-Fi connection has been recharged regularly. The institutional website also got updated during this session.
- A few of the IT facilities of the institution, which were malfunctioning or lying dormant in the lockdown phase, were repaired.

- After the repair work, the faculties have resumed taking ICT enabled classes using various IT facilities such as projectors, microphones etc. A Smart Classroom Roster has been framed through the Academic Committee to ensure an equitable distribution of technological resources among all departments.
- The IQAC has adopted ambitious resolutions to regularize the provisioning of ICT-enabled classes from the next semester onwards through an effective integration of human resources and technological interfaces.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1292

4.3.2 - Number of Computers

53

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

14.18

File Description	Documents
Upload any additional information	View File
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.

Physical facilities:

- Infrastructure management and development is attributed to Building Sub-Committee. The maintenance and preservation of existing infrastructure is a shared responsibility: Building Sub-Committee, Security Personnel (College Guards) and Students' Council, collectively prevent infrastructural damage & misuse within campus. Technology Sub-Committee monitors CCTV Surveillance.
- Green infrastructure (eco-friendliness) is maintained by Green Club; Disaster response, fire safety and sanitization of physical infrastructure is facilitated by COVID-19 (Redressal) Cell.
- Green Audit Cell has been formed to enhance energy efficiency, conservation and waste management potential.
- Sports Committee and Yoga Centre look after sporting facilities.
- Head Clerk supervises the task of sweeper, electricians and others.

Academic facilities:

- The IT infrastructure (computers, projectors, printers, internet) is maintained by Technology Sub-Committee with support from Purchase Committee.
- Academic departments and Purchase Committee look after the maintenance and purchase of laboratory equipments.
- The maintenance and upgradation of library facilities is the responsibility of Library Sub-Committee with support from Academic Committee and Technology Sub-Committee.
- Academic Committee functions as the principal taskforce for

provisioning of classrooms, classes and for fostering a healthy academic environment.

Support facilities:

- The College has Scholarship Section and Students' Credit Card Section.
- There are Canteen, Boys' Hostel and three water purifiers for safe drinking water.
- The Controller Section and Examination Sub-Committee support the back-end evaluation and examination systems.
- The Career Counselling Cell, Equal Opportunity Cell and the newly constituted Placement Cell mobilize students.
- The Intellectual Property Rights Cell, Grievance Redress Cell, Ant-Ragging Cell, Internal Complaints Committee offer a range of support facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1295

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

904

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

38

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

D. 1 of the above

File Description	Documents
Link to Institutional website	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1291
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

497

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

497

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

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

C. Any 2 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**

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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

117

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	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' Council of Narajole Raj College actively participates in several activities throughout the year for the benefit of the institution and students as well. The activity of the Students' Council is conducted as per the Guidelines framed by Department of Higher Education, Government of West Bengal according to the Government Order No. 168 -ILC/OM-34L12017, dated 07.06.2017.

The selected student representatives contribute in every developmental parameter of the college and manage an information dissemination system using different social networking platforms. The Students' Council take active participation in organising cultural programmes viz. Freshers' Welcome, Observance of birth and death anniversaries of Rabindranath Tagore, Kazi Najrul Islam, Sahid Khudiram Bose, Sukanta Bhattacharya, Acharya Jagadish Ch. Bose, Acharya Prafulla Chandra Roy, Sir C.V. Raman, Teachers' Day, International Mother Language Day, Celebration of Saraswati Puja, Holi, Rakhsha Bandhan Utsav to honour communal harmony. They organize Annual Cultural Competitions and Annual Sports and publish the students' magazine "Rajanya" to inculcate creativity among the students. They also support financially weak students

from the Union fund at the time of fee payment, organize Blood Donation camp, participate in various outreach programmes along with N.S.S and N.C.C units and college Extension Services Sub-Committee. There is representation of students on Academic and Administrative Bodies of the institution: students have their representative in the Governing Body as well as in the IQAC.

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

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

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

36

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

Alumnus of Narajole Raj College has always played a significant role in the overall development of this institution since 2018-19. Activities of the Alumni Association during the session 2021-22 are as follows • Actively participated in various programmes of the college i.e. observation of Independence Day, observation of Republic Day, College Foundation Day etc. • Alumni Association participated in various extension programmes of the college, in our adopted villages. • In the session 2021-22, Alumni

Association has organized the Cultural competition of the college in collaboration with IQAC, Narajole Raj College in which Alumni of the college also took part in the competition.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

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

The governance of the Institution provides maximum help to the students (specially girl students) mostly coming from economically poor background of Keshpur and Daspur areas, sometimes first generation learners.

1. NCC trainings are provided for girls/boys students for vocational learning.
2. To make students aware about their syllabus, institute has arranged a workshop on Choice Based Credit System in Under Graduate & Post Graduate Studies.
3. Institute provides department wise Library orientation program to the students.
4. Institute ensures 100% transparency in online admission process and examination by participation and support teaching and nonteaching staff
5. College implements various policies to upgradation of students' critical thinking student seminar, field and project work, mentoring & workshop.
6. All teaching staffs are adapted to using ICT tools and

techniques, smart classrooms, and maoeuvre digital access to library to maintain their academic activities.

7. Scholarship section provides information regarding different scholarship schemes that are circulated widely for the students.
8. Refurbished the college website making it more extensive and user-friendly.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1087%20&%20https://www.narajolerajcollege.ac.in/page.aspx?page_id=1088
Upload any additional information	View File

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

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

In order to foster and promote decentralization, the institution has taken several steps.

- The function of college is managed by the governing body, led by the President with the Principal being the Secretary.
- Various statutory and non statutory bodies were formed in the name of Committee and Sub-committees.
- The members of various committees and subcommittee including of the teaching and non-teaching staff participate different academic and administrative aspects of the college in a decentralized manner.
- The IQAC and Principal as its Chairperson take care of the entire programming, planning and execution of all works (POW) and effectively implement them in the institution.
- Academic Committee as well as Teachers' Council take different academic affairs related to student and contribute to their positive growth.
- Departmental decisions, planning and activity is operated by respective HOD-s of different departments.
- Head Clerk under the leadership of the Principal as the Head of the Institution (HOI) guides the operation of all office activities of the college.
- Student's Union helps to bring students' affairs to the

attention of competent authorities.

- All departments and offices are interconnected via a WiFi network for smooth running of day-to-day academic and administrative activities.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1143
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed.

As government-aided institution, college follows government policies laid down by the Department of Higher Education, Government of West Bengal. A five years Strategic Plan is prepared and monitored by the IQAC & HOI regarding various academic and administrative activities of the college. The college has taken into consideration the following aspects that cover all seven areas of institutional priority, i. Curriculum Development ii. Teaching and Learning, iii. Examination and Evaluation, iv. Research and Development, v. Library, ICT and Physical Infrastructure / Instrumentation, vi. Human Resource Management, vii. Admission of Students has been monitored.

IQAC maintains a Plan of Action (POA) regarding the matter.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1227
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 functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College follows a pattern of administrative hierarchy with the Governing Body at the top level consisting of the President, Secretary, Govt., University Nominees, Teachers Representatives, Non-Teaching Staff representatives and Student Representative. It is followed by the post of the Principal as the institutional head. The Principal takes all final decisions. IQAC of the college monitors the quality assurance system of the college. The institution maintains an institutional mechanism for the betterment of the employees and students. Advisories by the Principal are circulated to the employees and it is accepted by employees through consultation and discussion. The policies and service rules of the institution are guided by the Higher Education Department of West Bengal. The recruitment and the service/promotion rules for the teaching staff are followed as per their respective G.O. Nos. and eligibility criteria are as per the UGC rules and regulations. Teachers' Council's Secretary is annually appointed to manage the academic calendar and coordinate the functions of everyday management and functions. Bursar, Head Clerk and Accountants play important role in the financial management of the institution. IQAC is responsible for fixing quality parameters for various academic and administrative activities. Students' Scholarship Cell, Anti-ragging Cell & Grievance Redressal cell etc. are present at our college.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1154
Link to Organogram of the institution webpage	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1228
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	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 institution has effective welfare measures for teaching and non- teaching staff

Two welfare measures has been taken by the institution: Group Life Insurance Policy - 1.GSLI - for the teaching staff of the college.

2. SSLI - for the non teaching staff of the college.

Special quarantine leave entitlement to COVID-positive employees is allowed. For professional development, special leave facility is available to employees. Female staffs are fortunate to avail maternity leave of six months as per Govt. rule. CCL is made available at Principal's discretion. Various recreational programmes such as, Annual Festivals, Basonto Utsav, Teachers' Day, International Mother Language Day, Rabindra Jayanti, etc are organized. HRMS software is used for salary of the substantive staff members. Durga Puja bonus is given to casual non-teaching staff individually from the College Fund.

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

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

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

00

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

Institution has a Performance Appraisal System (API) for full time (substantive post) teaching staff introduced as prescribed through notification of U.G.C. College maintains an Attendance Register for teachers to record the time of arrival and departure and it is regularly examined by the Principal. Each college teacher has Self Appraisal Diary that contains individual time table, class and subject wise teaching record, record of examination related work, etc. A separate Leave Register is maintained to record leaves enjoyed by teachers.

'Teaching plan' is prepared by individual at the beginning of the academic year. At the beginning of each class faculty must fill up this diary daily. Feedback system from Student helps to review the performance of faculty.

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

Institution conducts internal and external financial audits regularly to 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.

The institute has provisions for regular financial and academic audit. The College has one 'Bursar' who acts as internal auditor. In the first phase at the end of each financial year, he places a Bursar's report annually (total account of income and expenditure) by comprising all yearly financial issues with its observations, analysis, comments and suggestions to the Finance Committee and Governing Body for auditing.

However, external financial audit could not be conducted, because no auditor was deputed by the Higher Education Department in 2021-22.

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)

00

File Description	Documents
Annual statements of accounts	View File
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

The Institution adopts the following strategies for mobilization of its funds and resources. Submitting proposals to a typical donor agency with Project Plans to UGC, MHRD, DBT, DST, RUSA & SERB is systematically carried out. Faculties are encouraged by the HOI to seek the research funds from GOs and NGOs to carry out

their research works. We have often received fund from stakeholders, non-government bodies, individuals philanthropies. Fees are charged as per the university and government norms from students for various granted and self- financed courses. The College receives salary grant from the State Government.

Utilization of Funds

To monitor the optimum utilization of fund, a Finance Committee has been constituted for monitoring and managing various recurring and nonrecurring expenses. The Purchase Committee pursues quotations from vendors for the purchase of computers, equipment, books, etc. The quotations are scrutinized by the Finance and Purchase Committees before a final decision is made. The Principal, Finance and Purchase Committees along with the Accounts Department ensure that the expenditure lies within the allotted budget. All the works are conducted through a proper tendering process. Works having vetted amounts above 5 Lakhs or more be executed by following e-tendering norms. The tenders are published in newspapers and on the college website.

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

6.5 - Internal Quality Assurance System

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

To institutionalize quality assurance the IQAC had implemented certain strategies:

- Implementation of the Slow & Advanced Learners' segregation mechanism at the institutional level across all academic departments with a centrally regularized process of assessment, uniform learner identification framework and an online remedial class delivery system.
- Introduction of a host of Value Added Courses, Add-on Courses and Certificate Courses for Promotion of Innovation Ecosystem through different Humanities and Science

departments to create professional skill development opportunities for students.

- Proposal initiated for Extension Service at the community level at the villages of Singaghai, Boramara and Harirajpur in the Paschim Medinipur district through effective deployment of human resources available at the institution and facilitation & launch of the Archive Project at the old Narajole Rajbari campus of the college for preservation of local history.
- Initiation of the Coaching Class Scheme for Competitive Exams (WBCS & Allied Services) through the Career Counselling Cell of Narajole Raj College to enhance the job readiness of current students and alumni members.
- Facilitation of sports activities at the college through the creation of men's and women's teams for different sports. Initiate participation of players at district and university level competitions, upgradation of sports equipments and creation of Kho Kho ground within the campus as part of sports infrastructure development.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1142
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

The following review mechanisms are implemented:

- The academic calendar is displayed on the college website & notice boards and is communicated to students through the WhatsApp Study Groups.
- It is updated regularly concerning any changes suggested by the university.
- From May 2022 onwards, the IQAC has introduced a robust and uniform segregation framework for the identification of slow and advanced learners across all academic departments.
- The Academic Self Appraisal is conducted by the faculty and the academic audit records are shared with the affiliating university.
- The status of academic strategy implementation is reviewed

in the Departmental Committee meetings.

- The Feedback from students, faculty, alumni is rigorously collected to review institutional policies and academic mechanisms.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1307
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1223
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 facilities provided by the college towards gender sensitization in the previous year are maintained and supervised

regularly.

1. The Gender Equity Cell of the college organized an awareness programme on PC&PNDT Act, 1994 on 3rd June 2022 to raise social awareness against female foeticide among the students and staff also.
2. A Webinar was organised on 08.03.2022 by the Dept. of Political Science on "Gender Stereotyping and Skill Development of Women" to make our girl students aware about methods of skill development and ways of self-employment.
3. The Equal Opportunity Cell of the institution celebrates religious, caste and gender diversity within the institutional campus and removes barriers to material, cultural and educational resources to the disadvantaged groups of society including SCs, STs, women, OBC (non-creamy layer), minorities and physically challenged persons.
4. Our Women's Football Team is being trained for the university
5. The liberal academic environment of our college upholds ideals of gender equity. It gives our girls an equal opportunity to grow and is instrumental in letting them emerge as toppers at the university exams.

File Description	Documents
Annual gender sensitization action plan	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1279
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	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1312

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 has taken its drawback regarding waste management seriously and has resolved to form a Green Audit Cell. Measures to be taken are as follows:

1. Colour coded dustbins will be placed in different sites for different types of wastes and will be emptied regularly.
2. Waste materials like plastic, papers will be collected and sold out to the vendors.
3. The e-waste like outdated computers and electronic items would be collected and sold as scrap to ensure their safe recycling.
4. Measures will be taken for recycling of food-wastes in particular; all kinds of organic waste will be processed into compost by staff having experience in this field and with help from local experts, if required.
5. Recycling non-degradable waste may not be possible within the campus as the recycling station is no likely to be installed. The Medinipur Municipal authority would be approached to facilitate the plastic waste recycling procedure.
6. As the college is located in an agricultural belt, disposal of toxic/hazardous/heavy metal waste from the chemical laboratory will be disadvantageous to farmers in the long run. Proper care is taken, therefore, to drain such chemical waste and discharge it into a 40 feet deep underground pit within the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution

D. Any 1 of the above

system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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:	B. Any 3 of the above
<ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

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

D. Any 1 of the above

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

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

The cultural programmes organized by the Cultural Sub-Committee, different Departments and Students' Council and performed by the students are veritable examples of seamless harmony arising out of different cultures. Programmes like Bhasa Dibos (International Mother Language Day), International Human Rights Day, Republic

Day, Independence Day, Sidhu Kanhu Hul Divas, Teachers' Day, Nabin Baran Utsav (Freshers' Welcome), Annual Cultural Programme, Basanta Utsab (Spring Festival), Sharod Sammelan (Autumn Festival), Raksha Bandhan, Rabindra Jayanti, birth anniversaries of the eminent personalities like Ishwar Chandra Vidyasagar, Kshudiram Basu, Rishi Aurobindo, Dr. A.P.J. Abdul Kalam, Dr. Sarvepalli Radhakrishnan and others are observed in such a way in the college that students from different communities and cultures & linguistic groups get the opportunity to express their own culture. These programmes generate awareness among students about the importance of tolerance, harmony and fraternity, broaden their understanding of the national spirit and instil ethical values in their young minds. As our institution is located in a rural area and most of the students are first generation learners in college or represent socially and economically backward sections, so there are disparities in knowledge resourcefulness among the students. All these culture programmes act as useful tools of socialization aiming at tolerance and harmony. At a physical level, select spots within the campus - for example, the boys' & girls' common room, sports ground, library, canteen and tearoom - enable students and staff to overcome the barrier of language, religion and culture.

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

Different Departments and Cells of the college organize programmes to sensitize the students and employees about constitutional obligations, values, rights, duties and responsibilities of citizens. The Department of Political Science takes part in the inter-college competitions on Youth Parliamentary Affairs conducted by the Higher Education Department, Govt. of West Bengal every year. The college collaborated with by Nehru Yuva Kendra to stage the District Level Neighbourhood Youth Parliament in Paschim Medinipur. The Equal Opportunity Cell creates awareness among students and staffs about constitutional sanctity and the importance of affirmative action as a means to secure social and economic equality. Moreover, students are made aware about their responsibilities as conscientious and law-abiding citizens through

the celebration of the Voters Day and this year through a collaboration with the Block Development Office, Daspur, to organize the registration drive for new voters. Besides the Value Added Course on Human Rights Education completed this year, an Add-on Certificate Course on "Indian Constitution & Polity" will be offered by the Dept. of Political Science and the proposal for the same has already been submitted at the IQAC. The institution is developing programmes to facilitate adult education in the adopted village. To ensure food safety and promote community awareness about health & nutrition, the college is planning to monitor food quality in the college canteen and vendor carts outside the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1233
Any other relevant information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1115

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

C. Any 2 of the above

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

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

Our institution celebrates national and international commemorative days throughout the year. Our Students' Council organizes many such programmes to generate awareness about our culture and history among stakeholders. Some of these programmes are listed below: National Youth Day on 12th January, Netaji Jayanti on 23rd January, Republic Day on 26th January, International Mother Language Day on 21st February, International Women's Day on 8th March, Rabindra Jayanti on 9th May, World Environment Day on 5th June, International Yoga Day on 21st June, Hul Divas on 30th June, Independence Day on 15th August, Teachers' Day on 5th September, Birthday of Ishwar Chandra Vidyasagar on 26th September, Gandhi Jayanti on 2nd October, Birthday of Dr. A.P.J. Abdul Kalam on 15th October, Constitution Day (National Law Day) on 26th November, Birthday of Kshudiram Basu on 3rd December, Death Anniversary of Rishi Aurobindo on 5th December, Human Rights Day on 10th December etc. The institution also organizes events and festivals like Freshers' Welcome (Welcome programme of new students), Basanta Utsav (Spring Festival), Sharod Sammelon (Pre-Puja Festival), Saraswati Puja, Annual Cultural Programme etc. The academic departments also endeavour to represent the importance of commemorative historical events through the departmental wall magazines. For example, the Dept. of English presented the centenary of the First World War and the 100 Years of Ulysses & The Wasteland, while the Dept. of Bengali visualized two years of the COVID-19 pandemic and human creativity as the themes of their wall magazines.

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

7.2 - Best Practices

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

1. Capacity Building & Empowerment through Multidisciplinary Education

The institute has made tremendous efforts to imbibe capacity building among students and to enhance their employability quotient through multidisciplinary learning opportunities. Students belong to diverse social and cultural backgrounds and the institution seeks to utilize this dimension to equip them for the expanding job market by introducing a number of Value Added Courses, Add-on Courses and Innovation related Courses.

2. Inclusive Growth & Transformative Skill Development

The institute has expanded its developmental agenda to include the community, surroundings and all categories of stakeholders. Inclusive growth ensures that opportunities and access are distributed fairly across society and helps in improving the quality of life of all groups of individuals. The institution has undertaken a transformative skill development programme to achieve this goal and has extended its services to the college alumnus, to primary level learners in its adopted school and to residents of its adopted village. The Skill Hub established by the college will accommodate trainees from the adopted village of Boramara. 15 women from Boramara will receive free training in the Tailoring Course from January 2023. The Career Counselling Cell of Narajole Raj College has organized Free Coaching Classes for Young Aspirants on W.B.C.S and Allied Services from 30.04.2022 (ongoing) to cater to the needs of the current students and alumni members.

File Description	Documents
Best practices in the Institutional website	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1311
Any other relevant information	<u>NIL</u>

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

In order to safeguard the interest of first generation learners and students hailing from financially backward families in a primarily rural area, our college promotes awareness regarding the efficacy of higher education. We have policies that employ both conventional teaching-learning methods and digital learning. The official Facebook page and WhatsApp groups and Official YouTube channels provide opportunities for online learning. The G-Suite LMS also monitor the regular evaluation strategies. Scholarships are regularly awarded to students to encourage their potential for learning. The Career Counselling Cell of Narajole Raj College has organized Free Coaching Classes for Young Aspirants on W.B.C.S and Allied Services from 30.04.2022 (ongoing) to cater to the needs of the current students and alumni members.

The institution has made an effort to impart transferable and life skills to the students and enhance their understanding of the expectations of the industry by introduction of Value-Added Courses, Add-on Courses and Certificate Courses for Promotion of Innovation Ecosystem. Value Added Course in Yoga & Meditation offered by Yoga Centre of Narajole Raj College in collaboration with Physical Education Foundation of India (PEFI), West Bengal Chapter and Value Added Course in Creative Writing (Bengali) offered by the Dept. of Bengali are some examples of the courses offered. All courses are oriented towards improving the employability of students and bridging their skill gaps.

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

Future Initiatives:

1. More Value-Added Courses, Add-on Courses will be introduced in the next semester as per the demand and requirement of students.
2. The Archive cum Knowledge Resource Centre for the preservation of local history will be inaugurated and open for public viewing and research.
3. The college will procure a large playground and a gymnasium as part of its sports infrastructure development.
4. Drinking water facility will be improved through additional water purifier installations.
5. The internship programmes of students will be facilitated in a large scale by different departments.
6. The IQAC & Research Committee of the college will take a proactive role in promoting research and publication activities of the faculty members.
7. The Placement Cell will start building professional networks to conduct on campus recruitment drives and training.
8. The Green Audit Cell will perform a major function in reconstructing the energy profile and conservation practices followed inside the college campus.
9. The IPR Cell will conduct seminar and orientation sessions for faculty and students.
10. Conducting a National level Seminar on National Education Policy will be a prime mandate.
11. The Language Lab of the college will try to collaborate with the affiliating university to offer courses with Vidyasagar University's approval.
12. The College will promote ICT infrastructure upgradation.
13. The college will increase its community involvement by expanding its Extension Services in neighbouring areas and collaborate with government agencies and bodies to facilitate mobilizations.

