SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

NARAJOLE RAJ COLLEGE

P.O.-NARAJOLE, P.S.-DASPUR, DIST.-PASCHIM MEDINIPUR, PIN-721211
721211
www.narajolerajcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Narajole Raj College has traversed many a hundred miles since its inception on September 12, 1966 up to 2017 and now boasts of 10 Honours courses and 13 general courses at the degree level and 2 PG courses. The laboratories of the various departments are well organized, modernized and adequately equipped. Department of Physics boasts of specialized laboratories where there is scope for indigenous development of students' creativity in innovating experimental set-ups that are marketable. Under the accomplished guidance of Prof. Dr. Tapanendu Kamilya the Department has its own nanoparticle synthesis laboratory in preliminary condition and scholars are engaged in preparation of Nano particles. In addition, we have been running a Human Rights certificate Course under the aegis of the Department of Political Science since 2011. Narajole Raj College is also proud of its library that has sufficient numbers of text books, reference books, journals, magazines etc. with reading room facilities for teachers and students. We also have a collection of rare books and manuscripts. The college houses an actively operating Boys' hostel and a UGC sponsored Girls' hostel. The students go through a holistic educational experience aided by the 2 NSS and 1 NCC units. We have adopted a local village focussing on better living of its population, and also run extension activities aimed at women empowerment. The college has introduced LMS methodology to cater to students' special requirements in this flood prone zone. We also boast of a strong, loving, and contributing Alumni.

Vision

Narajole Raj College was born of the visions of a handful noble minds; social and political activists who realized the difficulties of rural students in their perusal of Higher Education. Rani Anjali Khan (of renowned Khan Dynasty, erstwhile rulers of the area and contributors to the Indian freedom movement), renowned political activist, Dr. Rajanikanta Dolai and social activist, Shri Radhayashyam Mondal got together helped and supported by the locals to make everyone concerned look to the skies. Smt. Khan leased out her residential palace in Narajole for the purpose of running the college. They have passed on the batons to us, the 64 odd faculty and 30 staff members managing the Institution with care and dedication. The vision of the founding minds and the present members of the Institution are vigilant about the special needs of the girls of the surrounding villages who are doubly deprived when compared with their male counterparts. The only solution for these hapless bright young minds is a higher education institute at hand. We hope to expand to a full-fledged PG college; as of now we are running PG courses in Bengali and Sanskrit. We also boast of an active Career Counseling body where the faculty look into all possibilities and guide students accordingly. We also provide psychological counseling, and a grievance redress cell that can help alleviate any students' issues by attracting the attention of the authority, so that students can better cope with the demands of higher education and the life hereafter.

Mission

MISSION

We firmly believe in what former late President APJ Abdul Kalam advised: "Excellence is a continuous process and not an accident". Not a moment's rest do we indulge in our perusal of excellence. We are

constantly updating our facilities, initiating updated methodologies of teaching learning mechanisms, and simultaneously engaging in the classical lecture-chalk-duster method. Ours is a challenge to balance the traditional and the new. We have to deal with the Google generation bereft of computer (or other gadgets) on the home front. We have vowed to help these rural students touch heights in spite of their limited means and other encumbrances. Our mission is not limited to the academia but centers around the holistic development of every student so that we do not send out robots to the society. The humane development of each child is as much important. Guided by able teachers the students adapt villages to serve the community. As an exemplary gesture the college donated a part of its own land to the government for construction of a Boys' Hostel meant for the Backward Classes. The NCC and the NSS cadets also engage in awareness drives, community programmes and other such activities that ensure the development of empathy towards society. Our mission is to gift India with responsible, dedicated, and enlightened citizens who will materialize the dream of a Better India, a Shining India.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Narajole Raj College may be bogged down by various constraints but there is an armor of positive energy that keeps us moving ahead in the face of difficulties. The majority of the faculty is extremely dedicated to the upliftment of their institution, in addition to their academic excellence and qualification.

Special care is accorded to the beginners. Special

Our strength is our commitment to excellence, our capacity for endurance, our ability to struggle against all odds with the fixed determination to accomplish Narajole Raj College as one of the premier institutions of higher education.

Institutional Weakness

A majority of our students hail of poor socio-economic conditions and have had very inadequate, to the extent of negligible exposure in everything. They often have scant ideas about the courses they pursue. Often they do not have inkling about how to proceed in the future. Many come without any future plans whatsoever. In many cases the students have to supplement their family income as a result of poverty. This is a major cause of dropouts in the cases of the boys specially. Girls are also married off early and dropout of the curriculum. Added to these hazards, the college being situated amidst a flood-prone zone, the attendance of a large number is very poor. Students remain waterlogged in villages sometimes for periods of three months or even more. Space is also an upcoming problem as the available is becoming completely used up in the face of infrastructural developments.

Institutional Opportunity

As with all developing institutions opportunities are galore if necessary finance can be arranged. No stone is being left upturned in order to make the college a full-fledged PG Institution. With   acquisition of increased land area more departments catering to ever-growing necessities of students is of course a great possibility. More job-oriented courses can be devised for the students. Tie-up with industries is no more a far away dream with the scholars of the Physics Department taking concrete steps forward. More certificate courses, add-on courses, and extension programmes are on the cards.

Institutional Challenge

 There are two major challenges to win. First, the overall quality of students needs improvement. Second, logistics require immediate attention if the college is to retain the momentum of growth it has embarked up on.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

It is mandatory for the Institution to follow the curriculum prescribed by Vidyasagar University. However, the base curriculum provided is re-designed to modules so that the students become better armed to ably manage the syllabi. The modules are carefully analyzed by the faculty and class outcomes are set before the beginning of every session. Teaching aids in the form of power point/ slide/ lecture pdf(s) are prepared keeping student requirements and demands in consideration. LMS enables 24x7 connectivity with students empowering faculty members not only balance but to amalgamate the professional and other fronts of life. The students too feel enriched by the experience. Guardians feel the much needed assurance that their wards are in secure hands. Our students often find ready access to reference material difficult as there is dearth of libraries other than the college central and departmental libraries.The individual departments arrange interdepartmental activities like special classes and seminars to enhance the learning experience of the students and also to expose them to new methods of holistic learning. The Department of Physics has a Research and Development Centre where under the dedicated and determined guidance of Dr. Tapanendu Kamilya students have already prepared market viable experimental set-ups. Activities like quizzing, debates, group-discussions, panel discussions, and paper presentations add colour to the learning experience. Extension activities and active participation in social projects enrich the curricular perception and cognizance of the students. Club activities too add to the knowledge quotient of the students.

Teaching-learning and Evaluation

The University has a set of norms for teaching learning and evaluation process. However, we at Narajole Raj College believe in out of the box thinking that ensure in improved outcome. Every new teaching methodology secures a quick experimentation with our faculty. The students too use every possible avenue, in spite of their restricted accessibility, to adapt to new learning methods. The introduction of LMS is a case in hand. This also doubles up as a language laboratory facility serving fruitfully every aspect of individualized communication enhancement device. Virtual classrooms are also available further expanding the teaching learning experience.

Several departments avail specialized field studies that not only enhance the enthusiasm quotient of the learning experience but also link it with the practical and applicable aspects of the subject. Moving beyond the university mandated examinations the faculty often arranges class tests and micro teaching in order to assess the students. Group discussions, subject quizzes, essay competitions and other such reward based activities become enterprising instruments of student assessment impacting the students' zest for the subject. Regular mock tests arm the students not only for their university exams but also for other competitive exams.

Research, Innovations and Extension

Often the only window available to its students for realization of their aspirations research and innovation are of prime importance in an Institution like ours. It is also the primarily available opening to the wide world beyond. If Google lends them ideas, the college helps them materialize. The Institution is ambitious with a cause. We do not seek to limit ourselves to theoretical academia only. In Physics department there is nanoparticle synthesis laboratory (although rudimentary).

The research scholars are working in collaboration with Department of Physics, Vidyasagar University. The scholars also access the laboratories of IIT, Kharagpur; IACS, Kolkata; and UGC-DAE Consortium, Kolkata. One research scholar has already submitted his thesis to be considered for PhD. Future tie-up with industries is on the cards.

For the humanities faculty we have a separate project room meant for engagement with research activities. Many of the faculty has a number of Minor research projects to their credit. The faculty, staff, and students actively participate in extension activities focused around women empowerment. We have also adapted a village where we work in tune with the requirements and aspirations of the villagers for a better life. These are holistic programmes that include awareness programmes, informative sessions, practical training workshops, medical camps and disaster management trainings. The little children of the village are included in this developmental march through specially designed sessions catering to their needs and interests. The NSS units too adapt villages and work towards improvement of lives of the villagers.

Infrastructure and Learning Resources

Narajole Raj College has about enough classrooms that cater to the needs of students. There are 8 well equipped laboratories catering to student requirements. Presently, we have one smart classroom. However, in the near future we nurture plans for a few more. Students have ready access to LMS, virtual learning, modernized and adequately equipped laboratories. The library has adequate number of books, journals and e-facilities. We subscribe to 2 leading e-journals. There is a conference room and a separate seminar hall. Adequate separate washroom facilities for boys, girls, and staff are available within the premise. We have a clean and hygienic café where refreshment requirements of students and staff are looked after at subsidized rates. A photocopy centre is also run at subsidized rates. The college compound doubles up as volleyball, badminton, or tennis court. Other indoor games are also arranged for. The local football ground that lies just beyond the boundary of the college is always open to usage by the college. All outdoor games and sports activities are arranged here. This is a spontaneous token of love extended by the local population; the college is their pride. A boys' hostel helps house students from remote villages. We have also a UGC sponsored girls' hostel. Presently there are no residents in it due to several local cultural reasons. Besides, we have a cycle-stand

and separate common rooms for the girls and the boys.

Student Support and Progression

Narajole Raj College, in spite of its many constraints, has begun and, is successfully running PG courses in Bengali and Sanskrit; the first step towards fulfilling the vision of a complete PG college catering to a rural mass. These courses were opened keeping the interest of students and local aspirations in view. Coming from remote rural areas, it becomes difficult for many of our students to pursue higher education, if they have to move out to urban areas, lacking the means to bear the financial burden. The situation is doubly difficult for the girl students who are barred from pursuing further education if they have to dislocate from their homes. Further the people of the locality take pride in the fact that they can boast of their own PG Institution.

The Department of Physics of the college is operating its very own rudimentary Nano Particles Synthesis Laboratory .

These are advanced programmes. We cater to the special needs of our UG students through mechanisms like beyond college hours Remedial classes and Tutorial classes. The former cater to the special needs of the weaker students, while the latter are designed for enhancing abilities of students with potential. All class rooms have WI-FI facilities. Of a total of 30 class-rooms, 14 are equipped with LCD projector facilities.

Governance, Leadership and Management

The government has laid down regulations for the structuring of Governing Body that will remain responsible for administrative functioning and vigilance of the activities of the college. Narajole Raj College too is spearheaded by a responsible and adept pivotal governing body that assists and advises the institutional head in managing the affairs of the college. Various sub-committees assist the head in the everyday functioning of the Institution. The Students' Union functions as a strong liaison between the administration and the requirements of the students.

The college serves not merely academic purposes but spearheads the culture and tradition of the locality through multiple programmes throughout the year. These programmes showcase not only the talents of the students but also encourage participation of local talents. Successful and regular participation in programmes like Youth Parliament has boosted the confidence and the morale of the students. They have learnt to realize their worth.

The NCC, NSS units and the Alumni organize awareness programmes, interactive sessions, workshops, and many other programmes where active spontaneous local participation makes them a success. The college also arranges programmes involving students of the local schools, thus enabling them catch a glimpse of what lies ahead. We also encourage the local artisans develop by ensuring participation in various cultural programmes of the college.

Institutional Values and Best Practices

Narajole Raj College, in spite of its many constraints, has begun and, is successfully running PG courses in Bengali and Sanskrit. The Institution is ambitious with a cause. The Department of Physics of the college is operating its very own Nano Particles Synthesis Laboratory (although rudimentary) --- a research laboratory for preparation of Nano Particles. Scholars are working under the enthusiastic guidance of Dr. Prof. Tapanendu Kamilya for characterization of synthesized material.

The College has also adapted a small village, Baramaro . This village, is a very vulnerable one, situated in an acutely flood – prone zone. The village boasts of only one ICDS centre for pre-primary and primary children.

There have been women-centric programmes like art-workshop, and awareness programme about mother and child health care. Eye-camp was intended to cater to all villagers. Women have also been trained in management of old age problems. Disaster Management has been another area where we have worked, bringing in external experts, adding to the indigenous and traditional knowledge of the villagers, on knowhow of flood situation management. Keeping in mind the predominantly agrarian society we were working with, seminars and talks by experts on modern methods of farming and modern fertilizers. Organic farming was another area of interaction.

Our faculty actively participated in co-curricular activities with the children of the village beyond school hours. The kids were exposed to books beyond their text books through story-telling classes, rhyme classes, and drawing classes. Child health and child nutrition are also discussed with the young mothers.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NARAJOLE RAJ COLLEGE
Address	P.O.-NARAJOLE, P.S.-DASPUR, DIST.-PASCHIM MEDINIPUR, PIN-721211
City	PASCHIM MEDINIPUR
State	West Bengal
Pin	721211
Website	www.narajolerajcollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	RANAJIT KUMAR KHALUA	03225-259555	9434417302	-	narajolerajcollege @rediffmail.com
IQAC Coordinator	NILANJANA BHATTACH ARYYA	03225-259775	9609090900	-	ticnrc2017@gmail. com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	12-09-1966

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
West Bengal	Vidyasagar University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	25-01-2010
12B of UGC	25-01-2010

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

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Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	P.O.-NARAJOLE, P.S.-DASPUR, DIST.-PASCHIM MEDINIPUR, PIN-721211	Rural	1.272	2153.35

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Department Of Bengali	36	Higher Secondary	Bengali	354	353
UG	BA,Department Of English	36	Higher Secondary	English	248	223
UG	BA,Department Of Sanskrit	36	Higher Secondary	Bengali	159	158
UG	BA,Department Of History	36	Higher Secondary	Bengali,English + Bengali	148	135
UG	BA,Department Of Philosophy	36	Higher Secondary	English + Bengali	68	21
UG	BA,Department Of Political Science	36	Higher Secondary	English + Bengali	65	34
UG	BA,Department Of Education	36	Higher Secondary	English + Bengali	650	341
UG	BA,Department Of Physical	36	Higher Secondary	English + Bengali	100	100

	Education					
UG	BSc,Department Of Geography	36	Higher Secondary	English + Bengali	113	103
UG	BSc,Department Of Physics	36	Higher secondary	English	74	64
UG	BSc,Department Of Chemistry	36	Higher Secondary	English	95	58
UG	BSc,Department Of Mathematics	36	Higher Secondary	English	119	118
UG	BSc,Department Of Botany	36	Higher Secondary	English + Bengali	92	68
UG	BSc,Department Of Zoology	36	Higher Secondary	English + Bengali	61	60
UG	BSc,Department Of Physiology	36	Higher Secondary	English + Bengali	83	29
PG	MA,Department Of Bengali	24	BA Hons Bengali	Bengali	70	60
PG	MA,Department Of Sanskrit	24	BA Hons Sanskrit	Bengali	30	14

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				6				21
Recruited	0	0	0	0	3	3	0	6	9	5	0	14
Yet to Recruit				1				0				7
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				44
Recruited	0	0	0	0	0	0	0	0	33	11	0	44
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				19
Recruited	7	2	0	9
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				32
Recruited	27	5	0	32
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				2
Recruited	1	0	0	1
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	3	0	6	0	0	10
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	2	0	0	2	3	0	7

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	22	10	0	32

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	6	0	0	6

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	4	1	0	5

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	29	0	0	0	29
	Female	45	0	0	0	45
	Others	0	0	0	0	0
UG	Male	850	0	0	0	850
	Female	1015	0	0	0	1015
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	99	79	39	0
	Female	84	59	29	0
	Others	0	0	0	0
ST	Male	4	5	7	0
	Female	6	4	1	0
	Others	0	0	0	0
OBC	Male	64	39	27	0
	Female	55	49	17	0
	Others	0	0	0	0
General	Male	241	189	85	0
	Female	340	236	180	0
	Others	0	0	0	0
Others	Male	0	0	1	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		893	660	386	0

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 17

Number of self-financed Programmes offered by college

Response : 02

Number of new programmes introduced in the college during the last five years

Response : 05

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1814	1669	1578	1526	1829

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
825	617	549	405	363

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
303	322	362	356	341

Total number of outgoing / final year students

Response : 1684

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
62	56	53	54	47

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
21	19	21	19	19

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
28	28	28	28	28

Total experience of full-time teachers

Response : 266

Number of teachers recognized as guides during the last five years

Response : 02

Number of full time teachers worked in the institution during the last 5 years

Response : 16

3.4 Institution

Total number of classrooms and seminar halls

Response : 31

Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
128.1250	125.17	123.05	91.314	154.401

Number of computers

Response : 90

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.28146

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.12969

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The curriculum for the regular programmes offered by the College is developed and modified by the affiliating University. The College does not have the freedom to frame its own curriculum for any of the regular academic programmes. However, the College has a provision to provide additional need based skill oriented courses such as Human Rights which is offered to the interested students. For these courses, curriculum is developed in consultation with subject experts or by the external agencies.

The College thoroughly develops action plans for effective implementation of the curriculum. The academic calendar issued by the affiliating University is followed for the development of the college level action plan. Some relevant addition and alteration of academic calendar issued by affiliating University may be done for institutional needs.

1. t the beginning of each academic session, the Principal/TIC along with the IQAC members conducts meetings with the HODs and the staff members of various departments to develop various strategies for effective implementation of the curriculum. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars etc.

Apart from this, the college plans and develops action plans for effective implementation of the curriculum. Teachers prepare schedule of work for each subject year wise. This schedule of work is made available in the department. Subsequently, the staff members of various departments conduct their internal meetings and develop teacher specific teaching plan for the ongoing academic year.

The initiatives taken up by the college for effective curriculum delivery and transaction on the curriculum provided by the Vidyasagar University are as follows:

- Preparing Academic Calendar, Time-Table and Work Schedules.
- Each department prepares a teaching plan at the beginning of each academic year.
- Heads of departments conduct formal or informal review meetings to know the status of the delivery of the syllabus.

- Organizing National Seminars, Guest Lectures and departmental level seminars.
- Conducting Quizzes, Debate Competitions and Group Discussions on significant issues and topics.
- Feedback is obtained from the students on the curriculum delivery and transaction

Feedback of students on the curriculum is obtained. Inputs from other stakeholders are also taken into consideration and thoroughly discussed at the institutional level. Suggestions are communicated to the University for redesigning the programmes.

The college has established effective communication with all the stakeholders to ensure that the objectives of the curriculum are achieved in the course of implementation. As a part of continuous evaluation, the college conducts internal examinations, class tests and unit tests; give assignments and organized seminars in every academic year. The college ensures the achievement of the stated objectives of the curriculum through the critical analysis of the students' feedback. If required, the college also takes remedial actions to the delivery of the curriculum to ensure that it enables the college to achieve the stated objectives of the curriculum.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 3

1.1.2.1 **Number of certificate/diploma programs introduced year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
03	00	00	00	00

File Description	Document
Any additional information	[View Document](#)
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 7.07

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	02	02	01	01

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 29.41

1.2.1.1 How many new courses are introduced within the last five years

Response: 05

File Description	Document
Details of the new courses introduced	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 52.94

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 9

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-

on programs as against the total number of students during the last five years

Response: 7.66

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
302	100	75	82	101

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

1.3.1 Descriptiopn of courses which address gender, environment and sustainability, human values and professional ethics

Course 1 : Foundation Course in Human Rights Education

PAPER- 1 : CONCEPT OF HUMAN RIGHTS AND THEIR PHILOSOPHICAL AND HISTORICAL PERSPECTIVES

UNIT A – DEVELOPMENT AND HISTORY OF HUMAN RIGHTS

UNIT B – VALUES – DIGNITY, LIBERTY, EQUALITY, JUSTICE, UNITY IN DIVERSITY

UNIT C – CLASSIFICATION OF HUMAN RIGHTS

UNIT D – THEORIES OF HUMAN RIGHTS

UNIT E – HUMAN RIGHTS MOVEMENT: NATIONAL PERSPECTIVES.

PAPER – II : INTERNATIONAL AND NATIONAL PERSPECTIVES

UNIT A – UNIVERSAL DECLARATION OF HUMAN RIGHTS 1948

UNIT B – FUNDAMENTAL RIGHTS (PART III OF THE CONSTITUTION OF INDIA)

UNIT C – DIRECTIVE PRINCIPLES OF STATE POLICY, (PART-IV OF THE INDIAN CONSTITUTION)

UNIT D – PROTECTION AND ENFORCEMENT OF HUMAN RIGHTS – (I) JUDICIARY AND (II) NATIONAL AND STATE HUMAN RIGHTS COMMISSION AND OTHER GRIEVANCE REDRESSAL MECHANISMS

PAPER – III : HUMAN RIGHTS AND CONTEMPORARY RELATED ISSUES : AN OVERVIEW

UNIT A – WOMEN AND HUMAN RIGHTS

UNIT B – CHILDREN AND HUMAN RIGHTS

UNIT C – REFUGEES AND HUMAN RIGHTS

UNIT D – TRIBAL PEOPLES & HUMAN RIGHTS

UNIT E – TERRORISM AND HUMAN RIGHTS

UNIT F – ENVIRONMENT AND HUMAN RIGHTS

UNIT G – GLOBALISATION AND HUMAN RIGHTS

DETAILS OF RECOMMENDED READING WOULD BE GIVEN IN THE CLASSES

Course 2 : ENVIRONMENTAL STUDIES

UNIT 1 : The Multidisciplinary nature of environmental studies

- Definition, Nature, Scope and Importance of Environmental Studies
- Types and components of environment
- Goals of environmental education
- Environmental ethics
- Global environmental crisis

UNIT 2 : Natural resources: Renewable and non-renewable resources

- Nature and natural resources – their conservation and associated problems.
- Forest resources – uses, types and importance, deforestation and effects of deforestation on tribal people: conservation and protection of forest and forest resources: joint Forest Management.
- Water resources – Distribution of water on Earth: use and over-utilization of surface and ground water. Water resources of India & its future.
- Agricultural resources: World food production & distribution. Food crisis – its causes.
- Livestock resources
- Energy resources: Renewable and Nonrenewable energy sources. Use of alternate energy sources. Energy conservation
- Land resources: Land as a resource. Land degradation. Landslides. Soil erosion and desertification- causes and effects.
- Wildlife resources
- Use of resources for sustainable development.

UNIT 3 : Ecology and Ecosystems

- Concept of ecosystem. Ecology and biomes.
- Producers, consumers and decomposers
- Energy flow in the ecosystem, energy flow models
- Food chains, food webs and ecological pyramids
- Biogeochemical cycles: Pattern and basic types of biogeochemical cycles (Nitrogen. Phosphorus)

UNIT 4 : Biodiversity and its conservation

- Biogeographically classification of India
- Value of biodiversity: consumptive use, productive use and social values
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss. Poaching of wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity: In situ and ex-Situ conservation of biodiversity.
- Biodiversity Acts
- Wildlife management, The wildlife protection Act.1972:, definitions of animal, wildlife, haunting, provisions relating to haunting of wild animal, sanctuary, national park, community reserve and tiger reserve.

UNIT 5: Environmental Degradation and Pollution

Definition, sources, causes, effects and control measures of

a. Air Pollution

b. Water Pollution

c. Soil Pollution

d. Noise Pollution

UNIT 6 : Social Issues and the Environment

- Water conservation. Rain water harvesting
- Climate Change. Global warming. Acid rain. Ozone layer depletion
- Carbon trading
- Wetland resources and their conservation
- National wetland conservation programme with special reference to Ramsar sites
- Govt. Agencies. Viz. CPCB. SPCB and their function under the water Act & Air Act. Constitutional provisions for protecting environment Articles 48 (A). 51A (g).
- The Environment (Protection)Act.1986
- Air and Water Acts and their role in environment protection
- Environment Protection Movement in India – Chipko movements, Silent Valley Movements. Movements in Karnataka. Public awareness
- Rural Environment – problems and their management
- Reducing emissions from deforestation and forest degradation
- (REDD) – Concept

UNIT 7: Human Population and the Environment

- Deifination, Characteristics: human population growth. Concept of carrying capacity
- Population stabilization- Family Welfare Programme
- Environment and human health. Concept of health and diseases – Examples of common communicable & non- communicable diseases, community health education.
- Use of Biotechnology

Course 3 : Political Science (Hons & Gen)

In Political Science Honours the 3rd chapter of the VIth paper contains social inequality and politics, caste, class and power politics, gender questions and women empowerment.

In Political Science General the 1st chapter of 1st paper contains secularism and communalism, caste and politics, women's participation in politics.

Course 4: Philosophy (Hons)

In Philosophy Honours the 3rd chapter of the VIth paper contains concept of discrimination, gender discrimination and caste discrimination in the Indian context. Also, the Chapter 4 contains the value of life: killing, suicide euthanasia.

Course 5: Geography (Hons)

In Geography Honours the 3rd paper contains Environmental Studies: - ozone depletion, el-nino and different cyclones and climate hazards, ecosystem, eco-tone, food chain, food wave, and energy flow etc.

Also the 6th paper contains gender issues and population studies

Course 6: Botany (Hons)

In Botany Honours the 3rd paper contains Environmental Studies: - ecology, biodiversity, and plant geography. In Botany Honours the 7th paper contains Environmental Studies: - practical ecology. In Botany general the 2nd paper contains Environmental Studies: - ecology. The CBCS syllabus contains plant ecology, phyto-geography, stress biology and natural resource management.

Course 7: Zoology (Hons)

In Zoology Honours the 3rd paper contains Environmental Studies: - environmental toxicology, environmental degradation, biodiversity, conservations, bioethics and biosafety.

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 24.86

1.3.3.1 Number of students undertaking field projects or internships

Response: 482

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
List of students enrolled	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
Any additional information	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrolment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	[View Document](#)
List of students (other states and countries)	[View Document](#)

2.1.2 Average Enrolment percentage (Average of last five years)

Response: 74.21

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1814	1669	1578	1526	1829

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2425	2365	2322	2159	2102

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 73.74

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
590	481	391	267	298

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

1. **Identification of slow learners and advanced learners**

Our students take admission as per merit. Generally our session starts at the middle of July of every year as per direction of Vidyasagar University. Before, the commencement of classes, the students are given orientation in which they are informed about the courses and syllabus to assist the knowledge based and skill needs of the students special orientation lecture based on the basic/fundamentals of the programme/subject concerned are organised. Special sessions are organised to bridge the knowledge gap of the incoming students from different backgrounds.

During the session teachers conduct internal assessment of students through question and answer session, assignments, class works, departmental seminar, etc. Based on their performance, the students are identified as slow learners and advance learners.

(b) Special programs for slow learners

(I) After identification, special remedial classes are conducted for slow learners from September to February of each year. Generally, topics of the remedial classes are chosen as per demand/need of slow learners. Teachers deliver special lectures on the selective topics chosen by slow learners to clarify the idea on given topics.

(II) Special class notes are given to these slow learners. In science subjects, special emphases are given to solve the mathematical problems on the selective topics chosen by slow learners to clarify the idea on given topics.

(III) Generally, we arrange two examinations in MCQ pattern, after completion of topics of remedial classes. The results of these examinations are also analyzed. The MCQ question pattern helps the slow

learners for preparation of internal examination/graduation final examination of University/entrance test in master degree.

(IV) Students of some departments have to do project work as per their syllabus. Slow learners are given easy project as per syllabus. The meritorious and advance learners are given extraordinary project.

(V) We also give special attention on slow learners in normal classes to clear their doubts.

(b) Special programs for slow learners

(I) Teachers deliver special lectures in tutorial classes on the selective topics chosen by advance learners to enhance their knowledge and skill.

(II) Special class notes are given to these advance learners as per their needs. In science subjects, special emphases are given on advance learners to solve the harder mathematical problems for their success in graduation final examination of University/entrance test in master degree.

(III) The faculty members encourage specially advance learners to take part in co-curricular activities like debate, quiz, poster competition and exhibition, etc. .

(IV) Students of some departments have to do project work as per their syllabus. The meritorious and advance learners are given extraordinary project for enhancement of their skill and knowledge.

(V) The college promotes creativity among students by encouraging them by publish articles, poem, stories in the college magazine, departmental magazine and wall magazine. Special attentions are given to the advance learners to nurture their significant and critical thinking, creativity and scientific temperament.

2.2.2 Student - Full time teacher ratio

Response: 30.3

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.05

2.2.3.1 Number of differently abled students on rolls

Response: 01

File Description	Document
Institutional data in prescribed format	[View Document](#)
List of students(differently abled)	[View Document](#)
Any other document submitted by the Institution to a Government agency giving this information	[View Document](#)

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

Response:

The learning environment of the college is student centric. In the classes where the students are of diverse learning abilities, lectures are delivered with the aim that average student will be able to absorb the concept. Learning is making it more interactive through activities like group discussions, field survey, project work, field work which while strengthening the knowledge base contribute to skill formation and managerial skills both at personal and interpersonal level. Various cells, committees and the departments organize quizzes, seminars, departmental seminar to develop skills like interactive learning, collaborative learning and independent learning among the students.

1. Students have provision to use the facility of INFLIBNET: N-list for online access to e-journals, e-books and other e-materials.
2. There is a separate journal section at central library. Subject wise research journals are subscribed and displayed for the use of students.
3. Sufficient nos. of computers are installed in science laboratory (where required syllabus wise). There is computer and internet facility in the central library and in all departments.
4. The college provides high speed WIFI for the students to download the electronic study material.
5. The college provides audio visual virtual class room and e- learning system. There is sufficient no of class rooms equipped with power point projectors.
6. The college provides a general computer laboratory with sufficient no of computer and high speed internet. The college conducts basic computer literacy course and course on communicative English to develop the skill of students.
7. The college has a future plan to build a digital seminar hall with internet facility to provide facilities for effective learning.

Besides that the college takes initiative to advance the level of knowledge and skill of the students by different ways.

1. Departmental seminars and group discussions are organized regularly by the faculty members to nurture their significant and critical thinking, creativity and scientific temperament.
2. Many departments also organize UGC sponsored national level seminar for the promotion of advance learning.

3. College conducts lectures and seminars by experts on various issues such as intellectual property rights, use of ICT etc. in which faculty members and students are encouraged to participate.

4. Educational trips or excursion are also organized by the department as per guideline of syllabus.

5. Students of some departments have to do project work as per their syllabus. The meritorious and advance learners are given extraordinary project for enhancement of their skill and knowledge.

6. The faculty uses all the possible teaching methods using the facilities and teaching aids offered by the Institution for promotion of advance learning.

7. Other teaching methods included group discussions and tutorial classes are also organized regularly.

8. Special remedial classes are held for slow learners.

9. Sometimes popularization programmes are organized at college to encourage the inquisitiveness and creativity among the students.

10. The college has also a cine club. The members of cine club arrange regularly film and video shows on educational interest.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 68.75

2.3.2.1 Number of teachers using ICT

Response: 44

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 96.95

2.3.3.1 Number of mentors

Response: 20

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

The college promotes creativity amongst students by encouraging them to publish articles, poems, stories in the college magazine, wall magazine etc. The IQAC and the faculty members encourages students to take part in co-curricular like debate, quiz, cultural activities and also many extension activities which will help them to transform themselves into life-long learners and innovator.

Innovative teaching approaches/methods adopted by the faculty:

1. The faculty uses all the possible teaching methods using the facilities and teaching aids offered by the Institution.
2. The class room teaching is carried out as per the syllabus prescribed by the University.
3. To enrich the classroom teaching the teachers prepared modules for the students.
4. In other teaching methods the group discussions are organised. In this process, the comprehensive capacities of the students are developed. Sometimes, the faculties are taken part to enrich the discussion.
5. The college arranges student's seminars especially for advance learners. Usually, the seminar topics are chosen from their syllabus. The question answer sessions are compulsory in this kind of seminar.
6. College arrange interdisciplinary classes in Honours subjects. These types of classes develop the cohesion of two related subject among the students.
7. Popularization programme are organised to develop the basic sense of subject among the students.
8. Teachers follow audio visual and e-learning process for more technically advance teaching. Recently, a smart class room is established for this purpose.
9. Students of some departments have to do project work as per their syllabus. The meritorious and advance learners are given extraordinary project for enhancement of their skill and knowledge.
10. Educational trips or excursion are also organized by the department as per guideline of syllabus.
11. Many departments also organize UGC sponsored national level seminar for the promotion of advance learning.
12. Special classes are held for slow learners and advanced learners.

Besides that eefforts made by the institution to encourage the faculty to adopt new and innovative approaches:

- Departments are encouraged to maintain wall magazine. Through this effort, the creativity and innovative thinking are inculcated among the students.
- The faculty members are encouraged to attend the national/international/state level seminars/workshops/ conferences and other training programme such as Refresher course, orientation and short term training programme. Teachers become updated through these initiatives.
- Feedback on lectures obtained from students. These feedbacks are collected and analyzed through IQAC and if necessary proper action has been taken.
- Latest subject related reference books are purchased for the use of the faculty to enhance their knowledge for the benefit of the students.
- The college has a central library and departmental libraries. The Library is well stocked with text

books, reference books, journals etc. Extra numbers of books are also issued to the major students if required. E-resources are hosted through INFLIBNET services.

* The departments have departmental library and reading section. The Library is well stocked with text books, reference books, journals etc. Students are using these departmental facilities.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 70.71

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 60.65

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	12	12	12	11

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3 Average teaching experience of full time teachers in number of years

Response: 4.16

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0.95

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	00	00	00	00

File Description	Document
e-copies of award letters (scanned or soft copy)	View Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

At the beginning of the academic year the calendar containing details of all the college activities and general rules of evaluation is displayed on the college and departmental notice board. Orientation/Induction programme are also organized for new comers. The details of the evaluation system i.e. assessment, attendance and aggregate marks are explained to the students by the faculty members and Heads of the department.

In an affiliating system, there is little scope for a college to introduce its own examination reforms. The college follows continuous assessment pattern as prescribed by the University for all Programmes. According to University Rule, a U.G. student has to get at least 75% attendance to qualify for the final examination.

Continuous internal evaluation system are basically organised by the departments. But, to maintain the transparency, the college examination subcommittee look after the total procedure sincerely. Examinations are taken as per guideline of Vidyasagar University and schedule of college academic calendar.

To make the Continuous Internal Evaluation System (CIE) more impartial the question papers of these examinations has prepared in moderation system. Usually, the Head of the Departments are taken the responsibility of moderator. The questions papers are printed by the supervision of examination subcommittee.

The college examination subcommittee has taken the examination of students of one department by the invigilators of other departments to maintain the discipline inside the examination hall. Some departments installed CCTV for practical examinations.

The evaluation process followed by us is highly transparent. In the case of written internal examination, the answer papers are shown to the students after evaluation. The evaluated scripts are preserved in the departments. The award lists of marks of internal examinations are sent to Vidyasagar University as per norms.

The college has the mechanism for redressal and grievances with reference to Continuous Internal Evaluation System (CIE) at the institutional level. Regarding the internal marks awarded at college level, the student can approach the HODs or the respective teacher if the students have any discontentment in the way their internal papers are evaluated. The college level Grievance Redress Cell also functions round the year to hear and decide on appeals from or against the department. Answer sheets are shown to the students so that they can learn from their mistakes and improve upon their performance in the future examinations. Any kind of grievance related to internal assessment system has been redressed within 10 working days.

Being an affiliated institution, the college follows the evaluation reforms introduced by the University. The Institution formulates an academic calendar followed by Vidyasagar University with the provisions of University examinations and internal examinations. The schedules of internal examination are rarely changed. The University prescribed evaluation reforms are implemented promptly and as part of it the faculty members continuously evaluate the performance of students in each academic year.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The college has to abide by the regulations of Vidyasagar University. As per new regulation of Vidyasagar University, every college has to take two internal examinations of each paper in case of (Hons.) subjects and one examination in each general paper. The pattern of continuous internal examination is of 10 marks in each paper. The question pattern will be multiple choice type or short answer type.

Besides that, college also arranges internal examinations for remedial coaching and practice examination for entry in service. For these classes college usually arranges multiple choice questions oriented examination.

Continuous internal evaluation system are basically organised by the departments. But, to maintain the transparency, the college examination subcommittee look after the total procedure sincerely. Examinations are taken as per guideline of Vidyasagar University and schedule of college academic calendar.

To make the Continuous Internal Evaluation System (CIE) more impartial the question papers of these examinations has prepared in moderation system. Usually, the Head of the Departments are taken the responsibility of moderator. The questions papers are printed by the supervision of examination subcommittee.

The college examination subcommittee has taken the examination of students of one department by the invigilators of other departments to maintain the discipline inside the examination hall. Some departments installed CCTV for practical examinations.

The evaluation process followed by us is highly transparent. In the case of written internal examination, the answer papers are shown to the students after evaluation. The evaluated scripts are preserved in the

departments. The award lists of marks of internal examinations are sent to Vidyasagar University as per norms.

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

Response:

The college has the mechanism for redressal and grievances with reference to Continuous Internal Evaluation System (CIE) at the institutional level. Regarding the internal marks awarded at college level, the student can approach the HODs or the respective teacher if the students have any discontentment in the way their internal papers are evaluated. The college level Grievance Redress Cell also functions round the year to hear and decide on appeals from or against the department. Answer sheets are shown to the students so that they can learn from their mistakes and improve upon their performance in the future examinations. Any kind of grievance related to internal assessment system has been redressed within 10 working days.

All the cases of grievances are minuted in grievance redressal sub committee's resolution book. The grievance redressal sub committee's submitted all these resolutions to academic committee. All the solutions of the grievances are made in academic sub-committee's meeting in presence of Principal/Teacher-in-Charge.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

2.5.4 Academic Calendar of the college is Published at the beginning of each session .

Academic calendar of the college displayed the following items related to our academic activities : -

1. Total number of working days and holidays of the college
2. Days of various cultural events
3. Schedule for UG, PG Internal Assessments

1. UG

Part –I : 23,24 December 2016 (Hons) 1 to 4 March 2017 (Hons) 14 to 18 March 2017 (General)

Part –II :   12 to 14 December 2016 (Hons) 20 to 23 February 2017 (Hons) 27to 28 February 2017 (General)

 •

(b) PG

PG 1st Sem. 29 to 30 November 2016

PG 2NdSem .3 and 5

Early announcement of the activities may helpthe Students for their preparationfor Examinations .Is makes all academic function more orderly . Faculties and office management also get opportunity to do the work more plan fully .

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

1. The college has clearly stated the learning outcomes in its mission statement. The curriculum and the syllabi of the academic programmes offered in this college are transacted in such a way that it clearly stated the learning outcomes. Each programme is designed and module to ensure that students develop their knowledge as well as understanding. The learning outcomes are communicated to the student's right from the beginning of the academic programmes during the departmental orientation session.

2. The programmes offered in our College have both social and economic relevance. The college has taken many initiatives to enhance the social and economic relevance of the courses offered. These include field survey, community extension activities, etc. All the information gathered by these

studies are analyzed to make the syllabus more effective and valuable. Departments organise seminars to create interest of the students on research and development.

3. **Mechanism of Communication:**

1. Course outcomes of different subjects are prepared by the supervision of concerned departmental heads. Prepared course outcomes are passed through departmental meeting and academic committee meeting, subsequently. After that, these reports are displayed on college website and printed copies of the same are circulated through notice board.

File Description	Document
COs for all courses (exemplars from Glossary)	<u>View Document</u>
Any additional information	<u>View Document</u>
Link for Additional Information	<u>View Document</u>

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

1. **Methods of measuring P.O., P.S.O. & C.OS.**

The following methods are taken to P.Os, P.S.Os. & C.Os,

1. Our evaluations are among the important methods for measuring programme out comes, programmers' specific out comes, and course out comes. Through the continuous internal evaluations, we have come to know that how much knowledge they have gathered through the process of learning.
2. We arranged students' seminars which are primarily based upon their syllabus. Through their seminar presentation the level of attainment is measured. Students who are not presenting papers are participated in these seminars as delegates. Through their interactions we can measure their understanding about the subjects.

Through their field works and projects the attainment of course out comes have been measured

2.6.3 Average pass percentage of Students

Response: 94.72

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

Response: 287

2.6.3.2 Total number of final year students who appeared for the examination

Response: 303

File Description	Document
Institutional data in prescribed format	

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	

23-12-2017 02:16:36

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of project and grant details	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 3.13

3.1.2.1 Number of teachers recognised as research guides

Response: 02

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.25

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 4

File Description	Document
List of research projects and funding details	[View Document](#)
Supporting document from Funding Agency	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

1. Skill Development Centre

Project-I

The Department of Physics, Narajole Raj College, has taken initiative of exploring the latent student energy and student curiosity, to make it patent meaningfully channelizing it towards reward based productivity viable in the industrial market. The Department is successfully operating its very own R&D (Research and Development Centre) where students of the Department are assembling experimental set-ups. Under the guidance and inspiration of the faculty the students choose the subjects from their syllabus; the whole set-up is contrived by the students and nothing is purchased from vendors. A few fruitful trial configurations are:

1. Maxwell's Needle experimental set up;
2. Determination of Planks constant experimental set up;
3. Bar Pendulum experimental set up;
4. Kater's Pendulum experimental set up;
5. Searl's Methods experimental set up; and
6. Fly Wheel experimental set up.

Several others are in the making, and the youngsters are confident of success. Initially the exploratory configurations will be used by the students of the department. However, plans have already been laid out for future market viability at nominal costs. That will become an incentive for the prospective buyers, as the brands now available in the market are extremely high priced. The Department of Physics, Narajole Raj College, is absolutely sure-footed in its march into the future.

Project-II

Job oriented programmes are important requirement in this college. Our students feedback reflects that

arrangement of job fairs, establishment of placement cell are among important needs. Keep this thing in our mind college has planned for a skill development centre. The students of our college are our target group.

As most of the students of our college are of average merit, so, we thought craft oriented training programme for them. Our college is situated in which is rich in art and craft. Chitrokors of this locality are among ethnics groups.

In this background college opened a skill development centre of paintings and claymodeling. For this centre college invited two external experts from IIT, Kharagpur. Initially college has invited trainers among local potuas and also invited a local painter for craft training. There are 20 students in this project. They made various handicrafts.

College has made functional MOU with local Samabay Samiti, Deshapran SKUS Private Limited. Centre has displayed its own products at there. Samabay takes the responsibility of marketing of these products.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 5

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	02	01	00	00

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 00

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.3

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	07	08	04	01

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.27

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	5	4	4	6

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Narajole Raj College was established fifty years ago with the noble idea of creating opportunity of higher education among the students of this remote area. Since then, this institution has never deviated from its aim. Keeping in mind the social responsibility of an academic institution, Narajole Raj College adopted the village 'BORAMARA'----a village 3km away from the college in 2011 aas a part of Extension Programme. The objectives of the program are to reach and meet the people of Boramara .Borarmara was chosen as the adopted village for its unique problem. The village is a flood affected one and for its typical geographical location, it becomes water logged for four to five months every year. For this reason, people of Boramara have to suffer several problems. Narajole Raj College is determined to help them to overcome these problems.

Since 2011, specific measures have been taken to fulfill the objectives of the Extension Program. In the very beginning, a field survey was conducted by the volunteers of The NSS Unit I&2 to collect data regarding problems and requirements of the inhabitants of Boramara. Then the collected data were analyzed and requirements were categorized as social, political, financial et. These data, categorization of requirements were placed in a General Meeting with the villagers held in to know the opinion and suggestion of the concerned people.

The areas focused upon by the villagers were health awareness, prevention of violence against women, training in music, recitation, art and craft for children, vocational training for elderly, computer training for youth , use of mobile technology, awareness relating to organic fertilizer (Vermi composite), reducing use of chemical fertilizers, promoting healthy social attitudes and fighting superstitions. On the basis of these focused area several programmes are carrying on. Some of those are organizing independently by the college like training in music, recitation, art and craft for children. Teachers as well as senior students are involved in this programme. Besides, art and craft training for elderly have been organized in collaboration with Fevi-Crill, Pedilite India Ltd., Kolkata. .Programmes on using bio-fertilizers are running with the assistance with the resource persons of IIT, Kharagpur .Programmes like short drama, slide shows

are organized by Break-Through, a National level Science Organization to promote healthy attitude and fighting superstitions. Sarbik Gramin Vikash Kendra, Daspur, an internationally reputed NGO organizes yearly Eye-Test Camp every year. Training on disaster management is organized by Professional Institute for Development and Socio-Environmental Management, Gobardanga North 24 Parganas. Legal assistance programmes are held regularly to meet the queries of the people of Boramara. Adocate Susmita Chakraborty of Howrah District Court visits the village to help them in legal crisis. Efforts are make commercial use of the local products in a greater manner is yet to be materialized.

Inhabitants of Boramara are satisfied with these pogrammes.   Changes among the children, youth and house wives are positive and prominent. We do believe this is only a beginning and we have miles to go. We are determined to achieve our goal.

3.4.2 Number of awards and recognitions received for extension activities from Government /recognised bodies during the last five years

Response: 4

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	01	01	00

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 28

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	5	4	3	5

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 28.17

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
699	639	417	310	316

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)
Report of the event	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 3

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	01	02

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document]
Copies of collaboration	[View Document]

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 2

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	00	00	00	00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document]
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	[View Document]

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Teaching Learning Facility

Classroom

The College has sufficient class rooms. There are total 30 classrooms in College Campus. All the class room has WI-FI facilities. Out of them 14 class rooms are equipped with LCD projector facilities.

Seminar Hall and Smart Class room

The College has a modern Seminar Hall with audio visual and WI-FI system. The college also has smart class room.

Laboratories

The college has well equipped departmental laboratories.

1. The Physics department has one electrical laboratory, one general laboratory, one optical laboratory and one electronics, computer and research laboratory equipped with sufficient no of instruments as per syllabus of affiliated University. The department offers the computing facilities by software FORTRAN, C, C+, C++ , Python as per syllabus of affiliated University.
2. The Chemistry department has one organic laboratory, one inorganic laboratory, one physical laboratory and one store room equipped with sufficient no of instruments and chemicals as per syllabus of affiliated University.
3. The Mathematics department has one computing laboratory, equipped with sufficient no of computers. The department offers the computing facilities by software FORTRAN, C, C+, C++ as per syllabus of affiliated University.
4. The Botany department has two laboratories, equipped with sufficient no of microscopes and instruments as per syllabus of affiliated University. The department offers the computing facilities by using general computer laboratory.
5. The Zoology department has two laboratories, equipped with sufficient no of microscopes and instruments as per syllabus of affiliated University. The department offers the computing facilities by using general computer laboratory.
6. The Geography department has one laboratory, equipped with sufficient no of instruments as per syllabus of affiliated University. The department has its own computer laboratory with almost sufficient no of computers for the computing facilities.
7. The Physiology department has one laboratory, equipped with sufficient no of instruments as per syllabus of affiliated University. The department offers the computing facilities by using general computer laboratory.
8.

Computing equipments

The Mathematics and Physics department each has one computing laboratory, equipped with sufficient no of computers. The department offers the computing facilities by software FORTRAN, C, C+, C++ as per syllabus of affiliated University.

Besides that, the college has a general computer laboratory equipped with 50 no of computers. The general computer laboratory is open to all students for providing computing facility and training for different software course and languages.

Besides that, all department has at least one/two computers each.

Library

The College has a modern library with sufficient numbers of Text Books, Reference Books, journals and magazines etc. In library there is reading room for teachers and students. Library automation is going on. LMS software is recently introduced in the college. Teachers are using e-books and e-journals and database form N-List, National Digital Library.

Departmental Library

All departments have its own departmental library. The libraries are equipped with large numbers of text and reference books.

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

Response:

The institution has adequate facilities for sports, games, indoor, outdoor, gymnasium, yoga centre etc) and cultural activities

- College has a playground (350 ft x 229 ft) on agreement basis where students can practice their outdoor games. College arranges intra annual sports meet at there. The college has sufficient no footballs, cricket kits, and athletic equipments for Shot Put, Javelin throw, Discus Throw, etc
- The college also has separate arrangement for playing volleyball, kabadi and kho-kho inside the campus. The approximate area of this ground is 81 ft x 75 ft.
- College also has facility for indoor games like table tennis, Ceram, Badminton, Chess, Ludo & Chinese Cheker, etc.
- The college has a Yoga centre in its satellite campus. The approximate area of this centre is15 ft x 13ft. The approximate area of this ground is 41 ft x 25 ft. The college arranges Yoga trainings for the students and staffs also by the supervision of Physical education department.
- College also has a gymnasium on agreement basis. The gymnasium is open for the use of boys and girls students as well as for the staffs. The area of gymnasium is The facilities are available there

are listed below-

Leg Curl machine, Dumbells, Trieep Bar,Dip Station, Bench Press, Pull Up Bar, Battle Press, Pressure Bench, Pee Deek Machine, Handgrip Exerciser, Lat Pull down Machine, Hammer Strength Machine, Pylo Box, Calf Machine, Stair Stepper, etc.

Cultural Activities

- The college annually publishes a college magazine which provides the students with an opportunity to explore their creativity and ideas. Most of the departments also maintained wall magazines and departmental magazine.
- The college organizes annual cultural competition for the students. The competitions are held on song, recitation, drawing, eloquence, debate, etc. Besides that college observes different significant days where different cultural programmes are arranged. The list of the significant days are-

1. Republic day
2. National Youth day
3. Independence Day
4. College Foundation day

Student's Union also organizes different cultural programmes round the year. These are-

1. Rakshabandhan Utsav
2. Rabindra Jayanti
3. Najrul Jayanti
4. National Science Day
5. Teacher's day
6. World aids Day
7. World Vernacular language Day
8. Saraswat Utsav
9. Basanta Utsav
10. Annual Cultural Programme

- The college has a modern seminar hall with area 132 ft x 18 ft 8 inch. The seminar hall is equipped with a dias with modern acoustics system as well as LCD projector.
- College motivates students to take part in different inter –college sports and cultural meet such as Youth Parliament competition, University sports meet, university Cultural meet.
- College has sports and cultural sub-committee to inculcate sports and cultural activity among the students.

File Description	Document
additional information	[View Document](#)

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

Response: 48.39

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 15

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 15.56

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
33.2506	9.1405	9.3172	7.8865	43.753

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library

The College has a modern library with sufficient numbers of Text Books, Reference Books, journals and magazines etc. In library there is reading room for teachers and students. At present, the total seat of reading room is not sufficient. Construction of modern reading room of (750 sq ft) is in progress. This reading room will be equipped with all modern facilities like modern sitting arrangement, AC, Cloak room, water purifier, computers, WIFI, etc. Library automation is in progress and entry of 3000 books is

completed. LMS software is recently introduced in the college. Teachers are using e-books and e-journals and database form N-List, National Digital Library and ePG Pathsala. It is also decided that in coming session the college will apply for e-sodhsindhu membership. In Library there are also arrangements of National News Papers and Employment News for reading.

- Total area of the library :   750 sq ft
- Total seating capacity: 30

Working hours (on working days, on holidays, before examination days, during examination days, during vacation):

- Working days   :   09:30 AM to 4:30 PM
- Holiday   :   Closed
- Before Exam days   :   09:30 AM to 4:30 PM
- During Exam days   :   09:30 AM to 4:30 PM
- During Recess

 (Summer and winter)   :   09:30 AM to 4:30 PM

- Electronic Resource Management package for e-journals : Yes through N-List
- Library Website-Yes
- In-house/remote access to e-publications: N.A.

- Library automation -Yes   (Started and in progress and entry of 3000 books is completed)
- Total number of computers for public access : 4
- Total numbers of printers for public access- 1
- Internet band width/ speed (Broadband)   : 1 MBPS
- WIFI: 20 MBPS
- Total No of Books: 26,910
- Total No of journals: 278
- Total No of rare books/manuscripts:

Name of the ILMS Software: SOUL 2.0 (version)

Nature of Automation: Partially

Version: SOUL 2.0 (version)

Year of Automation: Started on 2017

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for

library enrichment

Response:

Sl No	Name of the book/manuscript:	Name of the Publisher:	Name of the Author:	Number of Copies:	Year Publ
01	Trinapurus Mahadan (Puthi)	Collected & Donated by Shibaram Bhattacharya	Lipikar: Bhutunath Bhattacharyya	1	So avail
02	Rath Pratista (Puthi)	Collected & Donated by Shibaram Bhattacharya	Lipikar: Bhutunath Bhattacharyya	1	So avail
03	Srimad Bhagabat (Puthi)	Collected & Donated by Shibaram Bhattacharya	Lipikar: Bhutunath Bhattacharyya	2	So avail
04	Bramhaboibotta Mahapuran (Puthi)	Collected & Donated by Shibaram Bhattacharya	So far not available	1	So avail
05	Stuti Kusumanjali (Rare Books)	So far not available	Rani Mrinalini	1	So avail

4.2.3 Does the institution have the following:

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)

Response: 0.93

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
.321	1.40	.71	1.293	.91

File Description	Document
Audited statements of accounts	[View Document](#)
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 9.39

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 188

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

This college has been developing rapidly in its administration & teaching process since last seven to eight years by the help of new techniques. The entire system was orthodox manual, now it is fully digital. For the first time computer was introduced in typing section with a dot-matrix printer in 2000. Our principal and cash-counter had started using since 2007-08 session. In the session 2011-12, the UGC had granted of teaching aids for every department. The departments were provided computer and NET connection from this. This did a surprising change in teaching and departmental data storing process. Our teachers started preparing power point presentation to make teaching easy & attractive to the students. Before it there was orthodox monotonous process (consisted of black board, chalk, maps, and all) which made our student truant. Now they could also access NET from the departmental computer. In the office many computers were installed to keep record & easy access of that record. Departments stored internal assessment record, yearly result, different programs data and photos in their departmental computer. On the other hand LAN connection was done among the office computers to facilitate the work. Finding the utility of NET department offered NET from their computer through Wi-Fi for their teachers and students only. In 2012 NET connection was offered to all the students' trough Hot-spot covering the college campus with 2mbps bandwidth from which they could access in their android phone, laptops, Tabs etc by the college. Teachers used to do 15-20% classes by power point presentation because there were few projectors in number in our institution. Some departments (viz. dept. of Geography and dept. of Physics) in our institution had fixed the projectors in the classrooms because of their necessities. In the meantime State Government recommended to upload all the details of employees in COSA software to pay their salaries on line and started. In those days digitalization was at its culminating speed in our university also. So the syllabus, exam routine, result etc actually everything was uploaded in the university website by them. As consequence a high speed NET became essential for the students and teachers also. College campus came into the 10 mbps bandwidth NET coverage area. College purchased smart software to keep everything recoded in its main server. Library also used SOL 2 to enlist all its books and easy information about the availability of the books shortly. E-pradan for the employees was set in already. Then college website named www.narajolerajcollege.com was hosted. It brought our remote college in the wide stream of higher education. Online admission process, notice, tender floating, profile of the teachers everything were uploaded there. Students could do form fill up, payment, following merit list & finally admission from their home without coming to the college. From the State Government grant virtual classroom was constructed at last. When a teacher is teaching in the classroom including the students and their response all are recorded and uploaded in the website live. So that, a student can participate the class from some remote place for their inability to come college. For this student is to collect a unique user ID & password from the college showing the cause of his/her inability to come. Permanent projectors have been installed in about 25% classrooms now. Teachers need not to carry projector, cables, laptops etc. teachers have adopted the latest teaching process which results in student's presents and study interest. With all these the last addition is bio-metric attendance of its employees. Now the records of the attendance are kept in the main server of the college to avoid missing.

4.3.2 Student - Computer ratio

Response: 21.54

File Description	Document
Student - Computer ratio	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 20.96

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
31.0527	24.7713	21.8456	20.509	31.7531

File Description	Document
Audited statements of accounts.	View Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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.

Response:

1. **LABORATORY**- Laboratory equipments are generally maintained by the suppliers of concern departments. Whenever requirement of repairing and servicing is generated, suppliers are informed. They sent quotations as per calculating the job assignments. Sometimes, departmental staff also maintains their equipments if maintenance is in primary level.
2. **Library –** The maintenance of books are done by the library staff only.
3. **Classrooms –** Classrooms are jointly maintained by academic committee and purchase committee. They inspect the physical facilities and advised repairing or alteration if required.
4. **Computers –** Computers are generally maintained by a servicing company. Annual maintenance contracts are done with the companies in this regard.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 11.84

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
219	143	162	288	172

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Any additional information	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 2.57

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
106	32	39	24	19

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

    1. For competitive examinations
    2. Career counselling
    3. Soft skill development
    4. Remedial coaching
    5. Language lab
    6. Bridge courses
    7. Yoga and meditation
    8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 14.16

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
252	235	252	248	194

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 22.77

5.2.2.1 Number of outgoing students progressing to higher education

Response: 69

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 3.15

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	2	5	3	3

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
165	137	122	125	102

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 3

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	1	0

File Description	Document
e-copies of award letters and certificates	[View Document](#)
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The members of the College Union Body are elected by the College Students only. The Student Union election takes place in every year. Elections are conducted as per the specified guidelines by Vidyasagar University. The candidates who won the election are elected and make the Student Union Body of the College. The elected representations constitute the Student Union Body where the Principal or the Teacher-In-Charge acting as president of the body.

Students Union Body takes a big responsibility of the administration of the College. They take responsibility for maintain peace and discipline in College campus. Students Union help the students for any kind of problems they face at the begging of the College session. Students Union participated in different administration committees in the college. Some Major activities of the Students Union Body are –

- Student's Union Body takes an important part for the organisation of Annual Sports Meet and Annual Cultural programme.
- Student's Union Body arranges the event of the publication of the College magazine. The name of the magazine is " Rajanya ". Every year this journal is published by the initiative of the Students Union.
- Student's Union Body has a poor fund. Student's Union helps poor students by this poor fund and

also help them to complete their study in the three years of the college.

- Besides the specific help students in general. They always look after the safety measures of the girl students specially. In some of the particular issues Student's Union jointly work with the college administration. Students can go to union in any problem they faced. Union tries its level best to solve all the problems regarding to students.
- College authority has a student union fund through the year student's union take their expenses from that fund. This fund cannot be used in any other purpose in the college.

List of bodies having Student's representatives:

1. Student's Union Body has a representation in college Governing Body. The General Secretary of the student's Union is the member of the Governing Body. General Secretary should participate in every Governing Body meeting.
2. Student's Union have a participation in the college sports and cultural committee. They organised the programme with the help of the teachers and college authority.
3. The representatives of the Student's Union Body participate in the Anti Ragging and Discipline cell. They take the duty to aware the students about Ragging and Discipline.
4. Student's Union also participate in grievances Redressal cell. If any student has any type of grievance the Student's Union handle the case and the case will discuss in the cell.

Student's Union help the students to drop their grievances to the grievance box in front of the principal's Chamber.

1. A Green Club is established in the college by the help of the student's Union. Green Club is situated for the environmental development of the college. Student's Union participate in the programme of campus clearing and Tree Plantation in the college campus.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 39

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
39	39	39	39	39

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni Association of this college founded in 2015, at the time of college golden jubilee celebration. Presently, 213 members are in this association. From their beginning, they were very conscious about their responsibilities. They heartily cooperate with us in every possible field they can. They devoted their precious time with us at our adopted village, Baramara.

Beside that, they financially assist college in several ways. At the time of college golden jubilee they built the flag hoisting stand and a martyr's stone at the fount our college building. They also gave the financial assistant to build the ramp for differently able people. They also extended their cooperative hand for the beautification of college garden.

Except that they created a alumni database which is a very significant contribution for college administration.

5.4.2 Alumni contribution during the last five years
<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: 1 Lakh - 3 Lakhs

File Description	Document
Any additional information	[View Document](#)
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 10

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
05	05	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Our Vision is to plan for action to achieve the pre- determined objective of developing the college as a premier institution of higher education and upgrading it to the status of a full fledged post-graduate college.

Our Mission:

Narajole Raj College was established on the 12th September 1966 aiming at:

1. Removing educational backwardness.
2. Imparting higher education to the aspiring youths in both Arts & Science.
3. Creating awareness of higher education in terms of research, training & extension education.
4. Providing accessibility of women to higher education.
5. Inculcating scientific temperament to the rural masses.
6. Motivating the younger generation on self-employment through orientation and economically viable programmes.

Governing Body of the college is formed as per rule as the top most managerial authority. Important decisions regarding administrative affairs and policy matters are taken in the regular meetings of the college Governing Body. In addition, all implementations is reviewed by the Governing Body and the member of other executive committees. The day-to-day management of the college is vested with the Teacher-in-charge, Teachers' council and IQAC of the college.

Teacher-in-charge and the Governing Body are actively engaged in the formation & implementation of the institutional plans and policies in line with the stated mission.

Various committees are formed involving the staff members, such as IQAC, planning & Development committee, Academic Committee, Examination Committee etc.

On various occasions, management also seek active participation of the student community so as to groom leadership among them. Formation of student union is also a process of grooming leadership and an idea of democracy forms in this way.

6.1.2 The institution practices decentralization and participative management

Response:

Our college has central library for students but book bank is a demand of students since long time. College authority could not arrange proper fund allocation though college authority realized the importance of it. In our college suggestion box, we frequently find several suggestions in favor of establishing book bank and departmental library. Actually a large number of students of college have come from very needy family. So establishment of book bank and departmental library is an urgent need for our students.

Realizing the situation, at first the faculty members started the book bank and departmental library from their individual effort. They deposited the books from their own collection and started the project. Its created a good impression among the students .In 2016, on the verge of college golden jubilee, The Golden Jubilee celebration committee started a new attempt for it. Faculties donated some amount for this purpose and with this amount in 2017 at last; the college has officially opened the departmental library and book bank. The Golden Jubilee celebration committee sanctioned bookshelves for each department of our college.

At the same time from their monitory contribution, faculties created a fund, from which college can give medals and cash prize to our two students from science and arts stream who obtains highest mark in their final examination. Also, medals for the students who obtain above 55% marks in the University examinations.

These are the efforts, we successfully achieved through our joint participation.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

UGC gives utter importance on skill development among the students; the college is also willing to do so. But we are finding the procedure which would enable us to do the successful implementation of the plane.

Our college is situated in a rural area, so most of the students of this college are week in communicative English. Keeping the fact in mind, college has plan a certificate programme on personality development .At the same time, we noticed, students, specially of humanities are not computer literate. Presently, computer literacy is essential for finding a job and in academia also. So we made on strategy plan to ensure 100% computer literacy among the students. At first, we provide a room for computer laboratory to set up at least 50 computers for the use of students. For insufficient fund condition, we compelled to restrict our project. At that time we were not able to get any government aids to fulfill our needs. In 2016, college set up a computer laboratory in collaboration with Roys' Computer Academy (RCA) for the use of students. At the same time we have successfully started a computer literacy programme for the students.
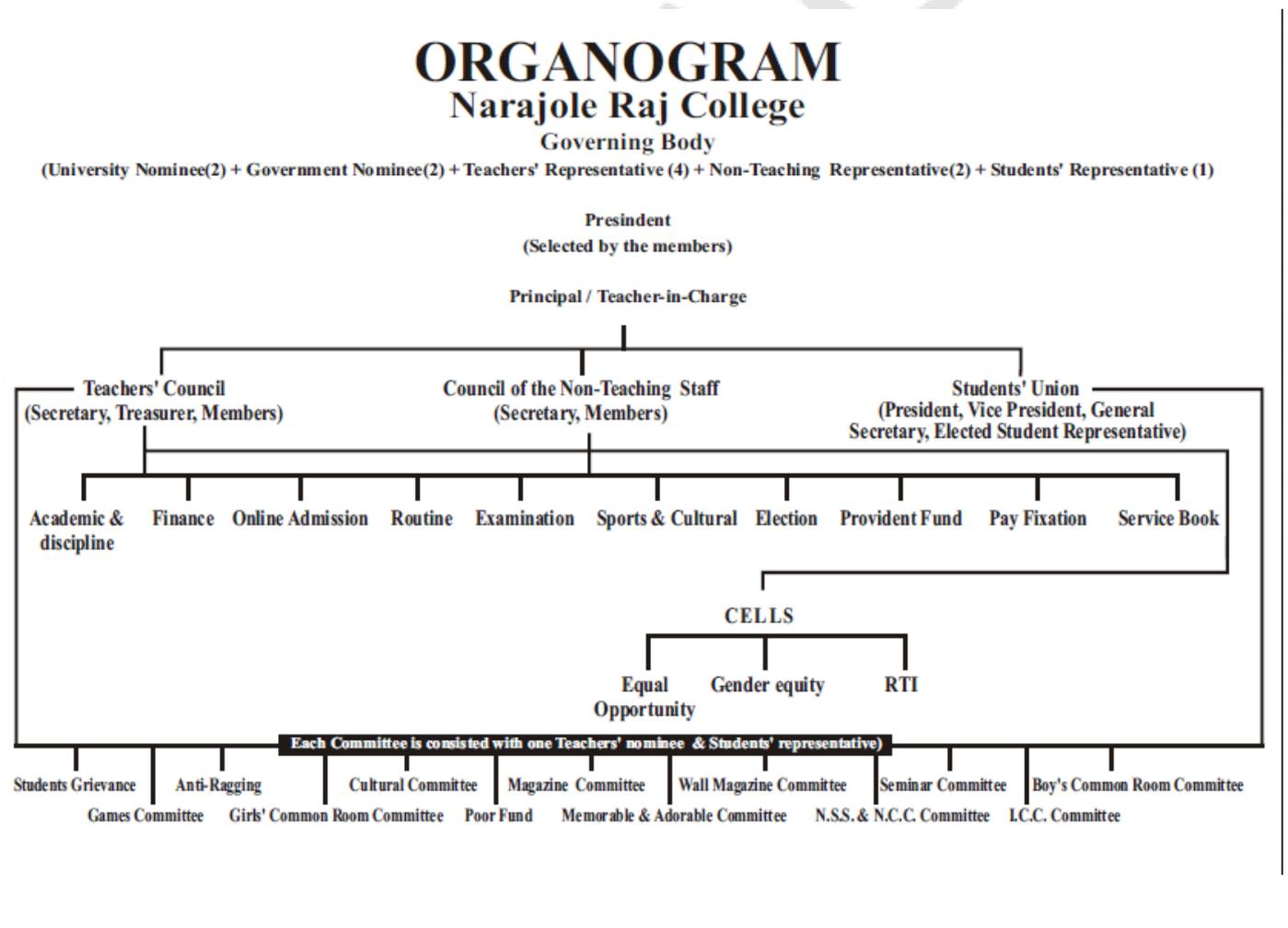
As to fulfill our strategy plan we also started a Spoken English programme in collaboration with Roys' Computer Academy (RCA) for the students. At the beginning we collected students, department wise. With minimum fees, we gave them the opportunity to learn the spoken English.

In this way, we have started our students' skill development programme. Hope it will get a successful end.

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

ORGANOGRAM
Narajole Raj College
Governing Body
(University Nominee(2) + Government Nominee(2) + Teachers' Representative (4) + Non-Teaching Representative(2) + Students' Representative (1))

President
(Selected by the members)

Principal / Teacher-in-Charge

Teachers' Council
(Secretary, Treasurer, Members)

Council of the Non-Teaching Staff
(Secretary, Members)

Students' Union
(President, Vice President, General Secretary, Elected Student Representative)

Academic & discipline | Finance | Online Admission | Routine | Examination | Sports & Cultural | Election | Provident Fund | Pay Fixation | Service Book

CELLS

Equal Opportunity | Gender equity | RTI

Each Committee is consisted with one Teachers' nominee & Students' representative)

Students Grievance | Anti-Ragging | Cultural Committee | Magazine Committee | Wall Magazine Committee | Seminar Committee | Boy's Common Room Committee

Games Committee | Girls' Common Room Committee | Poor Fund | Memorable & Adorable Committee | N.S.S. & N.C.C. Committee | I.C.C. Committee

File Description	Document
Any additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
ERP Document	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Previously, general category students of our college did not get any financial assistance. Only SC, ST, Minorities were availing financial assistance. From 2014, girl students were enjoining 'Kanashri,' (As per government regulation).

So, a large number of students who are from general category could not get any financial assistance from any source. Sitaram Jindal Scholarship, Swami Vivekananda Scholarship are available for general students. But very few numbers of students were enjoining these Scholarships. But, economic backwardness is very common among our general category students. Only on financial ground some students were not able to continue their studies.

In this situation, general category students of our college were regularly demanding for financial assistance. Students union of our college is maintaining a poor fund -for needy students. But it was not able to fulfil the requirement of the students. Keeping their demand in mind, from the year 2016, college authority has taken decision that 10% of our general category students will get deduction of 50% in their tuition fees. This deduction will take place at the time of their form fill-up. The deduction will made as per state government rule. The girl students, who are already enjoining 'Kanyashri' or other government scholarships, may get opportunity to apply for this deduction.

6.3 Faculty Empowerment Strategies

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

Response:

For the welfare of teaching and non – teaching staffs, the college has taken the following measures: -

a) College has no co – operative of its own. So, it has built a linkage with local co-operative bank. The staff of this college may get loans from this bank very easily.

b) College has a provision for GSLI / SSLI for the permanent staffs.

c) In the case of pre-mature death of any casual staffs, college has the provision of financial assistance to their family members.

d) Teachers Council of this college has a fund of staff's welfare.

e) College offers free of cost use of its gymnasium

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 1.05

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
03	00	00	00	00

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Reports of Academic Staff College or similar centers	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 29.42

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	7	6	09	02

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document
IQAC report summary	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

College has self- appraisal system for all teaching and non-teaching staff. Previously only teachers were maintaining their self – appraisal. These were maintained by Teacher-In – Charge of the college and the record was kept in along with teachers attendance register. After establishment of IQAC a separate self – appraisal book was issued. Teachers are now maintaining the appraisal in this book. In every month IQAC co-ordinator and Teacher- in-charge checked and verified the data. This book is how essential for teacher's career advancement or promotion. These books are prepared as per norms of G.O. No – 920 Edn /Cs dt.31.12.2012 with other relevant Government orders.

At the same time college also introduced self -appraisal book for non-teaching staff. This book is also are relevant for their promotion and super annotation.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

College conducts financial audit of each financial year by the Government Approved chartered accountants. They have audited the annexed balance sheet of the college and the income and expenditure and received and payments account for the end of each financial year .College prepared the financial statement and based on these statements, auditors express their opinion in there audit report.

College have conducted the audit in accordance with auditing standards generally accepted in India .Those standards assures that the audit obtained reasonable assurance about whether the financial statements are free from any material misstatement .This audits includes examination on a test basis ,evidences supporting the amounts and disclosures in the financial statements .These audits also includes assessing the accounting principles used and significant estimates made by the management,as well as evaluating the overall financial statements presentation .

During the course of audit if any audit related occurs then problem have been settled as per direction of auditors.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropers during the last five years (not covered in Criterion III)

Response: 2.46

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropers year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.03707	1.42607	00	00	00

File Description	Document
Annual statements of accounts	View Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Resource mobilization policy –

College usually receives the main resources of development from central or state government. As per notice of UGC or state government college applies for grant in stipulated format given by UGC or state government. If grant is sanctioned then Teacher-in-charge informs the fact to Governing Body. After getting the permission from Governing Body, the matter is discussed in Finance committee; with finance committee's approval, depending on the types of the grant, tender notice is circulated either by building committee or by purchase committee. After that, tender form, bearing with lowest quotation gets the work-order from building committee or purchase committee.

If the grant is relating to library books then approval of library committee is essential. Even, list of books are also prepared as per supervision of this committee and Purchase committee also issues the purchase orders.

In the case of mobilization of college's own fund, the requirement and approval are in per view of governing body.

For constructions, college appoints an engineer to look after the progress of the work and quality of construction.

For purchasing of laboratory equipments, concerned departments are submitting their requirement to purchase committee. After verifying their requirement purchase committee issues the tender notices and after opening of tender forms committee issues work-orders.

Finally, completion of each project, utilization certificate of grants are prepared by a registered chartered Accountant.

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

Response:

1   The internal quality assurance cell of this college has been established in 2014. After establishment of internal quality assurance cell, the college has tried their best to enhance the quality in every field of its activities. Two examples of best practices are:-

1) Introduction of self appraisal report – previously, there was a system to maintain a work diary along with college attendance register. After establishment of internal quality assurance cell, teachers are maintaining their separate appraisal report .From this initiative college authority should monitor a teacher's performance very specifically.

2) Introduction of PowerPoint teaching methodology – Previously, in our college the power point teaching methodology is only used by the teachers of science departments. The teachers of humanities only followed the chalk and talk method. Internal quality assurance cell takes initiative that all departments should deliver at least 50% of their lectures of in PowerPoint. It will make the learning process more interesting.

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

Response:

1. Introduction of inter disciplinary classes – As learning is a cohesive thing, so inter connection among the subjects is obvious to realization. Keep this view in mind the IQAC initiated to impart inter disciplinary classes.
2. Introduction of seminar classes and special lectures – To inculcate the inquisitiveness and prepare themselves for deliberate lectures among the students IQAC gives emphases on seminar classes and on special lectures. In-seminar classes' students get opportunity to discuss their subjects more widely and explicitly. Interactions are also in evitable part of these classes. In special lectures, teachers from others colleges and university have come. Through the lectures of the guest teachers of different colleges and Universities the student get the opportunity to interact with various ideas and enrich therselves.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	00	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The Initiatives which are takes place during last five years in Academic and Management system/ Administrative domain are mentioned below:

ACADEMIC DOMAIN:

1. Institution gives emphasis on teacher's continuous research work; publication etc.
2. College introduced new teaching methodologies like inter-disciplinary classes, application of ICT in teaching, installation of learning management system.
3. Introduction of seminar classes, special lectures.
4. Learning through Audio- visual source .Cine club was established, to fulfil this purpose.
5. INFLIBNET installed in college library.
6. Research journals are subscribed department wise.
7. Registration of Teachers in e- pgpathsala and National Digital Library membership are done.

ADMINISTRATIVE DOMAIN:

1. College authority installed smart-college soft ware for smooth running of the office – work.
2. College installed COSA from the session 2012-15 to 2015-16 for staff salary and other government billing. From the session 2016-17 college stated e-pradan for financial activities which is under IFMS. From the session 2017-18 college installed HRMS for smooth running of financial activities.
3. College introduced bio – metric attendance.
4. College started online student admission.
5. College introduced PG courses in Bengali and Sanskrit.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 23

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
07	07	05	03	01

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1.Institution shows gender sensitivity in providing facilities such as:
1.Safety and Security
2.Counselling
3.Common Room

Response:

Institution shows gender sensitivity in providing facilities

1.Safety and security
2.Counseling
3.Common room

Narajole Raj College situated in a remote rural place. But this place is significant for its rich cultural heritage .For this reason, the socio-cultural ambiance of this college is admirable. Typical urban problems like eve-teasing, verbal abuse towards a young girl are rare thing here. College faces very few incidents on these issues.

Still, college is very much conscious about gender issues. This institution is always ready to act as a model in this respect.

1. Safety and security – College has a functioning woman cell. Members of this cell are very conscious about the issues of gender sensitivity. Regular awareness campaigns are organized to inform the girl students about various government measures, like i) The dowry prohibition act , 1961

i) The child marriage restraint (Amendment) Act, 1971

ii) The equal remuneration of act, 1976

iii) Indecent representation of woman (Prohibition) Act, 1976

iv) The national commission for woman act, 1987

v) Vishakha guidelines 1997

vi) Domestic violence act and article 498

Besides that, woman cell of our college mentioned several important contact numbers relevant to

safety and security of woman

i) Police helpline number –

ii) State Human Rights Commission-

iii) State Women's Commission-

College also has its own security system to protect its girl-students. More over in girl's common room there is a permanent lady staff to look after the girl students. College students union also deputed a student representative to look after the requirement of the students.

1. Counseling – Counseling centre of this college and woman cell organized regularly the awareness programmes and counseling session for the students. All data in this regard are collected and preserved.
2. College has separate common room for the girl students which is well furnished. For recreation, some equipment for indoor games is kept. College also maintained separate wash rooms for girl students and female staff. Rest rooms for female staff are also maintained.

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0.33

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 350

7.1.3.2 Total annual power requirement (in KWH)

Response: 107568

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 2.23

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 2400

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 107568

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
* **Solid waste management**
* **Liquid waste management**
* **E-waste management**

Response:

E – WASTE AND CHEMICAL MANAGEMENT IN NARAJOLE RAJ COLLEGE CAMPUS

E-waste or waste electrical and electronic equipment is the major problem in all developed and developing countries as it has given significant challenge towards waste management system in our present life. Owing to the rapid development of technologies, marketing and compatibility issues, the lifespan of electrical and electronic goods become considerably shortened, become waste electrical and electronics equipment (WEEE), which is referred to as Electronic waste or E-waste. E-waste has become serious issue which is the matter of an emerging global and local concern today due to the increasing amount of it.

How do we manage it –

1. Materials used in this project become damaged and ill-functioning sometimes. Few of them are reused by repairing and these are repaired by trustworthy mechanics and others are stored in some certain places.

2. After storing, these are generally sold to different hawkers. Etc.

And chemical are managed –

1. Unused or waste chemicals are divided into liquid and solid. We excel liquid fart through the drainage system and the solid parts are stored and gradually sold.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

RAIN WATER HARVESTING PLANNING ON OUR NARAJOLE RAJ COLLEGE CAMPUS

Growing water scarcity and global climate change call for more efficient alternatives of water conservation; rainwater harvesting (RWH) is the most promising alternative among others. However, the assessment of RWH potential and the selection of suitable sites for RWH structures are very challenging for the water managers, especially on larger scales. As an institution, we are sensitive to the use of natural resources, and believe that sustainability is possible with planning. Rainwater harvesting is a natural extension of our commitment and contribution to the community.

The Narajole Raj college has taken an encouraging venture by establishing a mini rainwater harvesting project with the following purposes –

1. To utilized rain water and reduce the consumption of ground water supplied by own pump.
2. To provide an independent water supply to the during water shortage period in the summer and dry season.
3. Conservation of water resources in consequent to the govt. policy ' JalDharo, Jal Varo"
4. To irrigate the garden area and if necessitates, use of this water for the toilets of the ground floor.
5. To create conservation awareness among college students and others about water.
6. To recharge ground water through recharge pits.
7. To improve garden ecology by promoting vegetation cover and thus attracting birds, butterflies and others.

WATER SUPPLY SOURCE

The one underground reservoir inside the campus cater to the some water requirements of the college.

RAINWATER HARVESTING SYSTEM

ROOFTOP WATER HARVESTING:

The runoff from the terrace of the college building is channelized into one recharge underground reservoir located at south - south - western sight of science Block which measuring 4m x 2m x 2m. All the roof top rainwater outlets, except that from the Arts. Block, discharge into storm water drains and then to the recharge structures. In the Arts Block and Girls hostel, a network of pipes linked through chambers take the rainwater to the recharge well. To facilitate groundwater recharge, all structures are provided with 15 m deep bore wells of 150mm diameter. Layer of bricks filled inside the recharge well ensures proper filtration of harvested water, then pumped to an overhead tank and then supplied to the different purposes.

SURFACE RUNOFF WATER HARVESTING:

The runoff from the unpaved area is intercepted at the main gate by a collection trench. From here the runoff eventually drains into an abandoned open well, which facilitates groundwater recharge. The project was implemented in June 2016.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

College founded Green club in 2015, through this club college intensively practiced Green-culture inside college campus.

Green club of this college hold several awareness programmes like Vana – mahotsav, world environmental day are observed.

Besides that, Green club restricts the use of plastics inside the campus. They are trying to make this campus a plastic-free zone. Already college canteen started to use eco-friendly paper cups and plates instead of plastic material. Green club also started a initiative to restrict the entry of cars and motor bikes inside the campus. Awareness programmes are also arranged to encourage more use of by-cycles and public transports instead of using personal vehicles. It will check the pollution percentage in the atmosphere.

We also installed a silent DG set which is eco-friendly and also certified for stringent noise and exhaust emission norms made mandatory by the central pollution control Board, India.

Except that, college also started an effort to spread the awareness among the locality to make the place truly 'GREEN'.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.43

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
.18905	.45714	.229	.3235	9.38

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document]()
Any additional information	[View Document]()

7.1.9 Differently abled (Divyangjan) Friendlines Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	
link to photos and videos of facilities for divyangjan	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 10

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	02	02	02	02

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 10

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	02	02	02	02

File Description	Document
Details of initiatives taken to engage with local community during the last five years	

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7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct,

Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 6

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The College organises several programmes on National festivals and observe the birth and death anniverseries of the great indian personalities. College authority and students' union jointly organise these programmes.

The programmes are-

List of Commemorative days observed by Students' Union

12th January   :-   Birth Day of Swami Vivekananda

23th January   :-   Birth Day of Netaji Subhas Chandra Bose.

25th January   :-   Birth Day of Michael Madhusudan Dutta

26th January   :-   Republic Day

30th January   :-   Death anniversary of Gandhiji

21th February   :-   Birth Day of Swami Dayananda Swrashati / International Language Day.

22th February   :-   Death anniversary of Moulana Abul Kalam Azad

28th February   :-   Birth Day of Ramkrishna Paramahansha Deb & Death anniversary of Dr. Rajendra

Prasad, ex-President of India.

23rd March   :-   Martyrs' Day : Death Anniversary of Bhagat Sing

14th April   :-   Birth Day of Dr. B. R. Ambadkar,

16th April   :-   Death anniversary of Dr. Radhakrishnan

01st May   :-   May Day

27th May   :-   Death anniversary of Jawahar Lal Naheru.

23th June   :-   Death anniversary of Dr. Shyama Prashad Mukherjee

01st July	:-	Birth Day & Death anniversary of Dr. Bidhan Chandra Roy
04th July	:-	Death Anniversary of Swami Vivekananda
06th July	:-	Birth Day of Dr. Shyama Prashad Mukherejee
23th July	:-	Birth Day of Bal Gangadhar Tilak
02nd August	:-	Birth Day of Dr. Prafulla Chandra Roy
06th August	:-	Death Anniversary of Rastraguru Surendra Nath Bandopadhyay
07th August	:-	Death Anniversary of Rabindra Nath Tagore
11th August	:-	Martyrs' Day : Death Anniversary of Kshudiram Bose.
15th August	:-	Independence Day & Death Anniversary of Rishi Aurobindo
29th August	:-	Death Anniversary of Kazi Nazrul Ishlam
05th September	:-	Birth Day of Dr. Sarvapalli Radhakrishnan / Teachers' Day
10th September (Bhaga Jotin)	:-	Martyrs' Day : Death Anniversary of Jatindra Nath Mukhopadhyay
17th September	:-	Birth Day of Sharat Chandra Chattopadhyay
27th September Roy	:-	Birth Day of Bhagat Sing & Death Anniversary of Raja Ram Mohan
28th September	:-	Birth Day of Rani Rashmoni
29th September	:-	Birth Day of Vidyasagar & Marturs' Day of Matongini Hazra
02nd October	:-	Birth Day of Gandhi Ji & Lal Bahadur Sastri

04th November	:-	Birth Day of Guru Nanayak
05th November	:-	Birth Day of Dash Bandhu Chittaranjan Das
10th November	:-	Birth Day of Rastra Guru Surandranath
14th November	:-	Birth Day of Pandit Jaohar Lal Naheru
19th November	:-	Birth Day of Indra Gandhi & Kashab Chandra Sen
23rd November	:-	Death Anniversary of Jagadish Chandra Bose.
30th November	:-	Birth Day of Jagadish Chandra Bose
03rd December	:-	Birth Day of Kshudiram Bose & Dr. Rajendra Prased
05th December	:-	Death Anniversary of Rishi Arovinda
06th December	:-	Death Anniversary of Dr. B. R. Ambadkar
08th December	:-	Birth Day of Jatindra Nath Mukhopadhyay
10th December	:-	Birth Day of Prafulla Chandra Chaki
20th December	:-	Birth Day of Sri Sri Ma Sarada Devi
22nd December	:-	Birth Day of Srinibas Ramanuj

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

To maintain the transperency of the institution the college has taken the following measures-

1. Finance-Every financial activity of the college have been monitered by the purchase committee and finance committee. Day to day cash transaction has been checked and verified by the Bursar of the College. Besides that, financial audit has been done regularly by the Govt. Approved Auditors.

2. Acadeic-Every academic aspects of the college has been monitored by the academic council of the college. IQAC also takes several initiatives for the academic uplifment of the college

3. Administration- The Governing body of the college lookafter the administrative matter of the college. The Governing body is consistant of Government Nominees and University nominees. They monitored wheather the rules and regulations of Government and University are mentaned by the college, respectively. Except that academic and administrative audit has been done by college as per instruction of Vidyasagar University.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC template)

Response:

BEST PRACTICES

1. Title :- Skill development centre

Goal: - Exploring the latent student energy and student curiosity to make is patent meaning fully channelizing it towards reward based productivity viable in the industrial market.

Context: - Job oriented programmes are important requirement of the college. Keep this thing in our mind college has established a skill development center, for both students of science and humanities .College has started a research and development centre and craft centre.

Evidence of success: - As a result of that, students are able to prepare in their research and development centre the following instruments

1. Maxwell's Needle experimental set up,
2. Determination of planks constant experiment set up,
3. Bar pendulum set up,
4. Kater's pendulum set up,
5. Acarl's Methods experimental set up, and
6. Fly Wheel Experimental set up

 And in craft centre, students prepare various handicrafts like flower vase, wall hangings , pen stand etc ..

  The practice: - College has runed this centre from this year. Faculties and students remain engaged in these activities in Saturdays and Sundays. Dr. Tapanendu Kamilya, Assistance Professor in Physics, supervisees the research and development centre and the local painters are mentoring the students of humanities.

Problems and resources: - Funding is the main problem for running the centre .Recently, college has made functional MOU with local samaby bank .The External experts also updated us about various Government funding.

1. **Title** :- Extension programme at Baramara
2. : - To reach and meet the people of Baramara . People of Baramara have to suffer several problem .college is determined to help them to overcome this problems.

The Context: - College has a dream to serve and act as a centre for culture and excellence in this locality .keep this in mind; college has taken the oath to uplift the local people of Baramara.

Evidence of Success:-College has successfully organized deferent programs like

1. Craft training program
2. Program on using bio – fertilizers
3. Social awareness drive
4. Tranning on disaster management
5. Legal assistance programme

The practice: - Students and faculties of the college engaged themselves with this programme after completing their regular activities

Problems and resources: - Funding is a basic problem for continuation of this programme. Presently college is running this program with is own fund. College is searching various Government and non Government funding.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Narajole Raj College, in spite of its many constraints, has begun, and, is successfully running PG courses in Bengali and Sanskrit; the first step towards fulfilling the vision of a complete PG college catering to a rural mass. These courses were opened keeping the interest of students and local aspirations in view. Coming from remote rural areas, it becomes difficult for many of our students to pursue higher education, if they have to move out to urban areas, lacking the means to bear the financial burden. The situation is doubly difficult for the girl students who are barred from pursuing further education if they have to dislocate from their homes. Further the people of the locality take pride in the fact that they can boast of their own PG Institution.

The Institution is ambitious with a cause that we do not seek to limit ourselves to theoretical academia only. The Department of Physics of the college is operating its very own Nano Particles Synthesis Laboratory --- a research laboratory in preliminary condition for preparation of Nano Particles. Scholars are working under the enthusiastic guidance of Dr. Tapanendu Kamilya with different research collaborations.

5. CONCLUSION

Additional Information :

In our efforts to maximize the utilization of the minimum resources we have, we have doubled up the use of LMS software to impart language education that will train students to articulate better. In a word we have come up with an indigenous idea of a virtual language lab.

Concluding Remarks :

Narajole Raj College travels beyond the definition of an institution for higher education.PG and UG are mere degrees that will get our students jobs. But we are more excited in modeling the complete human being who, despite all odds in life has the capacity to walk with head high along the path of righteousness. We aspire our students' success not only as earning members of the population, but as seekers of truth, of harmony, and of life. The up-gradation of the college to a full-fledged degree college will ensure that young minds are nurtured in the right atmosphere being instilled with the best values. The further development of our science laboratories will kindle young minds towards unfolding the mysteries of science that will ameliorate the woes of a society still plagued by lack of access to a better and healthy living. Our library, the reserve of knowledge, needs further extension to successfully cater to the requirements of the students, scholars, and teachers. The College is also on the lookout for new land to spread its wings, expand the campus, so that we can provide better infrastructure to our students. Narajole Raj College Family is continuously and silently striving to overcome its weaknesses and travel with determination towards the horizon of success, strengthening the nation with responsible citizens working towards the realization of a world of peace and goodness.