INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)

Accreditation - (Cycle - 1)

PEER TEAM REPORT ON

INSTITUTIONAL ACCREDITATION OF
NARAJOLE RAJ COLLEGE

PASCHIM MEDINIPUR
West Bengal
721211

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I:GENERAL INFORMATION	
1.Name & Address of the institution:	NARAJOLE RAJ COLLEGE PASCHIM MEDINIPUR West Bengal 721211
2.Year of Establishment	1966
3.Current Academic Activities at the Institution(Numbers):	
Faculties/Schools:	
Departments/Centres:	15
Programmes/Course offered:	17
Permanent Faculty Members:	17
Permanent Support Staff:	10
Students:	1389
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Catering to the needs of rural students in remote area 2. Aided co-education College with around 60 % girls 3. 2F and 12 B recognized by the University Grants Commission
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 29-08-2018 To : 30-08-2018
6.Composition of Peer Team which undertook the on site visit:	

	Name	Designation & Organisation Name
Chairperson	DR. MOHAMMED ISHTIYAQUE	Professor,Jamia Millia Islamia
Member Co-ordinator:	DR. MAHENDRA SHIRSAT	Professor,DEPARTMENT OF ELECTRONCS DR BABASAHEB AMBEDKAR MARATHWADA UNIVESITY AURANGABAD
Member:	DR. MUTYALA SATYANARAYANA	FormerPrincipal,P .R. GOVERNMENT COLLEGE
NAAC Co - ordinator:	Dr. Priya N	

Section II:CRITERION WISE ANALYSIS
Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrices(QlM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QlM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QlM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

Narajole Raj College is located in a rural area of Paschim Medinipur district and providing higher education to the financially weaker students. The College has 17 Departments to offer 15 programmes at the degree level and 2 at PG level.

An effective curriculum delivery has been ensured through a well-planned and documented process. Academic calendar is prepared and implemented by the college. The College has adopted practice of conducting meeting with all faculty members and Heads of the Departments in the beginning of each academic session to prepare a comprehensive plan for implementation of the curriculum.

Semester system is introduced by the college in the year 2017-18 as it was introduced by the affiliating university from the year 2017-18. Five value added courses such as craft making, communication skills etc have been introduced by the College.

The laboratories of the various departments are adequately equipped for implementation of curriculum.

Effective delivery of the curriculum is also ensures by adopting teaching practices and offers opportunities to the students to express their views and improve their skills. Moreover, student oriented methods like group discussion, experiential learning, seminars, assignments, tutorials and other aids to promote general communication skills among students are explored by the College.

Study tours are regular activities of teaching learning process.

All teachers ensure creating awareness among the students about moral values, ethics and about various environmental/ cultural issues while imparting subject specific skills.

To sensitise students with the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics, special courses viz. Foundation Course in Human Rights Education, Environmental Studies have been incorporated in the curriculum.

However, college has adopted few innovative methods but needs further enhancement.   Moreover, since most of the teaching and non-teaching positions are vacant, it has been reflected adversely on delivery and implementation of the curriculum.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrices(QlM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QlM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QlM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QlM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QlM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QlM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QlM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QlM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QlM	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
2.6.2 QlM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

College enrolled students through online system introduced by the affiliating university and admissions are strictly on merit basis. College assesses the learning levels of the students after conducting internal assessment (Continuous Internal Assessment) and identifies slow learners, advanced learners. College organizes special programs for slow learners and provides some incentives for advanced learners. However, structured mechanism needs to be developed for identification of slow and advanced learners after admission.

The college adopted interactive methods and experiential learning of teaching through various activities like group discussions, field survey, project work, field work, quiz, seminars etc.

Some of the class rooms are equipped with ICT facilities. Moreover, INFLIBNET and Wifi facilities are also available in the college. The college also has a cine club. Film & video shows on educational interest are organized.

The college promotes creativity amongst students by encouraging them to publish articles, poems, stories in the college magazine, wall magazine etc.

The College follows the evaluation system of affiliating university. Continuous Internal Evaluation (CIE) (10 %) is an integral part of evaluation system. Adequate transparency in the evaluation is maintained and students' grievances are resolved at college level. Academic calendar is prepared by the college in the beginning of each academic year and all academic activities are implemented accordingly.

Program outcomes, program specific outcomes and course outcomes for all offered programs may be stated, displayed on website and communicated to teachers and students. Moreover, its attainment methodology may be developed.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrices(QlM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QlM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QlM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

An eco-system for nurturing innovative ideas of students and faculty members may be developed by the college.

College adopted the village 'BORAMARA' in the year 2011 as a part of Extension Programme. Various activities such as health awareness, prevention of violence against women, training in music, recitation, art and craft for children, computer training for youth, use of mobile technology, awareness for organic fertilizer (Vermi composite), reducing use of chemical fertilizers, promoting healthy social attitudes and fighting superstitions etc have been organized by the college.

College has also organized extension activities such as art and craft training for elderly people in collaboration with Fevi-Crill, Pedilite India Ltd., Kolkata. Similarly, programmes on bio-fertilizers in collaboration with IIT, Kharagpur.

Various other programs such as Eye-Test Camp in collaboration with Sarbik Gramin Vikash Kendra, Daspur, training on disaster management in collaboration with Professional Institute

for Development and Socio-Environmental Management, Gobardanga North 24 Parganas have been organized by the College.

College has vibrant NSS and NCC units. Three NCC cadets have attended Talsainik National Camp in the year 2015-16 and also RD Parade at New Delhi in the year 2014-15 and 2015-16.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QlM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QlM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QlM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QlM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QlM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QlM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QlM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The College has adequate infrastructure to facilitate teaching learning process.   The College has 1.2 acres of land where the built up area is 2100 sq meters. There are 17 classrooms (out of which 07 class rooms are ICT equipped), 01 seminar hall, 08 laboratories, library, administrative block, conference hall, boys' hostel having occupancy of only 15 students.

 College may establish facilities such as boys and girls hostel, playgrounds for kho-kho, volley ball, football etc   for the promotion of sports activities.

The college has ICT equipped seminar hall for conducting conferences, seminars, workshops, presentations. The college has well equipped sufficiently large hall for cultural programs.

The College has 94 computers out which 54 are available for the students and remaining are being used for administration and by the academic departments.

The College has an adequately equipped library with 27338 number of text books, reference books and 20 Journals and magazines. Separate reading room is available for teachers and students.

College has recently initiated automation of library. LMS software is recently purchased and teachers are using e-books, e-journals and database form N-List, National Digital Library.

College has adequate IT facilities, however separate budget provision may be made for upgrading of IT facilities.

Similarly, budget allocation for augmentation and maintenance of physical and technical infrastructure may be made by the college.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QlM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QlM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QlM	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

Qualitative analysis of Criterion 5
The college has students' council whose members are elected by the college students only.   Elections are conducted as per the specified guidelines by affiliating University. Members of   the students council have adequate representation in various committees constituted by the college such as Governing Body, Sports and Cultural Committee, Anti Ragging and Discipline Cell, Grievances Redressal Cell etc

The Alumni Association of the college is established and registered in the year 2015. Presently, 213 members are in this association. Alumni association has constructed the flag hoisting stand and a martyr's stone at the front of college building. Alumni association also provided   financial assistant to build the ramp for differently able students and for the beautification of college garden.

Alumni association has provided financial assistance of Rs. 1,23,500/- during last five years.

College provides tuition fees of 50 % waiver for 10 % of the students. |

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrices(QlM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QlM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QlM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QlM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QlM	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
6.2.4 QlM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QlM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QlM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QlM	Institution conducts internal and external financial audits regularly
6.4.3 QlM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QlM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QlM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QlM	Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Qualitative analysis of Criterion 6

The College has clearly stated its vision and mission statements. The college activities are in tune with its vision and mission statements.

Governing Body is the apex body of the college and responsible for taking important decisions regarding administrative affairs and policy matters. However, the day-to-day management of the college is vested with the Teacher-in-charge, Teachers' council and IQAC of the college.

College has constituted various committees having adequate representation of the staff members, such as IQAC, planning & development committee, academic committee, examination committee etc.

Decentralization and participative management may be further strengthened by the College.

The College has prepared a plan to improve the overall competency of the students. However, strategic plan and deployment documents may be prepared and implemented by the College.

College may take efforts to make effectiveness of various bodies/cells/committees visible through minutes of meetings and implementation of their resolutions.

College has a provision for GSLI / SSLI for the permanent staff. College provides financial assistance to the staff members and / OR their family members in case of any casualty.

College has self- appraisal system for all teaching and non-teaching staff.

College regularly conducts financial audit by the government approved chartered accountants and audit objections are resolved in time.

The College has made sincere efforts to mobilize the resources from the Government, UGC and Alumni. However, it may be strengthened further.

IQAC is established in the College in the year 2014. IQAC has played proactive role to ensure quality in teaching –learning and administration of the College.   However, its functioning may be improved further.

The academic and administrative audit may be conducted by the College.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QlM	1. Institution shows gender sensitivity in providing facilities such as: 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QlM	Waste Management steps including: • Solid waste management • Liquid waste management • E-waste management
7.1.6 QlM	Rain water harvesting structures and utilization in the campus
7.1.7 QlM	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
7.1.18 QlM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QlM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QlM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QlM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

The College has functional women cell and regularly conducting programs for gender equality. College has ensured the safety and security of the students and established facilities for students counselling and separate common room for girls.

The College has established system for waste management (

The College has rain water harvesting system and utilizing the harvested water for various purposes in the college premises.

The College has established Green club in the year 2015 and practiced many Green-culture activities in the college premises. Several awareness programmes such as Vana – Mahotsav, world environmental day, restricting the use of plastics inside the campus, restricting the entry of cars and motor bikes inside the campus, awareness programmes to encourage more use of by-cycles and public transports are organized by the College.

The College organises several programmes on National festivals and observed the Birth and Death anniversaries of the great Indian personalities such as Swami Vivekananda, Netaji Subhas Chandra Bose, Rabindranath Tagore, Michael Madhusudan Dutta, Dr. B. R. Ambedkar etc

The College has initiated efforts to maintain transparency in its financial, academic, administrative and auxiliary functions. However, a structured mechanism may be developed to maintain the compete transparency.

The Colleges has two best practices namely i) promotion of innovative ideas into commercially viable product ii) Extension programme at adopted village Baramara

The faculty members of the College are taking well directed efforts for encouraging students to think differently and they had some evidences of success. However, structured mechanism may be developed for demand analysis of the region and making strategic plans to address the same. Similarly, for extension programme at adopted village Baramara, the College has evidences of success such as craft training program, program on using bio – fertilizers, social awareness drive, training on disaster management, legal assistance programme. However, college may initiate the programme which will have more visible outcomes.

The College has initiated PG Programmes in two subjects Bengali and Sanskrit. Moreover, Departments of

Physics is promoting research culture in the Department. As this College is in the remote area of West Bengal, these activities are appreciable to consider as distinct feature of the institution. However, College may initiate efforts to identify local needs in context of increasing the employability of the students and initiate systematic efforts to achieve the same.

Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(**SWOC**)(**up to 500 words**)
Strength

Institutional Strengths :

- Students performance in the cultural activities is noticeable
- Committed teaching and administrative staff
- Adequate options at undergraduate level
- The college has adopted student-centric teaching
- Good number extension activities at adopted village
- Adequate IT infrastructure
- Appreciable financial contribution by Alumni
- Effective Involvement of parents for development of the college.

Institutional Weakness :

- Inadequate space for academic operations and extracurricular activities.
- Many teaching and non-teaching positions are vacant
- Absence of structured mechanism for identification of slow and advanced learners
- Absence of ecosystem for innovation and incubation
- Limited number of skill development courses
- Library is not fully automated
- Limited participation of students in sports activities
- Absence of fund allocation in regular budget for infrastructure augmentation and maintenance
- Absence of perspective and strategic plan of the College
- Academic and Administrative Audit (AAA) is still to be undertaken

Institutional Opportunity :

- Research activities can be promoted
- Mobilization funds through various funding agencies
- Introduction of more P.G. courses.
- Introduction of skill based programme as per local needs.
- Involvement of alumni association for institutional development.
- Students can participate in various cultural competitions at state and national level.
- Initiation of entrepreneurship Programmes in collaboration with NOGs and local community

Institutional Challenges :

- Development of structured mechanism for identification of slow and advanced learners
- Development of ecosystem for innovation and incubation
- Making Library fully automated
- Encouraging participation of students in sports activities.
- Fund allocation in regular budget for infrastructure augmentation and maintenance
- Development of perspective and strategic plan of the College
- Conducting Academic and Administrative Audit (AAA)
- Providing hostel accommodation for the girls hostel

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Section IV:Recommendations for Quality Enhancement of the Institution
(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Skill based programme (UG / Diploma/ Certificate) to cater local needs may be initiated

- More number of PG programmes may be initiated

- Structured mechanism for identification of slow and advanced learners may be developed

- Efforts may be initiated by the College to make Library fully automated

- Ecosystem for nurturing innovative ideas of the students and faculty members may be established in the College

- Infrastructural Grants from various funding agencies may to be explored by the college

- Budget allocation for augmentation and maintenance of physical infrastructure may be made by the college

- Participation of students in sports and other extracurricular activities may be encouraged

- Perspective and strategic plan for overall development of the College may developed

- Academic and Administrative Audit (AAA) may be conducted by the College

- Hostel facility for students may be made available

- Placement cell may be established and linkages with academic and research organizations / Industries may be explored

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. MOHAMMED ISHTIYAQUE	Chairperson	
2	DR. MAHENDRA SHIRSAT	Member Co-ordinator	
3	DR. MUTYALA SATYANARAYANA	Member	
4	Dr. Priya N	NAAC Co - ordinator	

Place

Date