



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		NARAJOLE RAJ COLLEGE
Name of the head of the Institution		DR. ANUPAM PARUA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		09933881131
Mobile no.		9475429270
Registered Email		narajolerajcollege@rediffmail.com
Alternate Email		principalnrc@gmail.com
Address		NARAJOLE
City/Town		PASCHIM MEDINIPUR
State/UT		West Bengal
Pincode		721211
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. NILANJANA BHATTACHARYYA
Phone no/Alternate Phone no.	09933881131
Mobile no.	9531769079
Registered Email	narajolerajcollege@rediffmail.com
Alternate Email	iqac@narajolerajcollege.ac.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.narajolerajcollege.ac.in/page.aspx?page_id=1166
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.narajolerajcollege.ac.in/page.aspx?page_id=1022

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.46	2018	26-Sep-2018	25-Sep-2023

6. Date of Establishment of IQAC

15-May-2014

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meeting of IQAC is arranged	23-Aug-2018 2	9

Regular meeting of IQAC is arranged	07-Dec-2018 2	8
Regular meeting of IQAC is arranged	29-Apr-2019 2	9
Regular meeting of IQAC is arranged	28-Jun-2019 3	9
Feedback from students	03-Dec-2018 7	1425
Feedback from Teachers	23-Apr-2019 7	58
Feedback from Parents and Alumni	27-Apr-2019 4	207
Analysis of Students, Teachers, Parents, Alumni	18-Jun-2019 6	58
Internal Academic and Administrative Audit is conducted	21-Sep-2019 6	89
NAAC Peer Team visit is arranged	29-Aug-2018 20	2298
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Physics/Dr. Tapanendu Kamilya	Research Project	UGC-DAE Consortium for Scientific Research	2019 365	45000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities

No

during the year?

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

? Successful completion of NAAC PEER team visit for accreditation of the college for first Circle ? To prepare Institution Development Plan (IDP) for five years and submitted to RUSA ? To constitute a Technology Committee for providing better technological assistance to all teaching, nonteaching staff and students. ? Opening of Official College WhatsApp group named as "NRC Principal's Office" for the easy access of different information among the staff. It acts as a "Comprehensive Electronic Instrumentation Wall" ? Starting of college data storage system through cloud.

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

Plan of Action	Achivements/Outcomes
College has to take necessary actions regarding NAAC peer team visit.	Peer team visited the institution on 29.08.2018 and 30.08.2018 and accredited the college with B' grade (2.46 CGPA)
? College has to take necessary initiatives for their Academic and Administrative updation. ? College may initiate an Internal academic audit.	? i) College constructed a Technology committee to look after the technology related affairs in academic and administrative domain of the college ii) Conducted training programs for the updation of faculties iii) Started different initiatives i.e. create official group for the staff and started SMS service for the students iv) Initiated the use of LMS system v) College has developed TemplateBased Document Development System (TBDDS) to bring in consistency for development of important documents. ? Internal academic audit has been conducted for the session 201819.
? College will take initiatives to enhance the research activities of the faculties. ? College may develop an eco-system for innovation and incubation ? College may initiate entrepreneurship programs in collaboration with NGO's.	? i) Research committee circulated the relevant information to the faculties. ii) Principal motivates the faculties regularly and acknowledged their research work/publications as far as practicable. iii) Dr Tapanendu Kamilya, Assistant Professor in Physics, got a project from UGC-DAE Consortium for scientific research. iv)A good number of Seminar presentations are done by the faculties during this session. ? Initiative started at preliminary level. ? Not yet initiated

<p>Upgradation of college library and library automation.</p>	<p>College purchased software for e-journals and automation service has been done partially.</p>
<p>College has to develop a data bank for preservation of necessary documents and statistical data.</p>	<p>College started storing of soft copies of documents in 'clouds' with the help of Technology committee for easier and ready access. ii) College has upgraded File Management & Tracking System (FM&TS).</p>
<p>? College may introduce more skill-based programs as per students needs. ? College will initiate a more comprehensive Analysis of Result (AoR). ? Better and more comprehensive Feedback Collection and Analysis System (FCAS) ? Establishment of structured student mentoring system.</p>	<p>? Not yet initiated ? College planned to purchase necessary software in this regard and will start the process from 2019-20 session. However, the college analyses results through Academic Departments using common software packages like MS Excel, SPSS, etc. ? Technology committee has taken initiatives to develop the software in this regard and the process will start from the session 2019-20. However, the college analyses the feedback through Academic Departments using common software packages like MS Excel, SPSS, etc. ? Principal instructed the departments to form structured mentoring system and the new procedure will start from session 2019-20.</p>
<p>College may prepare short term/mid-term/long term strategic plan of the institution.</p>	<p>College has prepared an Institutional development plan for five years and submitted to RUSA.</p>
<p>The functions of all the sub committees and the student centric cells may be increased and improved</p>	<p>Principal reshuffled the formation of sub committees and student centric cells. ii) Principal determined the workload of each teacher to maintain the quality of work. iii) Principal instructed the conveners of different subcommittees and cells to convene meetings and discuss various important issues on a regular basis and submit the resolutions and Action Taken Report (ATR) to him as soon as possible. iv) Principal has also circulated an exemplary List of Agenda (LoA) to be discussed in different committee meetings with a view to ensure structured coverage of terms of reference of the concerned committee or sub-committee</p>
<p>Timely completion of feedback analysis.</p>	<p>IQAC coordinator along with committee members distributed the feedback proforma among the stake holders. i) Action taken reports were done by IQAC.</p>
<p>Preparation of Hand book of institutional code of conduct for various stake holders as per</p>	<p>IQAC has prepared the desired Hand book.</p>

instruction of NAAC.					
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Name of Statutory Body</td> <td style="width: 50%; text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">23-Sep-2019</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body	23-Sep-2019
Name of Statutory Body	Meeting Date				
Governing Body	23-Sep-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	29-Aug-2018				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	01-Feb-2019				
17. Does the Institution have Management Information System ?	No				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College has the following mechanisms for effective delivery of curriculum:

- i) At the beginning of an Academic Session, departmental meetings are held in every department in which the topics in the syllabus are distributed to the teachers after discussion with them, keeping in mind their area of specialization and area of interest.
- ii) Number of classes for each topic is decided according to the syllabus and credits assigned to each topic as determined by the affiliating University i.e. Vidyasagar University and as numbers of teachers in the department to be the limiting factor.
- iii) College provides a well-constructed weekly routine for each year/semester for both UG and PG classes. Departmental Heads collect relevant inputs through Departmental Committee meetings.
- iv) Academic Committee comprising of the heads of all academic departments forwards the routine for perusal and necessary approval of the Principal. This routine along with other academic inputs are placed in Governing Body meeting for noting and valuable suggestions of members thereon.
- v) Teachers prepare their lectures according to the syllabus allotted and classes available.
- vi) Teachers also prepare a Lesson Plan on their assigned topics.
- vii) College has a rich Central Library and many departments have their Departmental Library too for the benefit of the students. A good number of journals are subscribed by the college. Inlibnet facility is available for teachers and for the students.
- viii) Remedial classes for slow learners and

special classes for advance learners are arranged. ix) Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as, a) Chalk and black board method b) ICT enabled teaching learning method c) Use of scientific models and charts for effective lecture delivery d) Distribution of class notes by teachers e) Group discussions among the students during the class f) Paper presentation by the students g) Proper and adequate instrumentation facility is given to the students for their practical classes. h) Need based survey programs, field works, and educational excursions are carried out by the departments i) Project works, dissertations are conducted as per University syllabus. j) Interdisciplinary classes, seminars and special talks by experts are also arranged regularly for advanced study. Internal assessment, regular assessment in practical classes, viva-voce are done to keep track on the improvement of the students. Departments maintained the detail record of the classes, assessments, project reports etc. Principal also keeps a vigilant eye on the results, departmental proceeding and student's needs and keeps record of the different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum delivery through Academic Committee report.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	B.Sc. (Gen.) in Physics	01/07/2018
BSc	B.Sc. (Gen.) in Chemistry	01/07/2018
BSc	B.Sc. (Gen.) in Mathematics	01/07/2018
BSc	B.Sc. (Gen.) in Botany	01/07/2018
BSc	B.Sc. (Gen.) in Zoology	01/07/2018
BSc	B.Sc. (Gen.) in Geography	01/07/2018
BSc	B.Sc. (Gen.) in Physiology	01/07/2018
BA	B.A. (Hons.) in Bengali	01/07/2018
BA	B. A. (Hons.) in History	01/07/2018
BA	B.A. (Hons.) in Political Science	01/07/2018
BA	B.A. (Hons.) in Sanskrit	01/07/2018

BA	B.A. (Hons.) in English	01/07/2018
BA	B.A. (Hons.) in Philosophy	01/07/2018
BA	B.A. (Gen) in Bengali	01/07/2018
BA	B.A. (Gen) in HIstory	01/07/2018
BA	B.A. (Gen) in Political Science	01/07/2018
BA	B.A. (Gen) in Sanskrit	01/07/2018
BA	B.A. (Gen) in English	01/07/2018
BA	B.A. (Gen) in Philosophy	01/07/2018
BA	B.A. (Gen) in Education	01/07/2018
BA	B.A. (Gen) in Physical Education	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	B.A. (Hons.) in Bengali-Part-III	92
BSc	B.Sc. (Hons.) in Geography-Part-III	33
BSc	B.Sc. (Hons.) in Botany-Part-III	22
BSc	B.Sc. (Hons.) in Botany-Part-III	23
BSc	B.Sc. (Hons.) in Botany-Semester-II	20
BSc	B. Sc. (Hons) in Botany-Semester-IV	6
BA	B. A. (Hons)-Semester-II-ENVS	262
BA	B. A. (Gen)-Semester-II-ENVS	100
BSc	B.Sc. (Hons) Semester-II-ENVS	97
BSc	B.Sc. (Hons) Semester-II-ENVS	4

BA	B.A. (Hons.) -Part-III (ENVS Project)	105
BA	B.A. (Hons.) -Part-III (ENVS Project)	75
BA	B.A. (Hons.) -Part-III (ENVS Project)	68
BA	B.A. (Hons.) -Part-III (ENVS Project)	28
BA	B.A. (Gen.) -Part-III (ENVS Project)	58
BSc	B.Sc. (Hons.) -Part-III (ENVS Project)	43
BSc	B.Sc. (Hons.) -Part-III (ENVS Project)	44
BSc	B.Sc. (Hons.) -Part-III (ENVS Project)	6
BSc	B.Sc. (Hons.) -Part-III (ENVS Project)	11

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Feedbacks are collected from students, teachers, alumni and parents. Feedbacks are collected manually. Student's feedback is filled by both UG and PG students generally in the month of December. Attendance of each students is mentioned in the feedback form. Feedback is received on varied aspect of the college, i.e. teaching learning, office, canteen laboratory, library administration etc. Besides that, students are also giving their feedback on their faculties. Feedback is collected from the teachers after reasonable completion of classes, generally in the month of April. Feedback is also collected from the parents during parent teacher meetings that are organised by every departments of the college. Suggestions and comments given by the guardians are also taken into account for future development. Alumni feedback is filled by alumni on their meeting. The strength and weakness mentioned by them are summarized. Collected feedback are duly analysed by the teachers and under the supervision of IQAC on the basis of the Analysis Report and Action Taken Report is prepared. The Action Plan of the IQAC, prioritized the issues which are pointed out by the stakeholders. The feedbacks are given utmost importance as to prepare the SWOC Analysis of the institution. Thus, institution treated the feedbacks as the yardstick against which it can prepared its development plans .</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali (Hons)	137	455	136
BA	English (Hons)	103	255	74
BA	Sanskrit (Hons)	69	245	69
BA	History (Hons)	85	135	54
BA	Political Science (Hons)	47	47	19
BA	Philosophy (Hons)	52	52	23
BSc	Botany (Hons)	47	95	28
BSc	Zoology (Hons)	28	95	28
BSc	Physics (Hons)	40	46	6
BSc	Chemistry (Hons)	61	38	15
BSc	Mathematics (Hons)	64	85	26
BSc	Geography (Hons)	52	130	26
BA	General	500	231	231
BSc	General	500	11	11
MA	Bengali	35	70	34
MA	Sanskrit	30	45	25

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1749	97	12	0	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
56	42	16	16	1	6

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, the College has a Students' Mentoring Programme since 201617 Academic Session. Departmental teachers act as mentors. Recordings are not only as to presence of mentor and mentees. Content of discussion is strictly anonymous Mentoring is done in three dimensions namely, socialization, task development and lifespan development. Mentees are guided in the matter of academic, careerrelated, financial, psychological and organizational issues. The College provides two tiers of mentoring. In the top tier Institute Student Mentorship Programme (ISMP) is executed wherein the following things are discussed: • Availability of Different Financial Assistance Scheme of the Govt. • Inhouse organisational Support to make the Students feel comfortable • Accessibility of Office and Administration for help and support of students • Hobnobbing with exstudents of the College to create motivation for further studies. Then in the departmental level Department Academic Mentorship Program, (DAMP) is actived across all departments of the College, with the primary aim of helping out students who are underperforming academically. • Knowledge of 'Students Profile' as to their family and financial background with the condition of strict anonymity • Finding out the gap between what they require and what they have • Making available good quality study materials with a significant proportion of these developed by the Departmental Teachers • 'Academic Support' in oneonone and in small groups • 'Personal Level Support/ Mental Support' as per the requirement of the students • 'Peer Group Mentoring' wherein the departmental teachers would be observer and facilitator • Allowing 'Reverse Mentoring' • Focus on Diversity Mentoring • Planning for 'Career Path and Career Development' Showing examples that our system works • In the whole system of mentoring mentors hold the pivotal position. The success or otherwise of the programme depends upon the level of efficiency and dedication of the mentors. As such, the mentors must be wellequipped to be a good mentor to make the system really works for the benefit of the students. The mentors are requested to concentrate on the following issues before entering into the process: Gets the relationship off to a good start • Creates a foundation of support • Challenges the protégé to develop a plan for success • Gives actionable advice and feedback • Resists the temptation to solve the protégé's problems, etc. The techniques that are followed in case of Students' Mentoring Programme are: (a) Accompanying(making a commitment in a caring way), (b) Sowing(preparing the learner before mentoring sessions), (C) Catalyzing(provoking a different way of thinking), (d) Showing (making something understandable, or using examples to demonstrate a skill or activity), (e) Harvesting (here the mentor focuses on picking the ripe fruit: it is usually used to create awareness of what was learned by experience and to draw conclusions. The key questions here are: What have you learned?, How useful is it?) (The whole process of Students' Mentoring Programmes is designed taking a leaf out of Bombay IIT Model)

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1846	56	1 : 33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
39	18	21	1	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end
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				examination
BA	Hons/Gen	Semester:I	28/01/2019	03/04/2019
BSc	Hons/Gen	Semester:I	28/01/2019	03/04/2019
BA	Hons/Gen	Semester:II	16/07/2019	27/09/2019
BSc	Hons/Gen	Semester:II	16/07/2019	27/09/2019
BA	Hons/Gen	Semester:III	24/12/2018	14/02/2019
BSc	Hons/Gen	Semester:III	24/12/2018	14/02/2019
BSc	Hons/Gen	Semester:IV	28/06/2019	20/08/2019
BA	Hons/Gen	Part:II	25/07/2019	26/09/2019
BSc	Hons/Gen	Part:II	25/07/2019	26/09/2019
BA	Hons/Gen	Part:III	06/04/2019	06/06/2019
BSc	Hons/Gen	Part:III	06/04/2019	06/06/2019
MA	PG (Bengali, Sanskrit)	Semester:I	30/11/2018	17/04/2019
MA	PG(Bengali, Sanskrit)	Semester:III	30/11/2018	17/04/2019
MA	PG(Bengali, Sanskrit)	Semester:II	12/06/2019	18/09/2019
MA	PG(Bengali, Sanskrit)	Semester:IV	11/06/2019	17/09/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college introduced powerpoint presentation and projectbased evaluation along with traditional methods in the Honours courses. Some Departments are also evaluating their Departmental students through organizing debates, extempore, groupdiscussion, seminar presentation etc. The college also initiated to the MCQ type question s and short answer type questions for the evaluation of the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares Academic Calendar at the beginning of the year and displayed it on the college website. The Academic Calendar is also distributed among all teaching and nonteaching staff of the college .The Academic Calendar contains the yearly schedule of the college ranging from the list of holidays (national level holidays, state level holidays, local holidays and the institutional holidays), date schedule of the college examinations along with university examinations as mentioned by affiliating university and dates of form fill up. Dates of registration and commencement of classes are also available in this calendar.

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 in website of the institution (to provide the weblink)

http://www.narajolerajcollege.ac.in/page.aspx?page_id=1145

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
BNGH	BA	Bengali (Hons)	96	93	96.87
ENGH	BA	English (Hons)	64	63	98.40
SANH	BA	Sanskrit (Hons)	42	41	97.61
HISH	BA	History (Hons)	21	21	100
PHIH	BA	Philosophy (Hons)	6	6	100
PLSH	BA	Political Science (Hons)	10	10	100
PHSH	BSc	Physics (Hons)	15	15	100
CMEH	BSc	Chemistry (Hons)	9	9	100
MTMH	BSc	mathematics (Hons)	29	26	89.65
BOTH	BSc	Botany (Hons)	21	21	100
ZOOH	BSc	Zoology (Hons)	15	15	100
GEOH	BSc	Geography (Hons)	35	33	94
BA G	BA	BA Gen	59	56	94.91
BSC G	BSc	B.Sc. Gen	0	0	00
BNGPG	MA	Bengali (MA)	26	26	100
SANPG	MA	Sanskrit (MA)	11	11	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	365	UGC DAE Consortium for Scientific	0.45	0

		Research		
Projects sponsored by the University	60	NA	0	0
Projects sponsored by the University	60	NA	0	0
Projects sponsored by the University	60	NA	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Bengali	9	0
International	Botany	10	0
International	Physics	1	0
International	Zoology	3	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	1
English	2
Bengali	1
Sanskrit	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	3	4	0
Presented papers	4	18	1	0
Resource persons	0	3	1	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Observation of Aranyya Sapthaya	NSS (Unit I and II)	2	55
Independence Day observation	NSS(Unit I and II) , NCC and College	46	566
Rakhibandhan Utsab observation	NSS (Unit I and II) and College	42	454
Cleanliness Drive at adapted village	NSS (Unit I and II)	2	40

Observation of NSS Day	NSS (Unit I and II)	10	135
National Integration day observation	NSS (Unit I and II)	2	76
National Youth day observation	NSS (Unit I and II)	2	102
Republic Day observation	NSS (Unit I and II) and College	37	494
International Language day observation	NSS (Unit I and II)	9	282
Observation of Women's day	NSS (Unit I and II)	6	124
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
World Aids Day observation and Aids Awareness Programme	NSS in collaboration with NACO	Seminar and AIDS Awareness	32	152
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	00
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
60	68.41

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18743	300754	871	170000	19614	470754
Reference Books	2116	194000	50	83997	2166	277997
Journals	23	17141	0	0	23	17141
e-Journals	1	6000	0	0	1	6000
Library Automation	6225	224301	2546	87520	8771	311821
Weeding (hard & soft)	3927	47124	0	0	3927	47124
Digital Database	0	0	0	0	0	0
e-Books	0	0	0	0	0	0

CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	50	22	5	0	0	15	13	20	0
Added	0	0	0	0	0	0	0	0	0
Total	50	22	5	0	0	15	13	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
LCS Facility	https://www.youtube.com/watch?v=YeAOQocdnD4

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
25	27.51	60	68.41

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratory, library, sports complex, Class Rooms etc. Physical Facilities: The College is limited in financial resources. No engineering department is maintained for construction of physical facilities. However, engineering consultation is sought on case to case basis. There is one College Building Committee wherein nominee from the state government (Govt. of West Bengal) is also a member. The committee looks after the upkeep and maintenance of existing infrastructure. For minor repair and maintenance of building and allied infrastructure the Principal takes decision in conversation with the internal

members of the Building Committee. For technology related items (like computers, scanners, smart class room, ICTenabled class rooms and other electronic items) the Technology Committee looks after the issue in its first place and if it feels the necessity to call professional service providers and repairers from outside it decides so through committee meetings. For laboratory related items, the responsibility of maintaining and utilizing is entrusted upon the concerned department in general and the Head of the Department in particular. If the department feels the necessity to avail of the services of outside professional/expert then it passes resolution to this effect and placed the resolution for consideration of the Principal. Once, it gets the positive nod from the Office of the Principal it avails the professional services in respect of the departmental laboratory gadgets.

Academic Facilities: Academic Committee comprising of all Heads of Departments is entrusted with the maintenance of academic facilities like preparation and timely updation of class routine, supervising the class holdings as per the routine, supervising the arrangements made by the departments in respect of holding remedial and special/tutorial classes and keeping the academic environment of the College smart and glitch free. The Library Subcommittee is responsible for maintenance and upgradation of library facilities in consultation with the academic committee and Teachers' Council for physical issues and with the Technology Committee in technical issues like regular updation of library data.

Support Facilities: The College is having a Scholarship Section headed by one full time teacher and ably supported by three nonteaching staff members to look after the scholarship issues of the students. The College is having Canteen Facility which is providing quality services to students and staff. The rate chart is periodically reviewed and the hygiene condition is supervised on a surprise visit basis by the Principal, senior level teaching nonteaching staff, students' representatives and the common students who are the chief beneficiaries. The College is also maintaining one Hostel Facilities for boys and Accommodation Facilities for the staff members whose resident is far away. There is one Hostel Superintendent to look after the day to day affairs. College is having three big water purifiers to cater to the needs of safer drinking water. The servicing is done by competent persons in periodic manner. Breakdown maintenance is done by utilizing expert from the locality.

Maintenance of Class Rooms: Maintenance of Class Room is the subject matter of nonteaching service. The Head Clerk supervises the task of sweeper, electricians and other to make the class room dust free, well lit and well ventilated.

http://www.narajolerajcollege.ac.in/page.aspx?page_id=1142

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	National Scholarship, S. R. Jindal Scholarship Scheme, Kanyasree (K2), Kanyasree (K3), Post Metric Scholarship to SC/ST students,	1255	14863200

	Talent Support Programme - TSP (Below 50 Marks in last Exam passed), Swami Vivekananda Merit Cum Means Scholarship (SVM		
b)International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Personality Development and Grooming Workshop conducted by ABP Private Ltd. in collaboration with Gillette India Ltd.	0	161	0	1
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
12	10	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	42	93	Bengali	Vidyasagar University, Midnapore College, Ghatal Rabindra Satabarsiki Mahavidyalaya, Panskura Banamali College, Narajole Raj College	M.A.
2019	1	21	History	Vidyasagar University	M.A.
2019	8	21	Botany	Vidyasagar University, Midnapore College, Raja N.L. Khan College	M.Sc
2019	9	15	Zoology	Vidyasagar University, Midnapore College, Midnapore City College	M.Sc
2019	0	33	Geography	NA	NA
2019	4	06	Philosophy	Vidyasagar University, Sidhu Kanu Birsha University	M. A.
2019	13	41	Sanskrit	Vidyasagar University, Sitaramdas Omkarnath Rastriya Sanskrit Sansthan, Narajole Raj College	M. A.
2019	7	26	Mathematics	Vidyasagar University, Kalyani University, Midnapore College, Midnapore	M.Sc

				City College	
2019	3	15	Physics	Burdwan University, Midnapore City College	M.Sc
2019	12	63	English	Ghatal Rabindra Satabarsiki Mahavidyalaya, Gurunanak Institute of Hotel Management, Midnapore College, Vidyasagar University	M. A., MBA
2019	7	09	Chemistry	IIT-Dhanbad, NIT-Suratkal, Vidyasagar University, Midnapore College, Panskura College	M.Sc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Run (Boys) 100 Mtr	Institutional	12
Run (Boys) 200 Mtr	Institutional	11
Run (Boys) 800 Mtr	Institutional	17
High Jump (Boys)	Institutional	8
Long Jump (Boys)	Institutional	17
Discuss Throw (Boys)	Institutional	11
Javelin Throw (Boys)	Institutional	7
Shot Put (Boys)	Institutional	13
Run (Girls) 100 Mtr	Institutional	7
Run (Girls) 200 Mtr	Institutional	5
Spoon Race (Girls)	Institutional	12
High Jump (Girls)	Institutional	7
Long Jump (Girls)	Institutional	8

Musical Ball (Girls)	Institutional	12
Javelin Throw (Girls)	Institutional	7
Discuss Throw (Girls)	Institutional	8
Chess (Boys)	Institutional	17
Carom Single (Boys)	Institutional	14
Carom Double (Boys)	Institutional	8
Badminton Single (Boys)	Institutional	16
Badminton Double (Boys)	Institutional	10
Carom Single (Girls)	Institutional	10
Ludo Single (Girls)	Institutional	8
Alpana (Girls)	Institutional	4
Chess (Girls)	Institutional	8
Chinese Checker (Girls)	Institutional	4
Extempore	Institutional	9
Essay Competition	Institutional	6
Recitation	Institutional	7
Dance	Institutional	3
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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Activity of Student Council Student council of the college works for the benefit of the college throughout the year, organizes several activities within and outside the college campus. The major activities pursued by the student council in 201819 are: Cultural Activities: • Organising Nabin Baran Utsav (Fresher's Welcome), a cultural programme to welcome the newly admitted students in the college. • Celebration of birth and death anniversary of Rabindranath Tagore, Kazi Najrul Islam, Sahid Khudiram Bose, Sukanta Bhattacharya etc. in the college. • Celebration of birth anniversary of great scientists i.e. Acharya Jagadish Ch. Bose, Acharya Prafulla Chandra Roy, Sir C. V. Raman, etc. • Observation of Teachers' Day to mark the birth anniversary of Dr S. Radhakrishnan. • Observance of the International Mother Language Day on 21st February, 2019. • Celebration of Saraswati Puja in the college. • Celebration of Basanta Utsav, a traditional Bengali cultural programme held for Holi. • Celebration of Rakhsha Bandhan Utsava to honour communal harmony and to keep fraternity inside the campus as well as in the society. • Organisation of the annual social, a cultural programme of the college. • Publication of students' magazine' Rajanya' to inculcate the creativity among the students. • Organisation of interclass cultural competition in the college. Sports

Activities: • Organisation of Annual Sports of the college Other Activities: • Providing a list of financially backward students to the college to make them get fees concession from the college fund. • Organising Blood Donation camp in collaboration with college N.S.S. unit. • Participating in various outreach programmes along with N.S.S and N.C.C units and college extension committee. Representation of students on Academic and Administrative Bodies of the institution 1. Students have their representation in Governing Body, which is the highest body of the College Administration. 2. Students have their representation in IQAC an UGC recommended Cell, which is monitoring the systematic development of the institution and promoting the quality culture in the institution, as well. Beside that, Students Council have their own Organizing Body as to functioning and practicing their regular activities in a democratic way.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, college has registered Alumni Association since 201819. Alumni Association of the college actively participated in various programmes of the college. Activities of the Alumni Association during the session 201819 are as follows • Actively participated in various programmes of the college i.e. observation of Independence Day, observation of Republic Day, College Foundation Day etc. • Alumni Association participated in various extension programmes of the college, in our adopted villages. • This year Alumni Association has organized an institution level seminar on Parthenium: Danger at your doorstep in collaboration with Green Club, .Narajole Raj College.

5.4.2 – No. of enrolled Alumni:

213

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings: 06 and seminar : 01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

College follows an Organogram/Organization Structure wherein the Governing Body of the College, the Principal and the IQAC constitute the Top Level of Management. The Heads of Academic Departments and Senior Administrative Personnel form the Middle Level of Management and finally different committees, subcommittees, cells and the like form the Lower Level of Management. Bodies like Alumni Association, Students' Forum, Parents' Association and the like work as a Staff Organisation supporting the Line Organisation with aforementioned three levels of management. In this overall organizational structure the University Grants Commission (UGC), Dept. of Higher Education - Govt. of West Bengal, the affiliating University namely Vidyasagar University provide bounded rationality of decision making. All the tiers of management work with autonomy and freedom and within the limits of delegation set forth by its upper tier or the controlling authorities, as the case may be. Within this structure two practices that the College has followed during the relevant academic year are as follows: • Practice of Proper Training: The Principal

being a student of Commerce Management gives the staff members of the college, both teaching and nonteaching, the theoretical overview and their application in academic institutions of relevant and important management concepts like Fayol's 14 Principles of Management, Juran's Quality Trilogy, Deming's PDCA (plandocheckact), job enrichment and so on. In the matter of finetuning the management concepts to suit the needs of the College in a more effective way guidance and assistance of experienced administrative persons are sought. All these improve the quality of delegation and make decentralization of responsibilities and decisions more fruitful. • Practice of Inclusiveness: In any organization participative management is not possible until and unless inclusiveness is imbibed. Here in our institution, the focus is on inclusiveness. The delegation of authority and division of work are welldefined and complete and are made taking into consideration competencies and interest of the persons to whom such delegation is entrusted, communication is free from noises and barriers, participation in decision making is real and not pseudo which in turn creates an environment full of motivation, selfcontrol, organizational citizenship, esprit de corps and so on. All these bring the employees close to the decision making process and pave the way for decentralization of responsibilities and participative decision making. The nonteaching staff members are given enough authority to take decisions for the benefit of the College. The Students' Representatives are taken into confidence so that academic and administrative ambiance of the college is free from unrest. HoDs are authorized to frame their own policy prescription keeping in mind the overall policies of the institution. He/she together with other members of the department are entrusted with the responsibility of providing inputs in connection with Analysis of Results (AoR), Suggestion for Improvement (SI), Reporting of Problems (RoP), maintenance of physical infrastructure and academic ambiance. Feedback suggests that now they are feeling more motivated with greater degree of job enrichment, task identity and selfcontrol. Thus the model worked tremendously for the overall enhancement of quality of the institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College has no scope of framing or developing curricula at UG Level as it has to follow the curricula set by the affiliating University i.e., Vidyasagar University. However, the College participates in curriculum development programme through membership in different Board of Studies of the University. At PG Level the participation of teachers in curriculum development is more direct and meaningful in the sense that Colleges having PG courses have their own Board of Studies which is formed by taking the teachers of the College engaged in PG teaching and the teachers nominated by the affiliating University.
Teaching and Learning	The College has the strategy to: (i)

Use of more ICT enabled classes (ii) Use of Smart class facilities in a more comprehensive way (iii) Arranging interdisciplinary classes (iv) Wider access to online learning resources (v) Learning through Field Visit Industrial Visit (vi) Arranging educational tours beyond the scope of the syllabus (vii) Project Work and Case Studies by the students (viii) Power Point Presentation by the students (ix) Uploading the class lectures in online platform for ready and future reference (x) Development of academic resources by the teachers

Examination and Evaluation

The College has the strategy: (i) To take periodic tests for over and above the minimum set by the affiliating University to have a continuous evaluation process (ii) To frame questions with varying degree of difficulty so as to identify slow learners, average learners and advanced learners (iii) To evaluate the performance of the students separately by two different teachers of the particular subject so as to minimize/mitigate the chance of subjectivity in evaluation process (average is taken) (iv) To arrange Group Discussion, Seminar Lectures and the like (v) To arrange debate and quiz competition on relevant issues

Research and Development

The College has the strategy: (i) To recognize the research contribution by means of arranging a Discussion Session in which inhouse presentation by the contributors (ii) To explore various funding agencies for sponsoring major/minor research project (DBT, DST, ICSSR, UGC etc.) (iii) To encourage faculty members to act as M. Phil. / Ph. D. Supervisor (iv) To maintain ISBN Number of its own and motivate the faculties to publish books under this room (v) To exhibit the research publication of the faculty members in the College Library to inspire further research

Library, ICT and Physical Infrastructure / Instrumentation

The College has the strategy: (i) To have quality books in the library taking into consideration the needs of both the teachers and the students (ii) To make internet service available to the library so as to have better access to different eresources (iii) To arrange for library awareness

	programmes to motivate the students to access library more comprehensively and frequently (iv) To make fullest use of LMS Software already installed in the College (v) To add to the already rich stock of laboratory instruments (vi) To plan for and construct more class rooms so as to pave the way for introduction of new programs/courses
Human Resource Management	(i) Making an indepth study of 'Job Description' (requirement of a job) and 'Job Specification' (current possession of knowledge and skill of an employee) to find out necessity of Training and Development programmes (ii) Arranging inhouse training programmes for employees especially those engaged in accounting, taxation, cash handling, library work, general office management and the like (iii) Motivating the faculty members to participate in different Development Programmes like orientation programmes, refresher courses, shorterterm courses and the like (iv) Organising personal counseling programmes to maintain and augment physical and psychological wellbeings of all the staff members (v) Self Appraisal of the teachers (Academic Diary)
Industry Interaction / Collaboration	NIL
Admission of Students	(i) Online Admission of Students using Online Admission Portal and online Payment Gateway. The College has an agreement with Bill Desk to act as the online payment gateway (ii) Regular updation of College website incorporating various positives of the College so as to attract quality students for admission (iii) Admission of students strictly and solely on the basis of merit and strictly complying with the Reservation Rules and other relevant rules and norms

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	? Opening of official WhatsApp group namely' NRC PRINCIPAL'S OFFICE 'for the easy access of the official information's.
Administration	? Regular exercise of live soft in administrative work. ? Superannuation related documents through epension portal.

Finance and Accounts	? Fully computerised office and accounts section. ? Maintenance of the college accounts through software SMART COLLEGE. ? Reception of salary fund from Govt through HRMS portal.
Student Admission and Support	? Online Admission including Online Payment Gateway.
Examination	Not yet initiated.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Akul Rana	Regional Workshop on Unnat Bharat Avijan	NA	2791
2018	Sri Barun Mondol	Regional Workshop on Unnat Bharat Avijan	NA	2791

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Science Academics Refresher Course on "Classroom Chemistry Concepts and the Curiosities"	1	06/12/2018	20/12/2018	15

FDP on Rural Immersion and Community engagement Naitalim	1	10/01/2019	16/01/2019	07
Science Academics Refresher Course on "Analysis"	1	18/02/2019	02/03/2019	13
Sawam Arpit online Refresher course on Calculus	1	12/11/2018	28/02/2019	10
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	4	0	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GSLI	GSLI and SSLI	Financial Assistance through Poor Fund for needy students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College has one 'Bursar' who acts as internal auditor. But in order to inculcate better degree of 'independence' Chartered Accountant would be hired to act as Internal Auditor from the next accounting period. Now, as a stopgap arrangement the Principal who has 'Finance and Control' as the area of specialization at PG level and who is a Graduate Company Secretary helps the Internal Auditor to do periodic (now quarterly) internal audit by using techniques like auditindepth (following any transactions from initiation to finalization). External Audit is done by the professional external auditor sent by the Govt. of West Bengal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	00
No file uploaded.		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	Principal and Governing Body
Administrative	Yes	NAAC	Yes	Principal and Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Providing valuable suggestions for development of the college.
- Pointing out the strength and weakness of the college.
- Communicating the views which the students feel hesitated to interact with their teachers.

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- College has prepared an institutional development plan for five years and submitted to RUSA.
- Several human resource development policies taken under consideration.
- College emphasises on ICT enabled classes and necessary technical assistance also provided to the teachers.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	
c) ISO certification	
d) NBA or any other quality audit	

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Seminar on Nanotechnology	02/08/2018	02/08/2018	02/08/2018	33
2018	Seminar on Gandhi's Relevance to the 21st century	05/10/2018	05/10/2018	05/10/2018	156
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Total power requirement of the college 107568 KWH. Power requirement of the college met by the Renewable energy sources is 350 KWH, i.e., 0.32

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Any other similar facility	Yes	2
Provision for lift	No	0
Braille Software/facilities	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Hand Book on Code of Conduct (for different Stakeholders)	01/07/2018	Hand Book on Code of conduct for stakeholders is displayed in the college website as well as on the college notice board. The link is: http://www.narajolerajcollege.ac.in/page.aspx?page_id11 54

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Rakshabandhan Utsab	27/08/2018	27/08/2018	454
Observation of Foundation Day of the College	12/09/2018	12/09/2018	232
World Aids prevention Day	01/12/2018	01/12/2019	152

Celebration of birth Anniversary of Subhas Chandra Bose	23/01/2019	23/01/2019	52
Celebration of Republic Day	26/01/2019	26/01/2019	494
Celebration of Independence Day	15/08/2018	15/08/2018	566

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Initiatives for Biodiversity Audit in the Institution
- Maintenance of Medicinal Garden inside the Campus
- Use of organic manures and fertilizers in the college garden
- Installation of power saving LED lights inside the campus
- Maintenance of Green landscaping inside the campus.
- Organising institution level seminar on "Parthenium danger at your doorstep"

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - 1 . Title of the practice: Recognition - The Real Motivator

Objective of the practice To motivate the human resource engaged in any Educational Institution. The context that required the initiation of the practice: At the time of NAAC Peer Team visit in July, 2018, the members of the Peer Team mentioned that, human resource may be a great strength of our institution as most of the staff of our college are young. College authority headed by the newlyappointed Principal also realized the fact. Our Head of Institute believes that, if we nurture the human resource in a better manner surely it will bring a qualitative change in institutional performance.

Frederick Hertzberg, the renowned management philosopher put forward the theory called MotivationHygiene Theory. According to this theory pay/salary, fringe benefits, physical working conditions, status, job security act as hygiene factors. These factors do not motivate, but their absence causes demotivation and dissatisfaction. On the other hand, factors like recognition, responsibility, sense of achievement etc. act as motivators. If they are present in any working environment, motivation is created among the persons engaged thereat. Top Level Management of the Institute lead by the Principal and Coordinator, IQAC value the importance of recognition. Pat on the back matters. As the institute is blessed with young human resource, their energy is to be properly channelized and their motivational aspect is to be properly taken care of. The Practice: The initiatives towards this practice are as follows: Selecting the Research Committee members based on their last two years' API score. Five teachers with API score more than other teachers during the last two academic sessions are the members with the teacher with highest API score being given the position of convenor of the committee. Each and every academic achievement of the faculties is recognised by the Principal through a Discussion Session wherein the teacher(s) is/are requested to present his/her contribution before others. That not only motivates the concerned teachers but also encourages the other teachers to make significant academic contributions.

We are sure that the significant positive change of this initiative will be felt in the coming session itself. Felicitation of the newly appointed teachers will be organised as to boosting their ethical responsibility towards the institution. A scheme is also devised wherein the top performing student of the session will get the opportunity to lead in the National Flag Hoisting Ceremonies on the occasion of Independence Day or Republic Day of India. For ascertaining top performance due weightages are given to academic, cocurricular and sports activities. Obstacles faced, if any and strategies adopted to overcome the situationNo such obstacles faced so far. Impact of the practice

and resources required: The concept is very much generous and contains humanitarian value. So far, this practice spreads a positive energy amongst the staff and students and controls the harshness of the working place in a positive manner. No financial resources are required for this practice only empathy is needed. So, we consider the practice as one of our best practices.

Best Practice - 2 . Title of the practice: Technology the pivot of new learning methods. Objective of the practice: To add the value in traditional teaching - learning methods. The context that required the initiation of the practice

Nowadays, ICT plays a significant role in teaching - learning methods. A rural College, like that of ours is expected to lag behind in this aspect. But in reality we do not. This is purely due to the initiatives mentioned below.

The practice: The practice has in itself the following facets: (a) Keeping in mind the importance of technology in creating modern best in class teaching - learning set up, during this academic session the College has constituted a subcommittee called Technology Subcommittee. The basic objective of this subcommittee is to look after the creation and maintenance issues of different technologies required for upgradation of teaching - learning set up and to arrange for inhouse training for developing compatible peopleware to make fullest use of available hardware and software. (b) The college developed a Smart Class room with the help of state govt funding and purchased LMS software to create an additional impact in regular teaching process. From this session, the Principal initiated the following additional points: c) Every department has to take at least 30 of their classes with the help of ICT and PPT presentations. d) Academic committee is instructed by the Principal to gradually increase the number of audio visual classes from this session. e) Initiative is taken to upload the recorded classes in YouTube as to widen the scope of remote access of the regular lectures to the students. Obstacle faced, if any and strategies adopted to overcome the situation: The College is situated in a rural area and as such availability of hispeed internet connectivity is a problem. Again, the College does not have any Computer Science or Computer Application Department. Lastly, any such new effort is prone to resistance to change. Highly dedicated members of the Technology SubCommittee put in best effort to have training and troubleshooting easier.

Principal together with IQAC concentrates on change management so that resistance to change can be immediately mitigated. Impact of the practice and resources required: The impact is positive. Students are curious about it and felt the technologyoriented classes more attractive. As a good number of our students are hailing from peasant family so their seasonal absenteeism and irregularity due to flood situation do not affect their studies so much as to use of LCS. Now, at least they can have the softcopy of relevant lectures even after holding of actual classes. Establishment of more smart classes is our present requirement. We find that this practice has the potential to become more than an INCREMENTAL IMPROVEMENT. Actually it has the potential to become a BREAKTHROUGH. So, we consider this as another of our best practices.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.narajolerajcollege.ac.in/page.aspx?page_id=1147

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness Narajole Raj College extension services: A Promise Narajole Raj 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 adopted village, Baramara. College has successfully organized different programmes there such as, 1) Craft training

programme. 2) Programme on using bio - fertilizers. 3) Social awareness programme. 4) Training on disaster management. 5) Legal assistance programme.

College has organised these programmes since their beginning and still continuing. Local Panchayat acknowledged our activities and issued certificates of appreciation in this regard in previous years. Inspired by this experience, this year college enrolled its name under Unnat Bharat Abhiyan a project of MHRD. College has adopted four more villages along with Baramara under this project, these are Danikhola, Kismat Narajole, Harirajpur and Dubrajpur. Initial activities as per instruction of UBA coordinator, has been started and programme officers of this particular scheme has been sent for training to gather proper knowledge in this regard. Along with this inspiring story, there is a serious problem of funding which restricts us to go further. Presently, college is running this program with its own fund. However, college this year received the startup amount of UBA scheme of 50,000/-. Still College is searching various government and non government funding to fulfil the aspiration of its faculties and students to make a vibrant society in their adopted villages.

Provide the weblink of the institution

http://www.narajolerajcollege.ac.in/page.aspx?page_id=1141

8.Future Plans of Actions for Next Academic Year

Future Plan of Action for the next academic year a) Enhancing academic excellence by means of using more of smart class rooms, ICT enabled class rooms, b) To take special initiative to improve on the students enrolment especially in science stream c) To introduce few skillbased courses to enhance the employability of the courses. d) To create and demonstrate 'Career Path' for each and every subject or program so as to control for directionless approach by the students e) To improve upon the Students' Mentoring System so as to improve upon their mental health and to assist them to develop problemsolving attitude f) To establish a Placement Cell and to bolster the already existing Examination Guidance Cell for better preparation for exams. Like NET/SET etc from the undergraduate level. g) To have meaningful industry interaction or collaboration especially in the science stream h) To start a new project under incubation centre. i) To arrange more seminars and training programmes for students, faculties and staff. j) Development of skills of the students by inculcating core values among them by imparting valuebased education. k) More intensive green practices in coming years. l) To use technology in a better manner to enhance the teaching learning system and overall administrative development of the college. m) To enhance the library facilities for the betterment of students and faculties. n) Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of NSS, NCC and college extension services. o) To take more initiatives in the direction of e-governance in various operational areas and to improve on Management Information System (MIS) p) To take meaningful steps in mobilizing resources for research from different funding agencies q) To take necessary steps to have a playground and to improve upon participation in sports and cultural activities and competitions r) To introduce more robust internal audit and internal control system by means of hiring and/or taking assistance from professionals in respective fields