



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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.		06297691693
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
<b>2. Institutional Status</b>		

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.	09609090900
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)	<a href="https://www.narajolerajcollege.ac.in/page.aspx?page_id=1166">https://www.narajolerajcollege.ac.in/page.aspx?page_id=1166</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.narajolerajcollege.ac.in/page.aspx?page_id=1022">https://www.narajolerajcollege.ac.in/page.aspx?page_id=1022</a>

### 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

<b>6. Date of Establishment of IQAC</b>	15-May-2014
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### 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	13-Aug-2019 2	7
Regular meeting of IQAC	20-Jan-2020	8

is arranged	2	
Regular meeting of IQAC is arranged	13-Mar-2020 2	12
Regular meeting of IQAC is arranged	23-Jun-2020 3	12
Feedback from students and alumni	22-Jul-2020 7	757
Regular meeting of IQAC is arranged	14-Aug-2020 2	13
Feedback from Parents and Faculty & Analysis of Students, Teachers, Parents, Alumni	16-Oct-2020 10	762
Internal Academic and Administrative Audit (Teaching & Learning) is conducted & Internal Academic and Administrative Audit (Research & Publication) is conducted	03-Dec-2020 10	17
Online Workshop on Gender Equity was arranged	21-Aug-2020 4	131
Conducted Thirteen Webinars and Workshops jointly with Academic Departments & Student's Centric Cell, (All data arranged in Excel Sheet)	05-Jun-2020 51	757

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**8. Provide the list of funds 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	Collaborative Research Project	UGC-DAE Consortium for Scientific Research	2020 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 Link](#)

<b>10. Number of IQAC meetings held during the year :</b>	5
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	<a href="#">View Uploaded File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>
<p>v Arrangement of eplatform by Google suit as teaching learning media. v Uploading of ematerials in College website to facilitate the students with study materials during the period of lockdown, due to pandemic of Covid19. v Introducing online feedback system for all the stake holders. v Introducing Data capturing format (DCF)s for the collection of all official data/documents. v To initiate various technological progression in institutional administrative domain, i.e., upgradation of college website, introducing domain email id for all the faculties, introducing CDMS etc.</p>

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<b>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</b>
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Plan of Action	Achivements/Outcomes
To make an effective plan for student mentoring. (All the data are given in Excel Sheet)	i) To prepare a data capturing format and questionnaire to collect the data and relevant information from the students. ii) Department-wise mentoring programme has been started.
To initiate the ICT enabled classes.	i) Optimum use of smart class room. ii) To train the faculties to make them accustomed with virtual classes workshops. iii) Uploading of ematerials on College website. iv) Arrangement of classes via Google suit platform in lockdown.
To enhance the functions of running Incubation Centre. AND To initiate the extension activities in adopted villages.	i) To encourage the students to create of his/her own. ii) Conducted training programmes for the students. iii) A plan has been taken to arrange for a trade fare to promote the products of the students. AND i) Data collection and analysis were done by the UBA committee.

<p>College will take initiatives to enhance the research activities of the faculties.</p>	<p>i) Research committee regularly circulated the relevant information and updation to the faculties. ii) Principal motivates the faculties and acknowledged their research work / publications as far as practicable.</p>
<p>To create a structured system to identify the slow learners and advanced learners as the suggestion given by NAAC peer team members.</p>	<p>i) To arrange special examinations for the students for identifying their knowledge. level. ii) To arrange remedial classes for slow learners &amp; special / tutorial classes for advanced learners.</p>
<p>To enhance the sports and cultural activities of the students and to nurture the creativity among the students.</p>	<p>i) Need based financial assistance from the institution. ii) To create a page on college website to promote the creative activities of the students. iii) Regular publications of departmental wall- magazines, departmental journals.</p>
<p>To conduct student seminars. AND To upgrade the college library and speedy completion of library automation system.</p>	<p>i) Academic departments are arranging Seminars and Webinars of International/ National/State level. AND i) Process of automation are going on.</p>
<p>To provide more student support services to enhance their course employability.</p>	<p>i) Career counselling programme has been done by the institution. ii) Career path analysis also taken place. iii) Conducted career -oriented workshop for the girl students.</p>
<p>To initiate various technological progression in administrative domain.</p>	<p>i) Upgradation of College website (www.narajoleraajcollege.ac.in) to accommodate more tabs and also filled with these with important current contents. ii) Creation of domain email (@narajoleraajcollege.ac.in) in favour of all the teaching members and in favour of a good number of non-teaching members of the College so as to have better quality incoming and outgoing document sharing. iii) Initiate networking system among all the stakeholders of the college. iv) Initiation of CDMS (Centralised Data Management System) as a preparatory measure to MIS for the storing of data and sharing information with elements of completeness, timeliness etc. in these. v) Informal On-the-job Peer Training on Computer Applications for members of Technology Sub-Committee to have a pool of in-house technology experts so that affairs like holding of virtual classes by all the teachers irrespective of their level of technology reception, holding of webinars, preparation and uploading of e-learning materials etc. can be</p>

managed without depending too much of formal external agencies and service providers. The number of webinars held during this period, number of virtual classed held and number of e-learning materials are few examples of our success stories in this filed.

To prepare structured online system for collecting feedback and to conduct student satisfaction survey. (All the data entered in excel sheet)

i) institution developed online system to collect feedback from the stakeholders in Google analyzing system but not yet started the SSS on e-mode.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	13-Oct-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

21-Jan-2020

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. Journals are subscribed by the college. 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. During the period of lockdown due to Covid 19 virus, for the smooth completion of syllabus, the institution has conducted video conferencing classes through G-suit (Google meet) and uploaded e-materials in the college website for the benefit of the students.

#### 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
Nil	Nil	01/07/2019	0	Nil	Nil
Nil	Nil	30/09/2020	0	Nil	Nil

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	01/07/2019
BA	NIL	30/09/2020
BSc	NIL	01/07/2019
BSc	NIL	30/09/2020
MA	NIL	01/07/2019
MA	NIL	30/09/2020
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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
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BA	NIL/All are CBCS adopted in previous year	01/07/2019
BA	NIL	30/09/2020
BSc	NIL	01/07/2019
BSc	NIL	30/09/2020
MA	NIL	01/07/2019
MA	NIL	30/09/2020

### 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
NIL	01/07/2019	0
NIL	30/09/2020	0

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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Bengali -Semester-II	33
BA	Bengali (H)-Semester-IV	89
BA	Hons and General-Environmental Science Project	255
BSc	Hons and General-Environmental Science Project	36
BSc	Geography (H)-Semester-V	22

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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
Online Feedback is collected from students of Semester-IV, VI and 3rd yr (H), teachers, alumni and parents. online Feedback is collected and analyzed by



Google Analyzer. 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. Feedback is also collected from the parents on online mode and analyzed accordingly. Suggestions and comments given by the guardians are also taken into account for future development. Alumni feedback is also collected on online mode. The strength and weakness mentioned by them are summarized. Collected feedback is duly analyzed 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 I.Q.A.C., prioritized the issues which are pointed out by the stakeholders. The feedback is given utmost importance as to prepare the SWOC Analysis of the institution. Thus, institution treated the feedback as the yardstick against which it can prepare its development plans.

## 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 (H) (All other data entered in excel sheet)	137	414	115
BA	English (H)	103	224	49
BA	Sanskrit (H)	69	265	57
BA	History (H)	85	147	57
BA	Political Science (H)	47	19	9
BA	Philosophy (Hons)	52	40	9
BSc	Botany (Hons)	47	68	11
BSc	Zoology (Hons)	28	105	8
BSc	Physics(H)	40	39	3
BSc	Chemistry (H)	61	68	9

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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
2019	1804	105	30	0	6

### 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
71	71	41	16	1	6
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Yes, the College has a Students' Mentoring Programme, since 2016-17 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, career related, 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. • In house organizational Support to make the Students feel comfortable • Accessibility of Office and Administration for help and support of students • Hobnobbing with ex-students of the College to create motivation for further studies. Then in the departmental level Department Academic Mentorship Program, (DAMP) is activated 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 one-on-one 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 well equipped 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). This session, college introduced Career Path Analysis of the students for their prospects.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1909	71	1 : 27

## 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	37	2	19	18

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

2020	NIL	Assistant Professor	NIL
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## 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 examination
BA	Hons/Gen	Semester-I	17/02/2020	09/10/2020
BSc	Hons/Gen	Semester-I	17/02/2020	09/10/2020
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	29/01/2020	07/03/2020
BSc	Hons/Gen	Semester-III	29/01/2020	07/03/2020
BSc	Hons/Gen	Semester-V	23/12/2019	21/02/2020
MA	Sanskrit, Bengali	Semester-I	16/02/2019	24/09/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college introduced power point presentation and project based evaluation along with traditional methods in the Honours courses. Some Departments are also evaluating their Departmental students through organizing debates, extempore, group discussion, seminar presentation etc. The college also initiated to the MCQ type questions and short answer type questions for the evaluation of the students. In this session, the college has introduced online system for examination and evaluation. There are two dedicated domain email-ID has been created for conducting examinations. Answer scripts are circulated among the examiners by providing and sharing Google Drive.

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, dates of annual sports and cultural programmes 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)

[https://www.narajolerajcollege.ac.in/page.aspx?page\\_id=1145](https://www.narajolerajcollege.ac.in/page.aspx?page_id=1145)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGH	BA	Bengali (Hons)	96	96	100
ENGH	BA	English (Hons)	32	32	100
SANH	BA	Sanskrit (Hons)	33	33	100
HISH	BA	History (Hons)	37	37	100
PHIH	BA	Philosophy (Hons)	1	1	100
CMEH & CEMHCC	BSc	Chemistry (Hons)	28	28	100
SANPG	MA	Sanskrit (PG)	22	22	100
BOTH & BOTHCC	BSc	Botany (H)	16	16	100
PHSH & PSHCC	BSc	Physics (Hons)	29	29	100
BNGPG (All other entered in Excel Sheet)	MA	Bengali (PG)	32	32	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)

[Not Done](#)

## 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
Nil	365	UGC-DAE Consortium for Scientific Research	0.45	0
Nil	365	UGC-DAE Consortium for Scientific Research (Previous year sanctioned received in	0	0.45

Current Year)

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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
One day National Level e-Workshop on Intellectual Property Rights	Department of Physics and IPR Cell	30/08/2020

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
NIL	NIL	NIL	01/07/2020	NIL
NIL	NIL	NIL	30/09/2020	NIL

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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
NIL	NIL	NIL	NIL	NIL	01/07/2019
NIL	NIL	NIL	NIL	NIL	30/09/2020

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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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)
International	Department of Physics	9	2.19
International	Department of Chemistry	1	3.69
International	Department of Botany	4	0.87
International	Department of Mathematics	4	0
International	Department of Zoology	6	0
International	Department of Geography	2	0

National	Department of History	1	0
National	Department of Sanskrit	2	0
National	Department of Bengali	2	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
Department of Physiology	1
Department of History	1
Department of English	3
Department of Political Science	1
Department of Bengali	1
Department of Zoology	8
Department of Botany	2
Department of Chemistry	1
Department of Physics	2
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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
Robust topological Hall effect driven by tunable noncoplanar magnetic state in Mn-Pt-In inverse tetragonal Heusler alloys	Arif Iqbal Mallick	PHYSICAL REVIEW B	2020	6.6	No	0
Inter-band Transition in Citrate Capped Marks Dodecahedral Colloidal Gold Nanop	Dr. Tapanendu Kamilya	Current Nanoscience	2020	3	Yes	0

articles						
Interplay of charge transfer and disorder in optoelectronic response in Graphene/hBN/MoS <sub>2</sub> van der Waals heterostructures	Dr. Avradip Pradhan	2D Materials	2020	12.2	No	3
Organocatalytic Enantioselective Conjugate Addition of Nitromethane to Benzylidene-2-Benzoyl Acetate: Asymmetric Synthesis of ABT-627, an Endothelin Receptor Antagonist	Dr. Sk Mohammad Aziz	Frontiers in Chemistry	2020	2.2	No	0
Microscopic and spectroscopic study of the corona formation and unfolding of human haemoglobin in presence of ZnO nanoparticles	Dr. Tapanendu Kamilya	LUMINESCENCE	2019	3.4	Yes	0
Dynamics of Binding of Lysozyme with Gold Nanoparticles: Corona	Dr. Tapanendu Kamilya	NANO	2020	1.9	Yes	0

Formation and its Correlation with a Naked-Eye-Based Colorimetric Approach						
Observation of inter-layer charge transmission resonance at optically excited graphene-TMD C interfaces	Dr. Avradip Pradhan	APL Materials	2020	6.6	No	0
Inhibition of multiple defense responsive pathways by CaWRKY70 transcription factor promotes susceptibility in chickpea under Fusarium oxysporum stress condition	Dr. Prithwi Ghosh	BMC Plant Biology	2020	5	No	0

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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
Observation of inter-layer charge transmission resonance at optically excited gr	Dr. Avradip Pradhan	APL Materials	2020	42	0	No



aphene-TMD C interfaces						
Interplay of charge transfer and disorder in optoele ctronic response in Graphen e/hBN/MoS2 van der Waals hete rostructur es	Dr. Avradip Pradhan	2D Materials	2020	35	3	No
Microscop ic and sp ectroscopi c study of the corona formation and unfolding of human h aemoglobin in presence of ZnO nan oparticles	Dr. Tapanendu Kamilya	LUMINESC ENCE	2019	40	0	Yes
Dynamics of Binding of Lysozyme with Gold Nanopartic les: Corona Formation and its Co rrelation with a Nak ed-Eye- Based Colo rimetric Approach	Dr. Tapanendu Kamilya	NANO	2020	23	0	Yes
Inter- band Transition in Citrate Capped Marks Dode cahedral Colloidal	Dr. Tapanendu Kamilya	Current Nanoscienc e	2020	37	0	Yes

Gold Nanoparticles						
Robust topological Hall effect driven by tunable noncoplanar magnetic state in Mn-Pt-In inverse tetragonal Heusler alloys	Arif Iqbal Mallick	PHYSICAL REVIEW B	2020	128	0	No
Inhibition of multiple defense responsive pathways by CaWRKY70 transcription factor promotes susceptibility in chickpea under Fusarium oxysporum stress condition	Dr. Prithwi Ghosh	BMC Plant Biology	2020	95	0	No
Organocatalytic Enantioselective Conjugate Addition of Nitromethane to Benzylidene-2-Benzoyl Acetate: Asymmetric Synthesis of ABT-627, an Endothelin Receptor Antagonist	Dr. Sk Mohammad Aziz	Frontiers in Chemistry	2020	32	0	No
<a href="#">View Uploaded File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	117	94	63	0
Presented papers	37	18	3	0
Resource persons	0	0	0	0
<a href="#">View Uploaded File</a>				

### 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
1	NSS I II unit of Narajole Raj College in collaboration with iGOT, Govt. of India	2	55
<a href="#">View File</a>			

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
<a href="#">View File</a>			

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
Aids Awareness Programme	NSS I and II unit of Narajole Raj College in collaboration with NACO, Govt. of India	World AIDS Day Observation Screening Test	5	111
Covid-19 Awareness Programme	NSS I and II unit of Narajole Raj College in collaboration with iGOT, Govt. of India	Online Training and Orientation Programme On Awareness and Preventive Measures of COVID-19	117	123
<a href="#">View File</a>				

### 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
Collaborative Research Scheme	Dr. Tapanendu Kamilya	UGC-DAE Consortium for Scientific Research	365
<a href="#">View File</a>			

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
Using of Instrumental Facilities under Collaborative Research Scheme	Collaborative Research Project (CRS)	Dr. Souvik Chatterjee Scientist-E UGC-DAE Consortium for Scientific Research, Kolkata Centre Sector III, LB-8, Salt Lake Kolkata 700106, INDIA Tel: 91-33-23358035 / 23351866 Extn.307 FAX: 91-33-23356543 / 23357008 E-mail: souvik@alpha.iuc.res.in	01/06/2019	31/12/2020	Dr. Tapanendu Kamilya
<a href="#">View File</a>					

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
NIL	01/07/2019	NIL	0
NIL	30/09/2020	NIL	0
<a href="#">View File</a>			

### 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
8	6.86

### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

## 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	18341	290754	0	0	18341	290754
Reference Books	2115	194000	0	0	2115	194000
Weeding (hard & soft)	4055	48660	0	0	4055	48660
Library Automation	9123	218952	0	0	9123	218952
Journals	2	1500	0	0	2	1500
<a href="#">View File</a>						

### 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
Enclosed in Excel	Enclosed in Excel	Enclosed in Excel	01/07/2019

File	File	File	
Enclosed in Excel File	Enclosed in Excel File	Enclosed in Excel File	30/09/2020
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	22	5	0	0	15	13	20	0
Added	2	0	0	0	0	2	0	0	0
<b>Total</b>	<b>52</b>	<b>22</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>13</b>	<b>20</b>	<b>0</b>

##### 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 through Google Meet Application of Google	<a href="https://www.youtube.com/channel/UCNo7E5uj20lHhX7hEA6jGWO">https://www.youtube.com/channel/UCNo7E5uj20lHhX7hEA6jGWO</a>

#### 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
3.5	2.85	8	6.86

##### 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)

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, ICT enabled 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 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 glitches free.

Library Subcommittee is responsible for maintenance and up-gradation 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. Head Clerk supervises the task of sweeper, electricians and other to make the class room dust free, well lit and well ventilated.

[https://www.narajolerajcollege.ac.in/page.aspx?page\\_id=1142](https://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	Concession of Tuition Fees	121	21602
Financial Support from Other Sources			
a) National	SVMCM - Bikash Bhaban, OASIS, Kanyashree, TSP, SVMCM - WBMDFC, WBMDFC, SRY, SS Jindal, CMR (Nabanna)	936	4982320
b) International	Nil	0	0
<a href="#">View File</a>			

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 implementation	Number of students enrolled	Agencies involved
Language lab	07/03/2020	50	Department of English, Narajole

[View File](#)

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
2019	Career Counselling	0	58	0	0

[View File](#)

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
0	0	0

## 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

[View File](#)

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
2020	3	B.A. (Honours) in Sanskrit	Department of Sanskrit	Raj Narendralal Khan Women's College, Vidyasagar University	M.A.
2020	4	B.A. (Honours) in History	Department of History	Tamralipta Mahavidyalaya, Midnapore City College	M.A.
2020	7	B.A. (Honours) in English	Department of English	VIDYASAGAR UNIVERSITY, GHATAL RLAYAABINDRA SATABARSHIKI MAHAVIDYA	M.A.



2020	16	B.A. (Honours) in Bengali	Department of Bengali	Ghatal R.S. Mahavid yalaya, Vidyasagar U niversity, Mi dnapore City College	M.A.
2020	7	B.Sc.(H) in Zoology	Department of Zoology	Vidyasagar University, Midnapore City College	M. Sc
2020	8	B.Sc. (Honours) in Physics	Department of Physics	Vidyasagar University (Distance Mode), Midnapore City College	M. Sc
2020	6	B. Sc. Hons in Mathematics	Department of Mathematics	Midnapore College, Midn apore City College ,Panskura Banamali College, Vidyasagar University	M. Sc
2020	4	B.A. (Honours) in Geography	Department of Geography	Midnapore City College, Haldia Govt. College	M.Sc
2020	16	B.Sc. (Honours) in Chemistry	Department of Chemistry	VIDYASAGAR UNIVERSITY, Midnapore College, Midnapore City College	M.Sc
2020	7	B. Sc. Botany (Honours)	Department of Botany	Vidyasagar University, Midnapore	MSc
<a href="#">View File</a>					

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
SET	2
Any Other	2
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
College Sports-Indoor	Institutional Level	362

Outdoor Games

[View File](#)

### 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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	NIL	National	Nil	Nil	NIL	NIL

[View File](#)

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 2019-20 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, 2020. • 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. • Organization of interclass cultural competition in the college. Sports Activities: • Organization 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 2018 -19. Alumni Association of the college actively participated in various programmes of the college. Activities of the Alumni Association during the session 2019-20 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 Water Conservation: The only way to Survive dated 21.09.2019 in collaboration with Green Club, .Narajole Raj College.

5.4.2 – No. of enrolled Alumni:

420

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

36500

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting: 04 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)

Change Management in Academic Departments and Office Administration Previously the College ran without much use of technology. Now to keep pace with the current development of technology in our field it is necessary to implement technological upgradation. With a good number of faculty and staff members not accustomed to use of technology change management became a challenge. Herein, the institution followed 'Unfreeze, Change and Refreeze' strategy in change management. To start with, the Hon'ble Principal and Co-ordinator of IQAC took joint effort of convincing the faculty and staff members who are senior (therefore tend to be less receptive of technology) and also who are averse to technology the necessity of such technological upgradation. They were also told that weaknesses if any in understanding and using technology of any one will not be discussed in any formal forum. They were convinced that the objective was to make the College smarter in terms of using technology and not to put anybody in a spot of bother. After doing that ground work informal one-to-one on-the-job training was done by the members of the Technology Sub-committee who are much more advanced in terms of using technology. After these the technological upgradation initiatives were injected one by one. The results are clearly manifested in terms of number of e-learning materials, number of virtual classes, pace at which office work were done and so on. Now, all the faculty and staff members are willing to participate in the process of doing things online and they are enjoying the newer system without having the fear of failure. Empowering Technology sub-committee: Participation through Empowered Team During COVID - 19 Pandemic the challenge was to satisfy the needs of different stakeholders of the college. Even during the pandemic life must go on in a non-contact mode. The College administration read the situation well and planned to start academic and administrative services online from the very initial phases of the spread of the pandemic. Almost everything was new to almost everyone. Till date ICT classes meant taking of classes inside the college campus using smart class facilities and power-point based class room teaching. But lockdown due the COVID - 19 Pandemic forced us to do everything online without requiring to move out of safety zone. For that a whole lot of system was to be developed. Sensing the necessity of development of a whole new system the Principal and Co-ordinator of IQAC quickly reacted. Through various online/virtual meetings Technology sub-committee which is manned by young and energetic faculty and staff members who are technology savvy and are ready to embrace any challenge in any form was made the EMPOWERED TEAM to train all our faculty and staff members and to do all necessary preparatory work so that academic and administrative services were carried on uninterrupted in non-

contact mode using virtual platform. Getting higher authority and more responsibility the empowered team members were greatly motivated. End result good and smart online efforts in every facets and tiers of the College.

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
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.
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 College 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 e-resources (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 in depth 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 in house training programmes for faculties for their technological knowledge and applications through a peer training programme conducted by Technology subcommittee of the college. (iii) Arranging in house training programme for employees especially those engaged in accounting, taxation, cash handling, library work, general office management and the like (iv) Motivating the faculty members to participate in different Development Programmes like orientation programmes, refresher courses, short term courses and the like (v) Organizing personal counseling programmes to maintain and augment physical and psychological well beings of all the staff members (vi) Self Appraisal of the teachers (Academic Diary).

Industry Interaction / Collaboration

NIL

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

E-governance area	Details
<p>Planning and Development</p>	<p>Up-gradation of college website ( www.narajolerajcollege.ac.in) to accommodate more tabs and also filled with these with important current contents.ii. Creation of domain email (@narajolerajcollege.ac.in) in favour of all the academic departments and teaching members and in favour of a good number of non-teaching members of the college, so as to have better quality incoming and outgoing document sharing.iii. Initiate networking system among all the stake holders of the college. iv. Creating WhatsApp groups for all the current batch of students for smooth holding of Video conferencing classes during the period of lockdown.</p>
<p>Administration</p>	<p>i. Uploaded data of Admission updates, faculty details, disbursement-salary certificates in 'Uchha Shiksha portal ' of government of West Bengal, ii. Online policy acceptance and coverage under West Bengal Health Scheme through e-portal.</p>
<p>Finance and Accounts</p>	<p>i) Fully computerized office and accounts section. ii) Maintenance of the college accounts through software SMART COLLEGE iii) Reception of salary fund from Government through HRMS</p>

	portal
Student Admission and Support	Online Admission including Online Payment Gateway
Examination	Conducted examinations through online mode and operated online evaluations through sharing of drives amongst the examiners during the period of lockdown. Besides that, dedicated email ids were developed for conducting of UG and PG examinations

### 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
2020	NIL	NIL	NIL	0
<a href="#">View File</a>				

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)
2020	NIL	NIL	01/07/2019	30/09/2020	Nil	Nil
<a href="#">View File</a>						

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
Refresher Course, Orientation Programme, Short term course (Details enclosed in Excel File)	9	01/07/2019	30/09/2020	7
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time



0	19	0	0
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#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GSLI	GSLI and SSLI	Concession on Tuition Fees 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)

Yes, the institution conducts internal and external financial audit regularly. The College has one 'Bursar' who acts as internal auditor. He placed a Bursar's report annually by comprising all yearly financial issues with it's observations, analysis, comments and suggestions to the Finance Committee and Governing Body. 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 audit in depth (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	0
<a href="#">View File</a>		

#### 6.4.3 – Total corpus fund generated

00
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### 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	Vidyasagar University	Yes	Principal Governing Body
Administrative	Yes	Vidyasagar University	Yes	Principal 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
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#### 6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Up gradation of College website and uploading of e-contents for the students.
- Collection of feedback through online mode and analysis of the



same through Google analyzer. iii. Introduction of centralized data management system (CDMS) as a preliminary planning of introduction of management information system (MIS) in the college. iv. Conducted Career path analysis of the students to aware them about their future prospects. v. Introduced structured and template based data capturing format ( DCF) for the collection of all the official data.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

#### 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
2020	Organizing different In ternational National Seminar Workshops, Details are enclosed in Excel Sheet	06/05/2020	06/05/2020	30/08/2020	569

[View File](#)

### 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
WOMEN ENTREPRENEURSHIP : EXTRAORDINARY JOURNEY OF ORDINARY WOMEN	21/08/2020	22/08/2020	131	0

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 107220 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	0
Rest Rooms	Yes	0
Any other similar facility	Yes	0

Ramp/Rails	No	0
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
2020	Nil	Nil	01/07/2019	00	NIL	NIL	Nil

[View File](#)

#### 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 stake holders)	01/07/2019	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: <a href="https://www.narajolerajcollege.ac.in/page.aspx?page_id1154">https://www.narajolerajcollege.ac.in/page.aspx?page_id1154</a>

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2020	15/08/2020	48
Celebration of Bi-Centenary of Iswar Chandra Vidyasagar	26/09/2019	26/09/2019	87
Celebration of National Youth Day	12/01/2020	12/01/2020	248
Celebration of Republic Day Observation	26/01/2020	26/01/2020	262
Celebration of International Mother Language Day	20/02/2020	20/02/2020	217

[View File](#)

### 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.
- Organizing institution level seminar on "Water Conservation: The only way to Survive dated 21.09.2019 in joint collaboration with Alumni Association and Green Club, Narajole Raj College.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

7.2.1 Best practice 1: Title - E-platform: a newly explored path of Academia. Objective - Narajole Raj College is trying its best to explore and implement the Information Communication Technology (ICT) in the field of Teaching -Learning -Evaluation with a view to provide best-in-class students service in any conditions. Since previous Academic session, institution is finding the unexplored paths to use ICT, for the betterment of the students and faculties. This academic year may be highlighted with the scar of Pandemic due to COVID-19 virus. During this period, institution thought it fit to start classes using virtual platform (via Google Meet) to provide the students with academic inputs so as to provide uninterrupted support and services with due quality to the students without taking any risk emanating from spread of COVID - 19. To get success in any field the senders and receivers are to be competent enough to deliver and receive, respectively with proper quality and dedication. With this view informal peer trainings were initiated for the faculty members first and training of the students were initiated then. Description - The institution is situated in a rural area and a good number of students belong to non-creamy layer of the society. So, initially there was a doubt regarding the success of the venture. Surprisingly, Students responded very well and the academic activities of the institution quickly restored from lockdown- passiveness. Total one thousand nine hundred and ninety-seven (1997) classes were arranged during this period. In addition to that, institution successfully organised fourteen (14) international and national level webinars and online workshops, organised departmental programmes through video -conferencing, conducted online internal examination and university examinations - with the use of this virtual platform. Two separate buttons in the name of 'Responsiveness to Current Affairs' and 'Contribution to World of Art and Culture' were created inside 'Students' Corner' tab so that the students can ventilate their talent in these aspects and can get rid of fear factor associated with the deadly COVID - 19 Pandemic. Outcome - This venture reveals a new pathway of Academia. We discussed the issue with our faculties and students every one acknowledged the fruitfulness of the venture. Students also mentioned the cost-effectiveness of the project and we are able to commence the new session with same platform with whole hearted support from the Faculties and students. The effort also put the students in a comfort zone as to their preparation for probable examinations, online or otherwise. By listening to different experts in varied programmes they get opportunity to come out of the fear factor associated the ongoing Pandemic. This effort also gives the students the chance to have peer interaction which had a extremely positive impact on their mental well-beings. Nevertheless, Virtual platform is not the alternative of Physical classes, still, the outcome of the venture shows the efficacy of the initiative. We find the prospect of the venture in following ways, - a. It is cost- effective as the charge of internet is reasonable. b. Punctuality may be maintained in this classes as both of the interacting groups, - students and teachers, remained conscious regarding the system. c. The areas where the College is located is flood- prone and students, sometimes engaged themselves in agricultural activities, may continue their additional/ complementary academic activities

through this platform for the benefit of their studies. In this session, we found around fourteen hundred students of our college and all the faculties of our institution got the benefit of the system. They upgraded and equipped themselves with this new parameter of education and not only participated, but also contributed satisfactorily in Academia. For this enthusiastic outcome we are considering this practice, one of our best practices. Best Practice 2:

Title - E-content - a wide scope of imparting and reception of knowledge

Objective - Institution is very keen to render better student services which is a requirement for all the sections of the students. We feel that, along with

class room teaching, additional care must be given to the students. So, institution was searching a procedure which can fulfil its expectation. After upgradation of our institutional website, institution started a project of uploading of study materials in the institutional website so, students of our college can get the access of those materials which will give an extra boost to their academics. During the period of lockdown this service started and continuing so far. This service was not restricted only to the students of this

College. We feel that we have duty towards the students as a community and stakeholder of Higher Educational Institute. Again, information were received

that all the neighbouring and other Colleges were not able to provide such materials. So, as part of our duty towards society in general and students in particular we made the system open so that students sitting anywhere can access and take copy of e-learning materials developed by our teachers. Description - In the session 2019-20, number of uploaded materials in the website were 1591.

All the faculties of Undergraduate and Postgraduate departments of this institution engaged themselves sincerely in this project. Materials available in forms of .pdf documents, Write ups and External links. Students can visit the website and may take a copy of those materials. Outcome - This service created a positive impact on our students. Students who were unable to attend video conferencing classes regularly due to various reasons ranging from non-availability of android cell phone to poor quality internet services, would get the opportunity and accessibility of those materials which will be beneficial for them. Students expressed their satisfaction regarding this service.

Additionally, we like to mention that, our materials are accessible for outsiders also. So, students of other colleges can get the access of those materials and make themselves enriched. The statistical analysis of visit of college website during this period, shows the increasing graph of visiting college website by the students/outside students. Statistics shows that users of our institutional website, grows rapidly, in the month of September,2020 to November.2020 the number of users were 6007, though the number of our existing students were around 1200 the total sessions used by them were 15.981, the average sessions per user was 2.66, page views were 54.942, average session used by them is 3.32 minutes/per user. Amongst the users, 77 were male and 23 were female. The statistics indicates the enthusiasm of the users. Besides, the public review and comment in the newspaper were positive. We are very hopeful about this venture of our institution and willing to take the venture to its highest possible position for the betterment and upliftment of our students, institution and society as well. So, we considered this effort one 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

[https://www.narajolerajcollege.ac.in/page.aspx?page\\_id=1147](https://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

7.3.1 Institutional distinctiveness: Title - Stepping towards 'identity'. As

former Vice - chairman UGC and Former NAAC chairman, Dr. H Devraj mentioned that, 'Institutes need to develop brand equity', we also believe that creation of institutional brand name is utmost important for an institution. Rather, we consider that, this acknowledgement only establishes us. Creating a brand is a long process from this session we are taking this challenge and initiatives started in favour of our aspiration, - initiatives are as follows, - a. Data capturing formats (DCF) were prepared with proper templating and with college logo all the institutional data/ documents must be submitted in this format. b. Started student services at our own style, - mentoring programme was started and aimed with holistic development of the students, career counselling was initiated, student cells were activated, incubation centre was opened, soft skill development programme through Yoga centre and Language Lab were initiated, process of technological upgradation was taken place. c. Institution took initiatives to inculcate the sense of self-identity amongst the students through institutional/ departmental programmes, - printing of Jerseys with College logo, Printing of memento with college logo and faculty name, institution started a new tab to promote and publicity of the creativity of the students amongst the society through college website any recognition/ award/ honour of the faculties also displayed in official pages of institutional website. d. In this Academic session, we also started academic services through our college website for the betterment of the society which must be considered as a service towards the society. Making the e-learning materials open and accessible by any person, whether he is our student or not is a serious effort to establish our brand image in the field of academia. Besides that, NSS, NCC, UBA committees are also working constantly for the sake of the society. With this holistic attempt, we believe that we are able to establish a character of our institution. We are on the way to rejuvenate ourselves 'individuality' will be our strength and identity, - mark of distinctiveness.

Provide the weblink of the institution

[https://www.narajolerajcollege.ac.in/page.aspx?page\\_id=1141](https://www.narajolerajcollege.ac.in/page.aspx?page_id=1141)

### **8.Future Plans of Actions for Next Academic Year**

Future Plan: a. Value -added courses for enrichment of regular curriculum planning will be initiated. b. More intensive career counselling along with career path analysis of the students, will be initiated to assist the students for their planning and development of career. c. More emphasis on practice of innovative teaching -learning will be given. d. More exploration will be done regarding ICT based learning. e. Extension services will be enhanced, programmes aimed at the local advantages and disadvantages will be arranged. f. Training programmes will be organised for the skill upgradation and development of teaching and non -teaching staff of the college. g. Seminars and workshops will be organised for faculty development. h. Awareness drive and training programmes for the students will be organized. i. Functioning of College Incubation Centre will be enhanced. j. Library services will be more facilitative. k. E-governance of the institution will be initiated. l. E-learning programme will be extended to cater to the dynamic needs of the students. m. Functioning of Alumni association will be enhanced. n. Planning will be done for conducting online SSS. o. Green practices will be enhanced. p. Functioning of student-centric cells will be enhanced.