YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	**NARAJOLE RAJ COLLEGE**
• Name of the Head of the institution	**DR. RANAJIT KUMAR KHALUA**
• Designation	**VICE PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03225259755**
• Mobile no	**9434417302**
• Registered e-mail	**narajolerajcollege@rediffmail.com**
• Alternate e-mail	**viceprincipal@narajolerajcollege.ac.in**
• Address	**Narajole**
• City/Town	**Paschim Medinipur**
• State/UT	**West Bengal**
• Pin Code	**721211**
2.Institutional status	
• Affiliated /Constituent	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Rural**

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Vidyasagar University
• Name of the IQAC Coordinator	Dr. Nilanjana Bhattacharyya
• Phone No.	03225259755
• Alternate phone No.	7029888054
• Mobile	9531769079
• IQAC e-mail address	narajolerajcollege@rediffmail.com
• Alternate Email address	iqac@narajolerajcollege.ac.in
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1166
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1022

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.46	2018	26/09/2018	25/09/2023

6.Date of Establishment of IQAC	15/05/2014

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Physics/Dr. Tapanendu Kamilya	Collaborative Research Scheme	UGC DAE Consortium for Scientific Research	2021 /1 year	45000
Department of Chemistry/ Dr. Sk. Mohammad Aziz	Teachers Associateship for Research Excellence (TARE)	Science & Engineering Research Board (SERB)	2020/ 3 year	275000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	05	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Conducting Google Class room as teaching - learning media.

Uploading of e materials in college website to facilitate the students with study materials during the period of lockdown.

Introducing institutional examination portal for smooth management of online examinations.

Effective application of Centralized data management system (CDMS) in institutional administration.

Initiated Faculty Exchange Programme(FEP) for the enrichment of teaching - learning process.

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

Plan of Action	Achievements/Outcomes
Intensive use of ICT in teaching - learning and evaluation process.	Regular arrangement of online classes through Google meet platform; uploading of e - materials in college website to provide best - in student service; webinars are organized to enrich the knowledge of the students. Online cultural programmes and competitions are organized. Online examination system is upgraded through the installation of examination portal.
To develop a robust data management system in college administration.	Centralised data management system (CDMS) is introduced. Through this system all institutional data will be preserved centrally and will be controlled and distributed from a single point to maintain the accuracy and sanctity of the data. CDMS committee is also formed to execute the system effectively.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	07/12/2000

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   16

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   1869

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **588**

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

File Description	Documents
Data Template	View File

2.3   **426**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **36**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **39**

Number of sanctioned posts during the year

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1869**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**588**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**426**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**36**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**39**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**31**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**33.67**
4.3 Total number of computers on campus for academic purposes	**35**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College has the following mechanisms for effective delivery of curriculum:Beginning of Academic Session, departmental meetings are held in which the syllabus are distributed among teachers after discussion, keeping in mind their area of specialization and interest. Number of classes for each topic is decided according to the syllabus and credits assigned to each topic as determined by the affiliating University.Each department provides well-constructed weekly routines for each year/semester for classes. Academic Committee prepare master routine and forward to Principal and Governing Body for approval. Teachers prepare lesson plan,lectures according to the assigned topic of syllabus and allotted classes.College has Central and departmental libraries for the benefit of the students. Journals are subscribed. Remedial classes for slow learners and special classes for advance learners are arranged. Various classroom teaching methods are: Chalk and black board method, ICT enabled teaching learning, use of scientific models and charts , distribution of class notes by

teachers, group discussions and presentation by the students, practical classes, survey programs, field works, educational excursions, interdisciplinary classes, seminars and special talks by experts. Internal assessment, regular assessment in practical classes, viva-voce are done to keep track on the improvement of the students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[Nil](#)

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

College prepares Academic Calendar at the beginning of the year. It is displayed on the college website. Academic Calendar is distributed among all teaching and non -teaching staffs of the college . Academic Calendar contains the yearly schedule of the college ranging from the list of holidays , dates 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.

Dates of internal examinations are mentioned in the Academic Calendar from the beginning of the session and institution tried its best to mainntain the schedule. As schedule is mentioned in the calendar from the beginning of the session, faculties and students both remained aware regarding completion of their courses and plans are made accordingly.The Academic Calendar makes the activities systematic.

Due to ongoing pandemic situation in this session usual academic sessions of odd and even semesters, exmaination schedules and other academic and co-curricular activities have been altered. Though the adherence of the calendar are maintained.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1022

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

16

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

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File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Curriculum of all the courses taught in all the Govt. - Aided Colleges in the State of West Bengal are prepared and peridcally updated by the affiliating University through its Board of Studies Mechanism wherein taechers of the affiliated colleges may contribute via their membership in such BOS. In our case it is done by our affiliating University, i.e., Vidyasagar University. No Govt.-aided College has the autonomy of framing curriculum for its courses. Hence, enrichment of course curriculum does not come up..

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

02

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

58

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1140
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1140

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

635

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

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

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

200

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Internal assessments, interactive sessions with the students are done to keep track on the improvement of the students. No other evaluation so far conducted to judge the learning levels of the students. As a pilot project, department of Bengali suggested a policy and proposed a special examination in the session 2019-20. But institution not yet able to implement a structured procedure to identify the learning levels of the students and to organize the special programmes in this regard. But institution in - principle approves the proposal of the academic departments in this regard.

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

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1869	**36**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Institution implements Project work as a experiential learning method in its PG courses in Bengali which is an autonomous course

of the institution under affiliation of Vidyasagar University. Department motivates its students to choose the topic of his or her interest to carry out a project on that. Department takes regular theory classes on the methodologies of preparing a project paper. Besides that, faculties act as a supervisor to guide their project works. Students are divided into groups under their supervisors. Supervisors are selected by the department for their assistance according to their area of project. Students are motivated for the intensive study of the topic. A viva - voce is also arranged to evaluate the clarity of the knowledge of the students regarding their project topic. .

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

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

To conduct ICT enabled teaching faculties are using the following tools :

a. Computers are used for the purpose of conducting power point classes or online classes through G suit.

b. Printers and scnners are used for preparing documentations relating to their teaching.

c. Smart class room is used for the purpose of taking audio visual classes.

d. White boards are used for the purpose of power point presentations.

e. In the phase of lockdown institution launched itse- material tabs to assisst the students in their lockdown situation. 100% faculties partcipated in this endeavour. Approximately 4000 materials of all UG and PG courses are uploaded in the website.Not only the students of our institution but also students of other institutions are getingtbenefilts from our effort. Student can read the materials and also take print outs of those materials.

f. Dedicated domain email ids and examination portal are used for

conducting online evaluation proc

Besides, institution arranges frequent peer tarining sessions as to upgrade the ICT centric knowledge of the faculties.

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

36

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

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

261

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

2.5 - Evaluation Process and Reforms

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

The college introduced power point presentation and project -based evaluation along with traditional methods of examinations in the Honours and PG departments. The college also preparedthe MCQtype questios and short answer type questions for the evaluation of the students. Besides, .department organizesseminar presentation, debates for the students which are also considered as evaluation mechanism.

AS lock down due to covid19 continues in the Academic Institutions so the academic procedures are going on through online mode. Institution adopted following mechanism to make the assessments transpaparent and robust :

a. Dedicated domain email ids havebeencreated for receiving question papers from the faculties.

b. Examination portal has been used for receiving answer scripts from the students.

c. Domain email id s arecreated for the departmental uses.

d. Institution runned their academic activities through the Gsuit. For viva voce recordings are also made as to maintain tranparency in the evaluation system.

e. Examination Schedules are circulated well before the examinations; templeted answer scripts and question papersare also circulated by the authority. Both the examiners and examinees are bound to used these circulated materials for their respective assignments.

Besides, advisories and instructions are circulated by the HOI.

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

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

As lockdown continues in the Academic Institutions , intitutionsconduts its activities through online mode. However grievances related toInternal assesmentsweresorted out in the

following manner :

a. Departmental Heads are playing pivotal role in this regard.

b. For any kind of grivances (if any) students has to submit a written complaint to their departmental heads.

c. After getting the written applications (if any) from the students HoDS enquired about the complaints and as per nature of the complaint s matter areresolved in the departments or in case of exigencies are forwarded to the Head of the Institution.

d. In the case of internal assesments complaints (if any) aresetteledfrom the two working daysof their applications.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1084

2.6 - Student Performance and Learning Outcomes

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

Programme outcomes, Course outcomes are displayed in the institutional website. Separate tabismaintained for the very purpose so that any one visiting the website caneasily get the access of that. Faculties who are young by age and experience counselled by their seniors regarding the matter. In course of studentinduction meeting HoDs discussed the matter with the students. Personal queries also entertained by the faculties regarding the matter.

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

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

Attainment of Programme outcomes, Course out comes areevaluated through their assesment--results, partcipation in seminars, interactions, project work, practical work,creative writingsetc.

No otherstructured method so far adopted by the institution regarding the matter.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1145

2.6.3 - Pass percentage of Students during the year

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

426

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1223

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.narajolerajcollege.ac.in/page.aspx?page_id=1146

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.2

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

2

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

3.2 - Innovation Ecosystem

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

The instituon initiated an incubation centre for the students under supervision of college IPR cell. Two types of initives are planned for them , - a. tinkeringlab - for the science students where they can get the hands on training for perparing of simpleinstruments; b. institutional craft centre - where the training sessions are arranged for developing and nourshingtheir creative ideas.

No otherstructured method so far adopted by the institution regarding the matter.

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

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1112
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

19

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

In this academic session 2021-22, Narajole Raj College organize two sensitization programmes at college for the student-

1. **Sensitization of College Students for COVID Vaccination in Narajole Raj College CVC and Vaccination of College Students**

(A) Date of the Program: 30/09/2021 & 01/10/2021 (1st Dose) 27/12/2021 & 28/12/2021 (2nd Dose)

(C) Collaborating Agency: Dept. of Higher Education, Govt. of West Bengal, Office of District Magistrate, Paschim Medinipur, West Bengal,Office of Block Medical Officer of Health, Daspur I Block, Paschim Medinipur, West Bengal

(D) Participants: 362 (Male Students) + 626 (Female Students) = 988 (total Students) for 1st Dose 289 (Male Students) + 581 (Female Students) = 870 (total Students) for 2nd Dose

2. Systematic Voters' Education and Electoral Participation (SVEEP) Program Regarding Special Summary Revision of Electoral Rolls (SSER) – 2022

(A) Date of the Program: 18/11/2021

(C) Resource Persons: (1) Sri Bikash Naskar, Block Development Officer, Daspur I Block, Paschim Medinipur, West Bengal (2) Sri Raju Debnath: Education Officer, Daspur I Block, Paschim Medinipur, West Bengal.

(D) Participants: 75 Students and about 25 staff members participated in the Program.

However, we are unable to do outrich extension activities outside college campus due to Pandemic of Covid-19.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1117
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from

Government/ Government recognized bodies year wise during the year

`00`

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`00`

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

`00`

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

3

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has adequate infrastructure and physical facilities for teaching – learning.

Thirty-one (31) classrooms including seminar hall are there in the institution for conducting theory classes. Institution has six (6) rooms with IT facilities.

Humanities departments have their departmental library of their own. Besides, facilities like Computers, Laptops, Printers, Projector s are available in all honours departments. White boards are available in all class rooms. Audio- visual facility, Lecture Capturing System is available in Smart Class Room.

There are thirteen laboratories for conducting practical classes in the Science subjects for Physics, Chemistry, Botanay, Zoology, Physiology, Geographyand Mathematics including one Computer Laboratory. All the Loboratories are almost well equiped with instruments and equipment as per practical syllabus.

Physical facilities of the institution are adequate both in the terms of quality and quantity.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1097 & https://www.narajolerajcollege.ac.in/departments.aspx

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

The institution has adequate sports equipment for conducting indoor and outdoor games. As per supervision of Physical education department, students practiced the games regularly. Inter class sports competition usually held in every year. Students also took

part in university level competitions. Due to pandemic situation, institution did not arrange the annual sports in this session. The number of equipment available in the institution are listed below:

I. Football – 07; if. Basketball – 2; iii. Volleyball-2; iv. Cricket ball – 8; Cricket bat -2; VI. Badminton racket – 12; vii. Badminton feather; viii. Badminton net -3; ix. Volleyball net – 2; short put – 4; xi. Javelin – 4; xii. Discus – 4; xiii-High jump stand bar – 1; xiv. Carrom board -2.

Institution organizes cultural activities regularly. During lock down cultural programmes are organized through online mode. Students organizes Observation of Teachers' Day, Rabindra Jayanti in befitting manner. This year due to covid situation cultural competition of the institution has been organized through online mode. Departments published their departmental magazines, wall magazines to nurish the creativuty of the students.Besides that, institution generated a students' corner tab to nourish the creativity of the students during the period of pandemic.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1116

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

6

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1097
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0.8959

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Our Library is partially automated. Automation is going on. We have 18341 text books and 2115 reference books in our library. Out of 18341 text books 9513 books are automated. In this academic year due to closing of Academic Institution for Covid 19 pandemic the library was closed. Hence, no new books are automated.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1094

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above

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

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

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

00

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

00

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Due to pandemic situation institution remained closed. Updation of IT facilities inside the campus is lagged behinddue to pandemic situation. One Laptop is purchased during this session and Wi fi connection is recharged regularly. Instead of that, to cope up with online teaching system faculties got training regarding

conducting of Online classes. College website got updated. Examination portal has been introduced. Additional domain email ids are generated due to smooth running of online activities. To organize the Webinars faculties got training on live streaming of the programmes through youtube channel. Not only that, faculties trained themselves to prepare online publications for the fulfilment of the deparrtmental requirement by theirown. Thus, human resource of the institution has been upgraded for institutional purpose during this period.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://www.narajolerajcollege.ac.in/page.aspx?page_id=1095](#)

4.3.2 - Number of Computers

53

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

8.924

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College Building Committee looks after the upkeep and maintenance of existing infrastructure.

The Technology Committee along with purchase committee looks after the issue of mataintenance of computers and ICT related items. For laboratory related items, the the concerned department andpurchase commiitee look after the maintenance and purchase of equipment.

Academic Committee is entrusted with the maintenance of academic facilities like preparation and timely updation of class routine, supervising the regular classes, 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 for physical issues and with the Technology Committee in technical issues.

Support Facilities: The College has Scholarship Section to look after the scholarship issues of students.College has Canteen Facility to provide hygenic food for students and staffs. College has one Hostel for boys and accommodation facilities for the staff members.Hostel Superintendentlook after the day-to-day affairs. College has three water purifiers for safedrinking water. Servicing is donein periodic manner.

Head Clerk supervises the task of sweeper, electricians and other to make the class room dust free, well-lit and ventilated.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1142

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

689

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

794

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to Institutional website	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1107
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

520

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

520

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

5.1.5 - The Institution has a transparent

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

116

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	[View File](#)
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

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File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student council of the college works for the benefit of the college throughout the year, organizes several activities inside and outside the college campus. The major activities usually pursued by the student council in every year are: Cultural Activities: Organising Fresher's Welcome,Observance of birth and death anniversary of Rabindranath Tagore, Kazi Najrul Islam, Sahid Khudiram Bose, Sukanta Bhattacharya, Acharya Jagadish Ch. Bose, Acharya Prafulla Chandra Roy, Sir C.V. Raman, Teachers' Day, International Mother Language Day, Celebration of Saraswati Puja,Holi, Rakhsha Bandhan Utsava to honour communal harmony Organize annual social cultural programme, Publication of students' magazine' Rajanya' to inculcate the creativity among the students, Organise interclass cultural competition and Annual Sports, Provide fees concession to financially week students from the Union fund, Organize Blood Donation camp, participate 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 Students have their representation in Governing Body, Students have their representation in IQAC. Beside that, Students Council have their own Organizing Body as to functioning and practicing their regular activities in a democratic way.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1090 & https://www.narajolerajcollege.ac.in/page.aspx?page_id=1123
Upload any additional information	**No File Uploaded**

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

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

4

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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 2020-21 are as follows • Actively participated in various programmes of the college i.e. observation of Independence Day, observation of Republic Day, College Foundation Day etc. • Alumni Association participated in various extension programmes of the college, in our adopted villages. • In the session 2020-21, Alumni Association has organized the Cultural competition of the college in collaboration with IQAC, Narajole Raj College in which Alumni of the college also took part in the competition.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1208
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution considers the vision and mission of the institution as its base of planning and fucntioning. The following measures are taken by the authority in this sessionto attain the consistency of the goverance with its vision and mission :

1. As lockdown continues in academic institutions, college gave emphasis on ICT based learning andonline classes and evaluation as to maintain their academic activities.

2. To maintain soundphysical and mental health of the students , college introduced online yoga classes for the students and arranged virtual counselling sessions with the doctors .

3. In the period of lockdown, the college encouraged the students to send their creative activities to the students' corner.

4. To encourage the students to partcipate in varoius cultural activities like recitation, drawing etc. in virtual platform.

5. The institution organized online workshops and webinars to encouragethe extensive learning of the students and development of faculty members.

6. All the inconveniences of the students regarding their online examination system has been addressedand resolvedwith utmost care.

7. Student sensitization programmesare conducted to make the students aware of the contemporary social issues.

8. Information regarding different scholarship schemes are circulated widely for the students.

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

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

Change Management in Academic Departments and Office Administration: To keep pace with the current development of technology, technological upgradation becomes a necessity. With a good number of faculty and staff members who are not accustomed with the use of technology, change management became a challenge. Herein, the institution followed 'Unfreeze, Change and Refreeze' strategy in change management. After doing proper counseling of technology reluctant employees institution fulfill the challenge with the assistance of Technology subcommittee.

Empowering Technology sub-committee: The College administration felt the need of contactless academic and administrative practice during pandemic of COVID 19 and planned to start academic and administrative services though online as to maintain the normalcy in academia. 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, spirited and technology savvy faculties has made the EMPOWERED TEAM to train all our faculty and staff members to cope up with new form of academia and administration. End result was good and smart online efforts are seen in all facets and tiers of the College.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A five years Strategic Plan is prepared and monitored by the IQAC. The institution deployed its strategic plan through various academic and administrative activities of the college. Sub committees are executing the strategies of the institution. Besides, the HOI and IQAC of the college has constantly monitored the activities of the college. Through the IQAC, all seven areas of institutional priority, -i. Curriculum Development ii. Teaching and Learning, iii. Examination and Evaluation, iv. Research and Development, v. Library, ICT and Physical Infrastructure / Instrumentation, vi. Human Resource Management, vii. Admission of Students has been monitored. IQAC maintains a Plan of action (POA) regarding the matter. An Administrative Calendar is also prepared yearly by the IQAC to maintain and monitor the even pace of the institutional activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1227
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has varioussubcommittes , student centric cell, students' club to execute the planning and philosophy of the college. Governing Body along with Principal framed the policies for the betterment of the insttitution. IQAC of the college monitired the quality aasurrance system of the college. Hierachical discipline is givenemphasis in the institution. Advisories circulated by the Principal are carried outby the

employees. Timely completion of assignments are appreciated by the HOI.Documentation of the activities are given importance.The institution maintained a institutional mechanism to look after the necessaities of the employees and students . Humaniterian ground of the situation also takenin the account. The core values of the institution, institutional organogram,Strategic plan,policies and procedures reflects the efficacy of the institutonal bodies.

As per need of the students or maintainingadministrative convenience college committes are created /WhatsApp groups are formed along with regular committees/ groups; i.e.In this session, online examination committee is formed to sort outthe online examination related matters, Cultural competion group is created to conduct online cultural competition.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Two welfare measures has been taken by the institution :

Group Life insurance policy -

1.GSLI - for the teaching staff of the college.

2. SSLI - for the non teaching staffof the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

00

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

For the teaching staff, institution followed the appraisal system circulatedby the Government of West Bengal bearing the G.O number1373 -Edn(CS) /5p/98 dated ; 07.12..2017.According to that G.O., the appraisal is prepared and faculties have to submit the

appraisal at the time of Academic Audit of the college.

For non teaching staff , no such system so far adopted.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1225
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 its 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.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The following strategies are adopted by the institution for mobilization of its funds and resources (Immovable property, Movable Property, Human resourses) in this session) :

1. Development plans are sent to the governmentorganizations to seek funding for institutional development.

2. Faculties are encourged by the HOI to seekthe research funds from Gos and NGOs tocarryout their research works.

3. Faculties are sent for development programmes, seminars.

4. Motivation is given to the faculties to engage themselves in continuous research work and further studies.

4. Peer traing sessions are arrangedfor the updation and enrichment of the faculties and staff regarding ICT issues.

5.Expenditures and purchase of the collge are monitored by the Finance committee and Bursur of the college.

6. Participation of the studentsin co-curricular activities of are appreciated by the instituton.

7. The physical infrastuctureof the institution are maintained and protected by the security system of the institution and as per requiremnetof the instituion instruments,gadgets are purchased and maintained.

File Description	Documents
Paste link for additional information	[Nil](#)
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

In the session 2020-21, IQAC of the college has contributed the following initiatives as to strengthen the quality assurance strategy :

1.Introduction of examination portal toconduct online exmaination more efficiently.

2.Initiated Faculty Exchange Programme with neighboring colleges to makea broader horizon of the teaching -learning.

3.Initiated 'Google ClassRoom' in ICT based learning.

4.Initiated Online Yoga centre for the students to strenghten the physical and mental health of the students during the period of lockdown.

5.Intensive use of Centralised data management System (CDMS) in administrative domain to handle the data more systematiically.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1142
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process & methodologies of operations and learning outcomes at periodic intervals through IQAC in following manner:

1. Admintrative calendar is prepared by the IQAC to determine the responsibilities of the members throughout the year.

2. Plan of action is also prepared by the IQAC to assure the monitoring of the institutional quality system .

3.Half yearly and Yearly report of the Academic committe are placed in the IQAC for its perusal and needful action.

4. Academic Audit of the institution has been done anually.

5. To hold regularDepartmental Commiitte meeting headed by the HOI.

6. Advisories are circulated by the HOI as and when it is required.

7. Annual feedback system is collected and analyzed which is considered as yardstick of all institutional acdemic policies.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1138
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1223
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Facilities provides by the college towards gender sensitization are :

a. Separate Common room and wash rooms for the girl students.

b. College deputed a lady staff in the gilrls' common roomto look after the girl students.

c. Limited health and hygiene servicesfor the girl studentsare provided by the college.

d. There is a dedicated functioning cell in the college namely ' Internal ComplaintCommittte' to look after and to protect the girlstudents fromsexual harrssment issues inside the campus.

e. The College has functiong gender equity cell to promote women empowerment amonst the girl students.

The Gender Equity Cell of the college presently gave emphasis on the financialself sufficiency of the girl students of the college.The gilr students of the college frquenly expressed their interest regarding the matter. In the year 2020-21, The cell also orgazied an one day workshop on women entrepreneurship. The workshop gave emphasis on financilal self sufficiency of the women with their limited capacity and capital. .The workshop alsoencouraged the students to find out the untroddenways and areas of professionalong with traditional ways.

File Description	Documents
Annual gender sensitization action plan	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1224
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1143 &https://www.narajolerajcollege.ac.in/page.aspx?page_id=1122

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Institution did nothavemanagement system of the following types of degradable and non-degradable waste

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

D. Any 1of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

E. None of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The college believes in inclusive environment in side the campus.

Faculties, Office staff, students also in tune with the institution. Institutional Code of coduct handbook is also maintained to maintain the professional behaviour of the staff, student and managemt of the college.But no such specific sturctured measures so far implemented by the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

.The college observes Independence day, Republic day,Human rights day inbefitting manner. Systematic Voters' Education and Electoral Participation (SVEEP) Program Regarding Special Summary Revision of Electoral Rolls (SSER) – 2022 was done.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1223
Any other relevant information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1117

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

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

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

The instituon observes the Independence day, Republic day, Human Rights day, Womens Day, World environment day, World Aids Day, International Mother language Day in befitting manner. The spirtit of these days are described through the programmes. Invited lectures werearraanged. Cultural Programmes by the students also performed. Faculties, Office staff and students, Alumni are partcipated in these programmes. These are mentioned in our Annual Report. The link is attached below-

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

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best practice 1: Title - E-platform: a newly explored path of Academia.

Since previous Academic session, institution is finding the unexplored paths to use ICT, for the betterment of the students and faculties. With the assistance of Technology sub-Committeeand whole hearted effort of the faculty's institution became able torestore from lockdown- passiveness, - e- materials are written, virtual classes,online examinations and meeting were held regularly; Webinars and e -workshops were organized and Online tabs are formed to nurture the Creativity of the students.

Best practice 2: -E-content – a wide scope of imparting and reception of knowledge

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. Sitting anywhere students can access and take copy of e-learning materials developed by our teachers. Additionally, our materials are accessible for outsiders also. So, students of other colleges can get the access of those materials and make themselves enriched.

File Description	Documents
Best practices in the Institutional website	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1147
Any other relevant information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1147

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Title: Invocation of Human Resource through ICT

Sometimes it was told that ICT shrinks the human capacities and affects the humanity in negative way. But during the long period of lockdown due to pandemic of COVID 19, we observed a different story in our institution. Before the lockdown, the technsavviness of our faculties were limited within the members of Technology subcommittee. When lockdown was initiated, to cope with the changing situation of teaching-learning and with the motivation to

serve the rural students as much as possible, institution took the initiatives to equip the faculties with ICT knowledge. As per the directions of the head of the institution, training sessions were started and after preliminary difficulties, faculties started the online activities. Within a few days changes were visible as faculties were able not only to take classes but also to conduct examinations, to hold webinars, to organize meetings, to hold cultural programmes etc. Scenario changed and a new way of professional entity begun. Within second year of lockdown, all our faculties became well-equipped with basic skill of ICT Teaching learning methodologies. Not only faculties, our office staff, the students, all became used to with the neo methodologies in this neo-normal world.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Future Plan:

a. Value-added courses for enrichment of curriculum will be initiated.

b. More intensive career counselling along with career path analysis of the studentswill be initiated for their career development.

c. Emphasis on practice of innovative teaching-learning systems will be given.

d. Exploration will be done regarding ICT based teaching-learning system, LMS may be used in teaching-learning system, Google classroom system may be practiced.

d. Extension services will be enhanced, programmes aimed at the local advantages and disadvantages will be arranged.

f. Training programmes will be organized for the upgradation and development of teaching and non -teaching staff of the institution.

g. Seminars and workshops will be organised for faculty development.

h. Training programmes for the students will be organized.

i. Functioning of the Incubation Centre will be enhanced.

j. ICT-based Library services will be initiated.

k.. E-learning programme may be extended.

l. Functioning of the Alumni Association will be enhanced.

m. In- campus and Off- campus Green practices will be enhanced.

n. Functioning of student-centric cells may be enhanced.

o. Possibilities of Industry – Academia collaboration may be explored.

p. Possibilities of Academic collaborations with neighboring colleges may be explored.