YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	**NARAJOLE RAJ COLLEGE**
• Name of the Head of the institution	**DR. BASUDEV MANDAL**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**9635665468**
• Mobile no	**9434185409**
• Registered e-mail	**narajolerajcollege@rediffmail.com**
• Alternate e-mail	**principalnarajolerajcollege23@gmail.com**
• 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. TAPANENDU KAMILYA**

- Phone No.   **9635665468**

- Alternate phone No.   **7029073624**

- Mobile   **9734531749**

- IQAC e-mail address   **iqac@narajolerajcollege.ac.in**

- Alternate Email address   **phytk@narajolerajcollege.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.narajolerajcollege.ac.in/naac/page.aspx?page_id=1479

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/iqac/page.aspx?page_id=1471

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 (CRS)	UGC DAE Consortium for Scientific Research	2023	45000
Department of Chemistry/ Dr. Sk. Mohammad Aziz	Teachers Associateship for Research Excellence (TARE)	Science & Engineering Research Board (SERB)	2022	275000
Narajole Raj College/IPR Cell	Setting Up of IPR Cell	Department of Science & Technology and Biotechnology	2023	50000

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   5

- 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)

In this Academic Year, IQAC has taken the initiative for the introduction and the successful completion of 26 Value Added, Add-On, and Certificate courses to promote the innovation ecosystem through different humanities and science departments to create professional skill development opportunities for the students as well as to build the Skill Hub Centre and Innovation Hub to train the students to foster industry and market linkages for better skill integration.

The second contribution of IQAC is the successful setting up of the Govt. of West Bengal-sponsored IPR Cell. The Intellectual Property Rights (IPR) Cell of Narajole Raj College is sponsored and recognized by the Department of Science & Technology and Biotechnology, Govt. of West Bengal. IPR Cell received a Rs. 50,000/- grant for the Faculty Development Programme, Workshops, and other IPR-related activities. IPR Cell organized surveys, awareness of trademark, and copyright on canvas painting works of artists of the Paschim Medinipur District.

In this academic year, IQAC has taken the initiative to conduct 23 MoUs with different institutes and educational organizations to explore academic activity as well as specialization of other institutions. Many faculty exchange programs with different educational institutions are organized for the upliftment of educational activity. Also, students have participated in many internship programs by the MoUs with different educational/social organizations and industries.

The next significant contribution of IQAC is reflected by its development works for Tribal Communities and extension work at some of the neighborhood Unnat Bharat Avijan (UBA) villages, adopted villages, and schools. Many activities like uses of medicinal plants/environmental sustainability, nutritional surveys and monitoring, environmental awareness, cleanliness drives and tree plantations, child vaccination awareness, female foeticide, and infanticide awareness, etc are successfully organized at some UBA/adopted villages. Basic computer training, lectures on the importance of Vedas/Gita, film screening, workshop on Yoga, workshop on popular science, lectures on citizenship, constitutional rights and duties, drawing, dance, and singing training are organized for tribal communities and school students of villages.

A special emphasis by IQAC is given to the successful establishment of the Placement Cell, Marksheet preparation software, and the completion of Energy Audit, and Green Audit, along with the

establishment of an E-waste waste management system and establishment of the facility of the disabled-friendly washroom & help desk, Day care unit, entrepreneurship cell and, bird feeding zone in campus.

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
To impart transferable and life skills to the students and enhance their understanding of the expectations of the industry by introduction of Value-Added Courses, Add-on Courses and Certificate Courses for Promotion of Innovation Ecosystem	Twenty-six Value Added/Add-on/Certificate courses are introduced and completed with the endorsement of the Academic Committee & Governing Body of Narajole Raj College and added value to the learning outcomes of the students and would help them in getting placed after completion of their degree. All courses are oriented towards improving the employability of students and bridging their skill gaps.
To establish a Skill Hub and provide skill-based training for deployment of human resource and to develop an infrastructure for the creation and dissemination of knowledge.	Certificate course on "Tailoring and Beautician" was started by Skill Hub Centre, Narajole Raj College. 25 female students of Narajole Raj College and some females of adopted/UBA villages are successfully trained and completed the courses. This course will provide the employability of female students.
To build up Innovation Hub to promote creativity and research motivations of students	The institution has initiated an incubation center (Innovation Hub) –"LED BASED DEVICE PRODUCTION" in 2023 under the supervision of the Department of Physics. In the first batch, 14 students are given hands-on training and 9 students completed the Certificate Course on production and repairing of

	LED Bulbs. Additionally, the institution has also initiated an incubation center (Innovation Hub) –"MUSHROOM CULTIVATION HUB" in 2023 under the supervision of the Department of Botany in this academic session. In the first batch, 30 students are given hands-on training and completed the Certificate Course on Techniques for Mushroom Cultivation. In the Innovation Hub in Department of Chemistry students are given hands on training on preparation of Sanitizer, phenyl, soap, etc, also 15 students have completed the certificate course on "Household Chemistry"
Establishment of the Govt. of West Bengal-sponsored IPR Cell.	The Intellectual Property Rights (IPR) Cell of Narajole Raj College is sponsored and recognized by the Department of Science & Technology and Biotechnology, Govt. of West Bengal in 2023. IPR Cell received Rs. 50,000/- grant for the Faculty Development Programme, Workshops, and other IPR-related activities. IPR Cell organized surveys, awareness of trademark, and license on canvas painting works of artists of the Paschim Medinipur District (Sabang, Naya and Narajole). This awareness programme will help them to achieve the trademark of their artistic works. Also, workshop on IPR is organized at Narajole Raj College. This workshop will improve the knowledge of patent, copyright, trademark among faculties and students. Total 238 no teachers and final year

	students participated in this workshop.
Different activities for the development of Tribal Communities and extension work at some of the neighborhood Unnat Bharat Avijan (UBA) and adopted villages and schools.	In this academic year, special emphasis is given on different activities for the development of Tribal Communities and extension work at some of the neighborhood Unnat Bharat Avijan (UBA) and adopted villages and schools. Many activities like uses of medicinal plants/environmental sustainability, nutritional surveys and monitoring, environmental awareness, cleanliness drives and tree plantations, child vaccination awareness, female foeticide, and infanticide awareness, etc are successfully organized at UBA villages. Basic computer training, lectures on the importance of Vedas/Gita, film screening, workshop on Yoga, workshop on popular science, lectures on citizenship, constitutional rights, and duties craft making training, dance and singing training, training on e-commerce are organized for tribal communities and school students of UBA adopted villages. These activities create social awareness among the villagers. Students of UBA villages and tribal communities are trained with uses of computer, e-commerce, English language, etc. They also learned many cultural activities like, dance, singing, drawing, etc.
To conduct MoUs with different institutes and educational	The college has conducted 23 MoUs. Out of them 14 academic

organizations to explore academic activity as well as to get specialization of other academic institutions/academic body/industry, etc.	collaboration and faculty exchange programs with different educational institutions and academic bodies (Kharagpur College, Garbeta College, Debra College, Ghatal R. S. Mahavidyalaya, Govt. General Degree College Salboni, K D College of Commerce, Dantan College, etc) and industries are organized for the uplift of research and academic activity and employability among the students under these 14 MoUs & collaborations. Faculty exchange programme creates academic excellence and skill development of the students. It has also created new opportunities on research, special projects and practical along with acquisition or update of practice experience which can inform faculty teaching and research. Also, 2 research collaboration with UGC DAE Consortium for Scientific Research, Kolkata, IIT Kharagpur enhance the research activity and quality.
To provide internship opportunities and placement assistance to students	IQAC has taken initiatives for providing internship opportunities and placement assistance to students. 71 students of different departments successfully completed internship programme on creative writing, functional Bengali, journalism and social services, industry services, marketing, yoga & Meditation, etc under 10 MoUs with different academic bodies, institutions and industries. This internship opportunity will increase their employability beside regular

	studies.
To make Library Automation and installation of mark sheet tabulation software	In this academic year, our library is automated through COHA software. At present 15,191 books are under automation. Complete automation is expected to be achieved very soon. It can help to automate the various tasks related to cataloging, circulation, acquisitions, serials, and more. Students can access library very easily. The mark sheet preparation software is purchased. Mark sheet tabulation software not only helps teachers, but also provides a better understanding of the data to parents, giving a deep insight into students' performance.
Augmentation of Library Infrastructure	Rs. 78,562/- is utilized for purchasing 457 text and reference books for different departments as per their needs.
To increase the audio-visual learning activity (ICT class) for students	The numbers of ICT classroom is increased. At present, total number of ICT enabled classroom is 14. It improves the concentration and comprehension of students. The activities carried out through digital and interactive tools increase student concentration and, therefore, they assimilate concepts more quickly, enhancing learning.
To facilitate energy diversification, energy conservation practices and green practices at the institution through systematic monitoring	Green Audit and Energy Audit with ISO certification is completed. Green Club has organized many awareness programmes at institutes and also in the locality. In all section, LED bulbs/lights are

	installed. The numbers of solar lights are increased.
To facilitate waste management practices at campus	Many dustbins (by mentioning the colour code) for organic/biological, glass, paper are installed in the campus. Also, separate dustbin is installed for e-waste. The college has also made a MoU with HULLADEK Recycling, an e-waste management company for collection of e-waste of our college. Special chambers are constructed for chemical waste from laboratory.
To increase the number of seminars, workshops, and special lectures to bring together subject matter experts and industry leaders to share their knowledge and thoughts among the students.	A large number of seminars, workshops, and special lectures are organized by different departments, committees and cells to bring together subject matter experts and industry leaders to share their knowledge and thoughts among the students and teachers.
To encourage the faculties to participate in faculty development programmes, workshops, seminars, etc	8 number of faculties participated in faculty development programmes in Academic Staff College. Almost all faculties participated in seminars/ workshops for academic development.
Formation of Placement Cell	A Placement Cell is formed and a training GDA Training at Narajole Raj College Campus.
To facilitate sports infrastructure of college	As per requirement of Department of Physical Education Rs. 68,173/-is utilized for purchasing different sports equipment. Also, KHO KHO ground creation is completed. 79 decimal land is cleaned & developed for playground at old Rajbari campus.

Development of an Archive Centre for preservation of local history and the dissemination of information on rich cultural heritage of our institution.	Archive Centre is duly framed at old Narajole Rajbari Campus of the college. A certificate course in Archival Research is offered by Dept. of History.
To facilitate building infrastructure of college	Although there is lack of fund yet college has built a Smart Auditorium, disable friendly washroom, water conservation system and renovation of rainwater harvesting system in this academic year.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	04/04/2024

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Location	**Rural**
• Financial Status	**UGC 2f and 12(B)**
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• Name of the IQAC Coordinator	**DR. TAPANENDU KAMILYA**

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• IQAC e-mail address	**iqac@narajolerajcollege.ac.in**
• Alternate Email address	**phytk@narajolerajcollege.ac.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.narajolerajcollege.ac.in/naac/page.aspx?page_id=1479
4.Whether Academic Calendar prepared during the year?	**Yes**
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	Bengali, journalism and social services, industry services, marketing, yoga & Meditation, etc under 10 MoUs with different academic bodies, institutions and industries. This internship opportunity will increase their employability beside regular studies.
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To facilitate waste management practices at campus	Many dustbins (by mentioning the colour code) for organic/biological, glass, paper are installed in the campus. Also, separate dustbin is installed for e-waste. The college has also made a MoU with HULLADEK Recycling, an e-waste management company for collection of e-waste of our college. Special chambers are constructed for chemical waste from laboratory.
To increase the number of seminars, workshops, and special lectures to bring together subject matter experts and industry leaders to share their knowledge and thoughts among the students.	A large number of seminars, workshops, and special lectures are organized by different departments, committees and cells to bring together subject matter experts and industry leaders to share their knowledge and thoughts among the students and teachers.
To encourage the faculties to participate in faculty development programmes, workshops, seminars, etc	8 number of faculties participated in faculty development programmes in Academic Staff College. Almost all faculties participated in seminars/ workshops for academic development.
Formation of Placement Cell	A Placement Cell is formed and a training GDA Training at Narajole Raj College Campus.

To facilitate sports infrastructure of college	As per requirement of Department of Physical Education Rs. 68,173/-is utilized for purchasing different sports equipment. Also, KHO KHO ground creation is completed. 79 decimal land is cleaned & developed for playground at old Rajbari campus.
Development of an Archive Centre for preservation of local history and the dissemination of information on rich cultural heritage of our institution.	Archive Centre is duly framed at old Narajole Rajbari Campus of the college. A certificate course in Archival Research is offered by Dept. of History.
To facilitate building infrastructure of college	Although there is lack of fund yet college has built a Smart Auditorium, disable friendly washroom, water conservation system and renovation of rainwater harvesting system in this academic year.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	04/04/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	11/02/2024

15.Multidisciplinary / interdisciplinary

The institution functions as per the norms framed by the affiliating university regarding subject bunching at the time of admission to the B.A./B.Sc. first-semester CBCS undergraduate

course. We have no freedom to syllabus designing or curriculum development at the UG level. Therefore, there is thus not much scope to incorporate interdisciplinary subjects/topics in the curricular aspect of learning. Although the institution is based in the rural belt as well as faces diverse challenges owing to resource constraints and other operational barriers, there is considerable focus on interdisciplinary while imparting holistic education to students. To give the flavor of multidisciplinary diversifying learning opportunities to the students, the institution has started offering 26 Value-Added and Add-on Courses from the present academic session onward. These courses are open to students of all disciplines and are aimed at exposing learners to different systems of knowledge and diverse modes of epistemological inquiry. These value-added and add-on certificate courses for the students from all disciplines of humanities and science are - Yoga & Meditation, Creative Writing in Bengali, Functional Bengali and Grammar, Human Rights Education, Indian Constitution and Polity, English Writing Skills, General English for Competitive Examination, Basic Mathematics, Medicinal Plants: Conservation, Propagation and Uses, Mushroom Cultivation, Basic Computer Training, Women's Health, and Nutrition. In addition, other value-added/add-on certificates for different disciplines of Science are-Biodiversity and its impact on human health, Water Resource Management, Household Chemistry, LED-based Device Production, Applications of Chem Draw Software for Scientific Drawing, Scientific Data Analysis, ARC GIS Basics In addition value-added/add-on certificates for different disciplines of Humanities are Archival Research, English a second Language, Ethics and Value Education, Ancient Indian History and Culture, Vedic Culture and Karmakanda, etc. Moreover, different Interdisciplinary Lecture Series by in-house faculty members are organized. The course mapping data and categorization of the Indian Knowledge System within the curriculum reveals that as per the thrust of the NEP, there is ample scope for hosting a series of lectures based on multidisciplinary themes for heterogeneous groups of students.

16.Academic bank of credits (ABC):

Narajole Raj College follows the regulations of affiliating University i.e. Vidyasagar University. The institution will facilitate the Academic Bank of Credits management system (ABC) Registration of students from the next academic year (2023-24) to access the digital storehouse of information on credits earned by them throughout their learning journey as decided by the University. It will also allow students to avail the opportunity

of using multiple exits and entries during their higher education tenure and to enjoy the seamless transfer of credits. The process of integrating with the Academic Bank of Credits will also necessitate the mobilization of the students' and administrative sections of the college for the task of opening and validating the accounts of students and for executing credit verification and credit transfer-related activities. This will certainly demand the deployment of a large share of human and technological resources of the institution.

17.Skill development:

In alliance with the National Skill Qualifications Framework (NSQF) the institution has gradually incorporated a steady focus on aspects of vocational education and skill development training as part of its efforts to expand the scope of the mainstream curriculum. As a government-aided college affiliated with Vidyasagar University, the institution faces particular constraints in curriculum design. It is obliged to follow the outlines of the syllabi framed by the affiliated university. However, the institution is taking distinctive measures to generate potential for skill enhancement. The institution has created a Skill Hub to promote training based on instrumentation and application of industrial skills and has also initiated an Innovation Ecosystem to meet the progressive education demands under the NSQF. The Skill Hub center has organized a Tailoring and Beautician Course. 25 beneficiaries (female students of college and women from adopted villages completed the course. The institution has initiated an incubation center (Innovation Hub) –"LED BASED DEVICE PRODUCTION" in 2023 under the supervision of the Department of Physics. In the first batch, 14 students are given hands-on training. Out of 14 students, 09 students completed the Certificate Course on the production and repair of LED Bulbs. After successful completion of this course, one student started the business of LED bulb making and repairing. The institution has also initiated an incubation center (Innovation Hub) –"MUSHROOM CULTIVATION HUB" in 2023 under the supervision of the Department of Botany in this academic session. In the first batch, 30 students are given hands-on training (Certificate Course) on Techniques for Mushroom Cultivation. In the Innovation Hub entitled "HOUSEHOLD CHEMISTRY," students are given training on the preparation of phenyl, soap, sanitizer, etc. by the guidance of faculties from the Department of Chemistry. The Department of Bengali has completed a value-added course on Creative Writing for the skill development of students of humanities. In the first batch, 23 students completed the

course. There are many other skill development value-added certificate courses organized by different departments like Scientific Data Analysis, Spoken Sanskrit, Functional Bengali and grammar, English Writing Skills, General English for Competitive Examination, Basic Computer, Application of ChemDraw Software, ARC GIS Basics, Basic Mathematics, Human Rights Education, etc. 912 students have completed these courses besides their General Courses. These courses, however, are not part of the credit structure as these are being offered by the institution using its resource mechanism.

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

The institution has efficiently integrated the core values of the Indian knowledge system into the curriculum and has achieved this dynamic in both the online and offline modes. To fulfill the goals professed in the National Education Policy (NEP), the institution also regularly delegates its faculty to other universities and UGC-recognized Human Resource Development Centres to attend Refresher Courses and to equip themselves with fresh perspectives and relevant frameworks to address aspects of the Indian Knowledge System. Teaching in Indian languages is an essential feature of content delivery in classrooms. As a significant part of the student population belongs to the SC, ST & OBC categories and are primarily based in rural areas, most of them hail from vernacular medium backgrounds or have completed their elementary and secondary education in tribal languages. The faculty members thus pay great attention to the fact that their quest for knowledge acquisition is not thwarted by the pressures of subscribing to elitist Anglophilic ideologies and structures of education. As such most subjects in the Humanities and Science disciplines are taught in the bilingual mode or simply in the vernacular. Most students in the Humanities departments, except English literature, study their subjects and write their exams in vernacular medium. In the science departments, students are made aware of the terminologies and processes in English while the understanding of scientific theories and concepts is facilitated with the help of the vernacular language. The library houses books and reference materials that are written in the Bengali language for the Humanities departments except the Department of English. For the Sciences, however, quality books and reference texts are available mostly in English; as such students find it convenient to write their exams in English and score well. The institution has two departments devoted to the study of Indian languages: Sanskrit, the Indian classical language, is taught at

the UG & PG levels; Bengali, a regional Indian language, is also taught at the UG & PG levels. Several other departments both in the Humanities and the Sciences reflect a profound understanding of the Indian Knowledge System. Honours and General papers in Sanskrit teach the Vedas, Upanishads, Gita, Indian dramaturgy, ancient Indian linguistics, epigraphy, astrology, Ayurveda, and other aspects of Sanskrit literature; History studies ancient Indian art, archaeology, heritage, religions with a focus on ancient Indian history; Philosophy teaches ancient Indian ethics, Bengali demonstrates an understanding of Indo-Aryan languages, ancient Indian aesthetics, and Bangla folk literature and culture; English deals with Indian natyashastra & dharma and theories of rasa, bhabas, rupaka paper on Indian Classical Literature; Political Science introduces students to ancient Indian political thought and theory; Botany discusses concepts of ethnobotany, ayurveda and traditional knowledge of medicinal plants. The institution has started offering various Value-Added and Add-on Certificate Courses from the present academic session onward by following the Indian Knowledge System (IKS). These are Humanities Archival Research, English a Second Language, Ethics and Value Education, Ancient Indian History and Culture, Vedic Culture and Karmakanda, Yoga & Meditation, Medicinal Plants: Conservation, Propagation and Uses, etc.

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

Outcomes in education can be measured both in tangible and intangible forms. The institution follows an effective method of delineating Program Specific Outcomes (PSO) and Course Specific Outcomes (CSO) and flashing them on the college website via link, https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1145 and on WhatsApp Study Groups and in classrooms for the benefit of students. It is important to spell out to learners what they should aim for as part of the course that they are pursuing. The PSOs and CSOs are systematically achieved through classroom activities, lecture modules, library work, projects, assignments, and evaluation. The courses offered by the institution in some Academic Year are detailed in the prospectus of the institution of that Academic year. Students are also informed about the POs, PSOs, and COs directly in the induction program and the first class of each semester. POs, PSOs, and COs are also discussed by the teachers with the students as and when teachers feel the necessity. The examination results offer tangible proof of the achievements of individual students and have been a thrust area of the institution. However, the intangible outcomes in terms of the development of values and morals constitute the institutional

priority. These are fostered through the representation of cultural and ethical codes in the course delivery mechanism and through institutional policies and reforms in structures of governance. To map the impact of PSOs and CSOs on the knowledge future of learners, the institution formed the Placement Cell in November 2022 to guide students through the process of impact assessment of the grades that they secured, to engage them in productive work ethics, and to connect them to prosperous and meaningful channels of employment and experience.

20.Distance education/online education:

The institution has redefined its role to upgrade to a digitized system of learning. The efficiency that the institution has achieved enables it to use online platforms like Google Meet, and Google Classroom as Learning Management Systems (LMS) to deliver the mainstream curriculum across the digital medium. The online classes are conducted in the recess period as remedial/tutorial classes and many e-learning materials in Google Classroom in the form of PDF & MS Word files, PPTs, write-ups, and external links. The institution also hosted several national & state level webinars to keep the channels of knowledge dissemination flowing. To sustain the online system of education and to reap the benefits of blended learning, the institutional faculty has contributed another novel component to the knowledge base of students in the current semester in the form of topic-based video lectures. Many video lectures have been uploaded to date on the official YouTube channel of the college and there are many more to come. These video lectures have greatly triggered the interest of learners and they have started getting back to classrooms with renewed vigor and enthusiasm after the inertia that they experienced during the pandemic. The institution has one smart auditorium with a lecture-recording system and there are also multiple provisions for hosting projector-enabled classes across the different departments. Thus there is adequate scope for taking ICT-enabled classes within the institution. Currently, the institution has launched three vocational courses: Tailoring and Beautician Training Course, Training on Techniques of Mushroom Cultivation, and LED-based Device Production under the Innovation Ecosystem. The institution is also trying to develop some skill-based vocational courses in collaboration Centre for Continuing and Adult Education (CCAE), Vidyasagar University. This course would be designed in a manner that allows it to be delivered both in the offline and online modes.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**678**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1492**

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	**489**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**376**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**68**

File Description	Documents
Data Template	View File

3.2	**71**

Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**34**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**91.11**
4.3 Total number of computers on campus for academic purposes	**53**

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 institution follows the academic curricula as per the affiliating University, Vidyasagar University. At the beginning of each academic session, the academic committee prepares a master routine closely following the academic curricula of the University. The Principal and Governing Body approve the routine. Departmental meetings are conducted with the teachers to distribute the syllabus. Following the institutional academic calendar, departmental lesson plans are prepared well in advance and are strictly adhered to ensure the timely completion of syllabi and internal exams. The College has both central and departmental libraries equipped with books and journals that fulfill the information needs of the students and teachers and provide access to its vast resources. A wide spectrum of teaching methods is used to promote success in classroom teaching whichincludes conventional chalk and blackboard methods, ICT-enabled teaching-learning, Google Classroom LMS, Google Meet, use of scientific models and charts. The students are also provided with online content (online lecture videos on YouTube and e-learning material on the college website). In addition, the learning experience is further enhanced by organizing group

discussions, student presentations, different Add-on, Value-added-, Certificate- courses, fieldwork/excursions, project works, and interdisciplinary classes as well as internship programme for Value-added courses.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1470

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

The institution follows a policy of academic strategizing and execution and the preparation of a comprehensive academic calendar at the beginning of each academic session is rigorously undertaken. The academic calendar incorporates curricular schedules like dates of class commencement, details of holidays, two Internal Assessments, and Slow & Advanced Learners' (SAL) Assessments as well as tentative End Semester Examination dates as indicated by the affiliating university. The dates of registration and form fill-up are also mentioned in the calendar. The Continuous Internal Evaluation (CIE) is a mandate that our institution strictly adheres to: tutorials, remedial classes, home assignments, class tests, PPT presentations, projects, practical examinations, and online quizzes are a few supplementary techniques of evaluation that are regularly implemented besides the two Internal Assessments in the written and viva-voce formats. All lecture and examination schedules, syllabus completion targets, and outcome-based teaching methodologies are deployed as per the academic calendar. This improves teaching-learning quality, ensures delivery of assigned tasks on time, and fosters professionalism among teachers, students, and other stakeholders. The well-planned academic calendar thus benefits both the students and the faculties to plan their courses and systematically boosts the institution's productivity.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1471

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	**A. All 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

29

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)

26

File Description	Documents
Any additional information	View File
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

961

File Description	Documents
Any additional information	View File
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

In West Bengal, the syllabi of all courses taught by Govt.-Aided Colleges are designed and updated regularly by the Board of Studies of the concerned University. If affiliated college teachers are members of the Board of Studies, they can contribute to the development of course content. Since government-aided colleges cannot design their curriculum, Vidyasagar University, our affiliating university, frames the course curriculum. A cumulative Course Mapping exercise initiated by the IQAC across all academic departments revealed an interesting factsheet about the institution's role in integrating crosscutting issues along the vectors of gender, ethics, and environment. The major findings of this analytical framework suggest that 36 courses from different disciplines inculcate an understanding of gender, around 43 courses are based on an appreciation of sustainability principles in ecology and environment and almost 48 courses incorporate value education and training in professional ethics.

Among all the 127 courses cataloged in the cumulative list, 1 course on the empathetic understanding of Mother Language Movements belongs to the PG (404) curriculum in Bengali. All other courses belong to the UG curriculum of Vidyasagar University.

File Description	Documents
Any additional information	View File
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

13

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

511

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 from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1464
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	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1464

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

236

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

Our college is situated in a rural area which is an increased burden on us to raise our students' learning potential. Various departments undertake skill-based courses to increase students' skill developmentin consideration of their objectives and requirements. This allows students to apply their knowledge for self-employment. Regular internal evaluations are conducted using PowerPoint presentations and Question-and-answer sessions. One of the first things we do as soon as our pupils are admitted to the college is they be identified as slow and advanced learners through special examination. Regular one-on-one problem exposure sessions and regular contact between mentors and slow and advanced learners are conducted to support the students' cultural, behavioral, social, and mental growth. For both slow and advanced learners, remedial and tutorial classes are offered with scheduled sessions and appropriate feedback sessions.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1447
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
1492	68

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

Our college's teaching-learning process uses a variety of approaches, such as problem-solving, interactive, and experimental learningto improve students' learning:

Experimental

The majority of laboratory experiments, demonstrations, and project works take place in the science and specific disciplines. Department-specific short excursions and field trips are organized to acquaint pupils with a variety of ecological environments. Students' curiosity and respect for our rich past are fostered through visits to historical sites.

Participative

Departments organize seminars and carry out various projects, quiz competitions, and various extracurricular and cultural activities. Our scheduled yoga lessons and various certificate programs are also offered. Students participate enthusiastically in sports at the university level and excelled. E-materials and the college's YouTube channel provide more e-learning resources. To support the hybrid teaching and learning process, online classes are conducted via Google Meet and Google Classroom platforms.Students participate through Whatsapp groups.

Problem-solving method of learning

Twice a semester, students participate in internal assessments, which are completed in writing question/answer form and/or via a PowerPoint presentation. Assessments are also carried out to identify sluggish and advanced learners. Regular remedial and tutorial classes are offered to support high-quality learning. Mentors help students by recognizing their needs in many areas.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1446

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

- **The teaching-learning process is improved by the faculty's usage of ICT technologies through the Google ClassroomLearning Management system.**
- **Powerpoint classes are conducted using computers and laptops. The projectors are projected onto whiteboards.**
- **Printers are utilized to print documents so that students can have hard copies of their study materials.**
- **Several departments employ the smart auditorium for audio-visual instruction.**
- **The college has created a robust learning management system, where lectures and PDF files are published as educational resources. These study tools are available to students from other institutions as well as those enrolled in our PG and UG courses.**

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

67

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

68

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

25

File Description	Documents
Any additional information	View File
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

684

File Description	Documents
Any additional information	View File
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.

In addition to the customary methods of assessment for both UG and PG programs, the college encourages evaluation through projects and PowerPoint presentations along with evaluation of answer scripts. Both the Vidyasagar University and the CBCS system promote the use of the internal assessment system. Five marks are determined by the class assessment, and ten marks are awarded for writing, which includes short, long, Multiple Choice Questions along with oral or PowerPoint presentations. Besides college provides special examinations to assess the progress of the advanced and slow learners of the college. Following the Internal Assessment, each student receives individual attention to help them overcome their backlog and boost their confidence. The marks are also shared with them. The academic committee discusses the dates and methods for holding the IA. The HODs then share the information with all departmental teachers. Lastly, students share the information through their Whats App groups, the college website, the official Facebook page, and the college notice board.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1445

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

The examination committee and the academic committee play a vital role in this regard. The dates of the Internal Assessment are

publishedon college bulletin boards, official websites, official Facebook pages, and student WhatsAppgroups. The teachers in charge of the different papers set the questions. Student attendance is documented in the attendance sheet, and assessments are carried out at the appointed time. The departmental teachers assess the answer scripts and discussion is done with the pupils. Students have the right to voice their complaints, and their concerns are taken seriously.

If students haveany concerns/grievances, they can speak with the mentor or the concerned teacher. If the need arises, he/she may even write a letter to the HOI and address the HOD of the relevant department. If the matter fails to be sorted in the concerned department, students are allowed to submit their grievances to the grievance redressal cell. Thiscell sorted the matter within ten working days. Accommodations for absenteeism on medical or other serious grounds are allowed for appearance in the Internal Assessment if their application is granted by HoI. The award list is sent to the University based on the average of the two Internal Assessments.

File Description	Documents
Any additional information	[View File](View%20File)
Link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1444

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.

All stakeholders are informed about the course's aims through the publication of program and course outcomes on the institutional website and in the prospectus. All departments have both hard and soft versions of the programme and course outcomes and curriculum. Teachers also circulate this in the Student's What's App Groups and discuss it among the students in the class. After each paper is finished, its results are examined and discussed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1443
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.

Periodically, assessments are conducted to see whether program and course objectives have been met. The learning outcomes are accessed directly through the use of project works, practical work, student seminars, group discussions, exams, and creative writing.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1442

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

376

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	View File
Paste link for the annual report	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1490

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/iqac/page.aspx?page_id=1441

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

02

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

02

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/ https://www.serbonline.in/SERB/HomePage

3.2 - Innovation Ecosystem

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

The institution has initiated an Innovation Hub–"LED BASED DEVICE PRODUCTION" in 2023 under the supervision of the Department of Physics. This Innovation Hub will be very popular soon as the institute is located in a rural area and the majority of local people are financially weaker. Moreover, one of the students started an LED bulb-repairing business after completing training.

The institution has also initiated an incubation center (Innovation Hub) on "Hands-On In-Laboratory Training for Preparation of Household Chemicals" in 2023 under the supervision of the Department of Chemistry.

The institution has also initiated "MUSHROOM CULTIVATION HUB" in 2023 under the supervision of the Department of Botany. In the first batch, 30 students were given hands-on training on Techniques for Mushroom Cultivation. This Mushroom Cultivation Hub

will be very popular soon as the institute is located in a rural area and the occupation of major local people is cultivation.

The Skill Hub Centre for "Tailoring and Beautician Course" with 25 seats for girls students and local women from adopted villages is started in 2023.This course will open a secondary source of earning for the families. Thefemale students/local women will be self-dependent through this skill development course.

File Description	Documents
Upload any additional information	View File
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

08

File Description	Documents
Report of the event	View File
Any additional information	View File
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

08

File Description	Documents
URL to the research page on HEI website	https://narajolerajcollege.ac.in/Publications/Publication-22-23.aspx?page_id=1246
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

18

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

04

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 year, special emphasis is given to different activities for the development of Tribal Communities and extension

work at some of the neighborhood Unnat Bharat Avijan (UBA) and adopted villages and schools. Many activities like uses of medicinal plants/environmental sustainability, nutritional surveys and monitoring, environmental awareness, cleanliness drives and tree plantations, child vaccination awareness, female foeticide, and infanticide awareness, etc are successfully organized at UBA villages. Basic computer training, lectures on the importance of Vedas/Gita, film screening, workshop on Yoga, workshop on popular science, lectures on citizenship, constitutional rights, and duties craft making training, dance and singing training, training on e-commerce are organized for tribal communities and school students of UBA adopted villages. These activities create social awareness among the villagers. Students of UBA villages and tribal communities are trained in the use of computers, e-commerce, the basic English language, etc. They also learned many cultural activities like dance, singing, drawing, etc.

File Description	Documents
Paste link for additional information	https://narajolerajcollege.ac.in/Activities/Extension-Activities.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

`05`

File Description	Documents
Any additional information	View File
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

41

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

1373

File Description	Documents
Report of the event	View File
Any additional information	View File
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

26

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

23

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 several limitations in land-area utilization within the campus. Yet best efforts have been given to revamp existing facilities and to proceed with civil surveying, vetting, and revised infrastructure planning for the upcoming session.**
- **There are thirty-four (34) classrooms including one large seminar hall to conduct theory classes. The seminar hall is microphone and speaker assisted and therefore, is capable of hosting institutional seminars with large gatherings.**
- **There are fourteen (14) rooms with ICT facilities, out of which one is a Smart Auditorium equipped with an audio- visual facility and lecture capturing system facility.**

- **The Humanities departments have their departmental libraries. In addition, basic facilities like Computers, Laptops, Printers, Projectors, etc. are available in all Honours departments.**
- **There are twelve (12) laboratories (including one Computer Laboratory) for holding practical classes in the science subjects.**
- **All the science laboratories are well equipped with instruments and experimental set-ups as per the practical component of their respective syllabi. The instruments are maintained properly and are also repaired as per requirement.**
- **The institution has sufficient physical facilities and up-to-date infrastructure for conducting and maintaining modern teaching –learning methodologies. The facilities are adequate both in terms of quality and quantity.**

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1475

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

Cultural Activities:

- **The Cultural Sub-Committee, Yoga Centre, Students' Council, and various academic departments collectively have organized Independence Day, College Foundation Day, Sharad Sammelan, Netaji Birthday Celebration, International Women's Day, Ambedkar Birthday Celebration, Blood Donation Camp, and many other significant events.**
- **The Annual Cultural Competition organized by the Students' Council in November 2022 encouraged students to showcase their talent in dancing, singing, extempore, recitation, artwork, etc.**
- **Departments organize their own Freshers' and Farewell Ceremony. They also publish their own departmental magazines & wall magazines to inspire creative rigor among students.**

Sports Activities:

- **The institution has sufficient sports facilities for conducting indoor and outdoor games.**
- **Our student, Subhasis Santra (3rd Semester) has become the Wazir of the Odisha Juggernauts team in the national Ultimate Kho Kho League in August 2022 and has also been selected to play the Kho Kho Nationals (Senior) this year.**
- **Sports activities have grown in 2022 under the mentorship of the Physical Education department. Teams for Football, Kho Kho & Athletics have been formed.**
- **Our Men's Kho-Kho team has become the champion in this year's university meet.**
- **The Students' Council hosted the Annual Sports in November 2022 having outdoor as well as indoor events.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1449

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

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1468
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)

23.1

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)

- **The institutional Central Library is mostly automated. The automation procedure is being done with KOHA, which is an open-source integrated library system software developed by Katipo Communications (1999) for the Horowhenua Library Trust in New Zealand, and the first installation went live in January 2000.**
- **The Central Library was closed due to the Covid-19 pandemic for a long time during the previous session. Moreover, after getting proposals in the meetings of the Library Sub-Committee, there had been a migration from the previous software (SOUL i.e. Software for University Libraries) to KOHA for faster and smoother automation, which resulted in some delay. Due to these reasons, complete automation could not be achieved till today.**
- **Out of 20,956 available books (copies) 10,758 books were already automated beforehand. But the automation is still going on satisfactorily as 4,433 more books have been automated during the current session. So, at present 15,191 books are under automation. Complete automation is expected to be achieved very soon.**
- **Currently, the library contains 18,714 textbooks and 2,242 reference books. In the running session 457 new books worth Rs. 78,562/- have been purchased.**
- **The Central Library also has a separate Reading Room facility.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.narajolerajcollege.ac.in/igac/page.aspx?page_id=1460

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)

0.78562

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

142

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

- **The institution has responded extremely well to retaining the best practices of the online system of knowledge dissemination.**
- **During this session, all the teaching faculties were encouraged to continue with the IT facilities for teaching-learning methodologies.**
- **Additional Self Learning Materials (SLMs) were uploaded to the college website and additional online remedial classes were held via Google Meet virtual platform using the previously created college domain e-mail IDs during the Puja Vacation as well as Summer Recess.**
- **Another component of e-learning – in the form of the video lecture series – is being continued this session through the official YouTube channel of the institution (https://www.youtube.com/@narajolerajcollegeofficial).**
- **The institutional Wi-fi connection has been recharged regularly. The institutional website also got updated during this session.**
- **After the repair work, the faculties have resumed taking ICT-enabled classes using various IT facilities such as projectors, microphones, etc. A Smart Auditorium Roster has been framed through the Academic Committee to ensure an equitable distribution of technological resources among all departments.**
- **Faculties have been encouraged to give assignments and take quizzes through the Google Classroom platform. A training session has been conducted by the Technology Sub-Committee for all the faculties to get familiarized with this platform.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1450

4.3.2 - Number of Computers

60

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

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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)

33.05

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.

Physical facilities:

- Infrastructure management and development is attributed to Building Sub-Committee.
- The maintenance and preservation of existing infrastructure is a shared responsibility: Building Sub-Committee, Security Personnel (College Guards) and Students' Council, collectively prevent infrastructural damage & misuse within campus.
- Technology Sub-Committee monitors CCTV Surveillance.
- Green infrastructure (eco-friendliness) is maintained by Green Club.
- Sports Committee and Yoga Centre look after sporting facilities.
- Head Clerk supervises the task of sweeper, electricians and others.

Academic facilities:

- The IT infrastructure (computers, projectors, printers, internet) is maintained by Technology Sub-Committee with support from Purchase Committee.
- Academic departments and Purchase Committee look after the maintenance and purchase of laboratory instruments.
- The maintenance and upgradation of library facilities is the responsibility of Library Sub-Committee with support from other Committees.
- Academic Committee functions as the principal taskforce for provisioning of classrooms, classes and for fostering a healthy academic environment.

Support facilities:

- **The College has Scholarship Section and Students' Credit Card Section.**
- **There are Canteen facility, Boys' Hostel and three water purifiers for safe drinking water.**
- **The Career Counselling Cell, Equal Opportunity Cell and the newly constituted Placement Cell mobilize students.**
- **The IPR Cell, Grievance Redress Cell, Anti-Ragging Cell, Internal Complaints Committee offer a range of support facilities.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1451

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

1073

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

47

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	**A. All of the above**

File Description	Documents
Link to Institutional website	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1469
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

303

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

303

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 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	A. All of the above

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

11

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)
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

129

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

03

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

Narajole Raj College recognizes the importance of fostering student involvement and leadership within the institution. The college has established robust mechanisms for students' representation and engagement in various administrative, co-curricular, and extracurricular activities. These initiatives are guided by established processes and norms to ensure transparency, inclusivity, and effective participation.

The College maintains an active student council comprising elected representatives from different academic departments and disciplines. The student council acts as a liaison between the student body and the college administration, advocating for student interests, organizing events, and addressing concerns raised by students. The council members are elected through a democratic process, ensuring fair representation and accountability.

Students are provided opportunities to serve on various academic and administrative bodies within the college, such as the Governing Body, disciplinary committees, and cultural committees. Through these platforms, students contribute their perspectives and insights to decision-making processes, thereby fostering a sense of ownership and responsibility towards the institution's development.

Extracurricular activities play a vital role in holistic student development. The college offers a wide range of extracurricular opportunities, including sports, cultural events, community service initiatives, and recreational activities. Students are encouraged to explore their interests and talents outside the

classroom, fostering creativity, leadership, and teamwork.

File Description	Documents
Paste link for additional information	https://acrobat.adobe.com/id/urn:aaid:sc:ap:f030a076-c0a9-4ba8-8547-b70553594b51
Upload any additional information	View File

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

22

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

Narajole Raj College Alumni Association has been a cornerstone in the development and advancement of the institution. Throughdedicated efforts and contributions, the association has significantly impacted the growth and prosperity of the College. The Alumni Association has played a pivotal role in providing financial support to various initiatives and projects at the College. Through fundraising events, donation drives, and alumni pledges, the association has been able to raise substantial funds to bolster the college's infrastructure renovation, academic programs, and student support services. The Alumni

Associationactively engages in providing support services that
benefit the institution and its stakeholders. This includes
organizing career development workshops, mentorship programs, and
networking events to facilitate connections between alumni,
current students, and faculty members. The association
collaborates with the college administration to identify areas
where additional support is needed.

The contributions of the Narajole Raj College Alumni Association
have yielded tangible outcomes and made a lasting impact on the
institution. Through its financial support, the association has
helped enhance the college's infrastructure, expand its academic
offerings, and create opportunities for student success. Through
its unwavering commitment and dedication, the association
continues to make significant contributions to the growth and
advancement of Narajole Raj College.

File Description	Documents
Paste link for additional information	NIL
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 organization's leadership is in close accordance with its
goals and objectives, focusing on assisting students, especially
those from low-income families in Keshpur and Daspur regions, many
of whom are the first in their families to pursue education.
Actions involve providing NCC training for both males and females
to improve job-related skills, hosting department-specific library
orientation programs, ensuring full transparency in online
admissions and exams, and introducing different strategies to
develop student's critical thinking skills through seminars,

fieldwork, projects, mentoring, and workshops. In terms of focusing on our vision and mission, the below-mentioned projects are initiated.

1. Day Care Unit is established for married female teachers, staff, and students.

2. Tribal development chapter started under Extension Services

3. Our college has taken the second position for giving Kannashree fellowship to maximum girl students in Paschim Midnapore district

4. The college started a "Tailoring and Beautician Course" for girls students and local women under Skill Hub Centre

5. Kho Kho ground is developed on the new campus.

6. Female Kho Kho team and Female football team is made

7. Placement Cell created for all students of the college.

8. Training in Mushroom Cultivation, LED bulb preparation & repairing, etc. started.

File Description	Documents
Paste link for additional information	https://narajolerajcollege.ac.in/About-Us/Mission.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.

The institution's emphasis on decentralization and participative management demonstrates effective leadership. Numerous approaches have been implemented to promote decentralization. The administration, led by the President with the Principal serving as Secretary, oversees the functioning of the college. Many official Committees and Subcommittees have been formed. These committees/subcommittees are made up of both teaching and non-teaching office staff. They perform in a decentralized way. The Principal leads the Internal Quality Assurance Cell (IQAC) in supervising the planning and implementation of all activities within the institution. The Academic Committee and Teachers'

Council have the duty of handling academic issues concerning students and promoting their growth. Heads of Departments (HODs) oversee the decisions, planning, and activities within their respective departments. The Head Clerk manages all office operations under the Principal's direction as the Principal is Head of the Institution (HoI). Computer and software training for all office staff and non-teaching staff of the college are made regularly.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1143
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic/perspective plan of the institution is highly successful. The college adheres to government regulations as it is a government-supported institution, regulations set by the Higher Education Department, West Bengal's Government. A Strategic Plan for five years has been created. The IQAC & HoI oversee and supervise different academic and college administrative tasks.

We have deployed the following plan for the college,

1. Twenty-six Added/Add-on/Certificate introduced and completed in the current academic year.

2. Certificate course on Complied "Tailoring and Beautician" was started by Skill Hub Centre.

3. Intellectual Property Complied Rights (IPR) Cell of Narajole Raj College is sponsored and recognized by the Department of Science & Technology and Biotechnology, Govt of WB.

4. Smart auditorium established

5. Library automation developed

6. Library books updated

7. Three incubation centers have developed

8. Two Research collaborations started.

9. 23 MoUs completed with different colleges/academic bodies/academic institutions.

10. ICT infrastructure was developed. The total number of ICT-enabled classrooms reaches 14.

11. The creation of the new Kho Kho ground.

12. The rainwater harvesting system is renovated.

13. The college is accredited with ISO Certifications.

14. Many Faculty exchange programmes and internship programmes have been completed.

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 operational efficiency of the institutional bodies is successful and effective, as demonstrated by policies, administrative structure, rules and regulations for scheduling appointments and accessing services, protocols, and more. The College adheres to a structure of administrative hierarchy. The highest level consists of the President, who leads the Governing Body. Secretary of the Government, University Nominees, and Representatives of Teachers Representatives of Non-Teaching Staff and a Student Representative. The post of Principal is next in the hierarchy as the leader of the institution. The Principal makes all ultimate decisions. The college's IQAC oversees the college's quality assurance system. The organization upholds an institutional system for the improvement of both the staff and pupils is essential. The guidelines for service/promotion for teaching staff are adhered to accordingly. their individual G.O. numbers and eligibility requirements are following Guidelines and

policies on user-generated content. The Secretary of the Council
of Educators is appointed every year to oversee the academic
schedule and organize the tasks of daily management and functions.
The bursar, Head clerk, and accountants are crucial in the finance
management and administration of the organization. IQAC is in
charge of addressing the criteria of different academic and
administrative quality engagements. All committees play a vital
role. The purchase committee makes decisions and resolutions
before the purchase of anything. Appointments are made as per
Govt. norms. All teaching and non-teaching staff have to maintain
service rules, procedures, etc as per Govt. Order (GO).

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1474
Link to Organogram of the institution webpage	https://www.narajolerajcollege.ac.in/naac/page.aspx?page_id=1489
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

The organization has successful welfare policies for education and
training support to staff. The institution has implemented two

welfare initiatives: 1. Group Life Insurance Policy - Group Savings Linked Insurance for college faculty2. SSLI - designed for college staff who are not involved in teaching. Special leave facilities are permitted for professional development purposes and are accessible to staff members. Female employees have the opportunity to take advantage of this benefit. six months of maternity leave as mandated by the Government. Child Care Leave is given to many married female faculties as per Govt. norms and the Principal's judgment. Different kinds of leisure activity programs like Annual Festivals, Basonto Utsav, Teachers' Day, International Mother Language Day, and Rabindra Jayanti are arranged systematically. HRMS software is utilized for processing the employee's wages. Casual non-teaching staff receive a bonus during Durga Puja celebrations. Separately, the staff receives support from the College Fundas Salary Advance before starting of Govt. Salary after joining of newly appointed staff. Day care unit of the college has started. A green Audit Cell is formed. A yearly visiting tourism organized for all teaching and non-teaching staff.

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

05

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

16

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

8

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

The organization implements a Performance Appraisal System (PAS) for its full-time employees. The teaching staff has to keep it with them. Teachers have to write their arrival/departure and no of taken classes in the Self Appraisal Dairy along with the daily attendance register. These are regularly checked by the Principal. Every college professor possesses the Appraisal Diary which includes a personal schedule, class records, teaching performance in specific subjects, and documentation of examination responsibilities, etc.The leave Register and service book are maintained for leave account and service records.Student feedback system aids in evaluating the performance of faculty's performance. All teachers have to maintain the guidelines of UGC and Govt. of West Bengal.

File Description	Documents
Paste link for additional information	NIL
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

The organization performs both internal and external financial audits regularly. The institution conducts regular financial and academic audits. The College employs a teacher in the post of 'Bursar' from the senior teachers. The bursars serve as the internal auditor of the college. The bursar scrutinizes every financial document. After each financial year, the Bursar submits an annual Bursar report (summarizing income and expenses) to the Finance Committee and Governing Body for audit, encompassing all financial matters of the year along with observations, analysis, comments, and recommendations. Nevertheless, an external financial audit was not possible in 2022-23 as the Higher Education Department did not assign an auditor. An internal audit was performed. Suggestions of the Auditor are followed. Honesty, sincerity, and straightforwardness are the touchstones of responses. If there are any discrepancies in performance measurement and reporting data found then we have to identify the sources and causes of the discrepancies and necessary corrections to be done as per Auditor's suggestions as per Finance rule. All the tenders and utilization certificates are submitted to the

auditor. However, up to the last Audit, the institute did not face Audit objections. The institute always maintains aLeger Book, Account statements, Bills, and Asset register.

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

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)

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File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 organization implements these tactics to gather its funds and resources. The process of submitting project proposals to various agencies such as UGC, DBT, DST, UGC-DAE, and SERB is done systematically. The HOI encourages faculties to obtain research funds from government organizations and non-governmental organizationsfor their research projects. We frequently receive funding from stakeholders, non-governmental organizations, and individual philanthropists. Students are required to pay fees based on the regulations set by the university and government for both subsidized and self-funded courses. The State Government provides the College with a salary grant. A Finance Committee has been established to oversee and manage different types of expenses, both recurring and nonrecurring, to ensure the best possible use of funds. The Purchase Committee seeks quotes from vendors for buying computers, equipment, books, etc. The Finance and Purchase Committees review the quotes before making a final

decision. The Principal, Finance, and Purchase Committees, along with the Accounts Departmentmake sure that the spending stays within the approved budget. All the projects are carried out by following the tendering process. Projects with budgets exceeding Rs. 100,000/-must adhere to e-tendering. The bids are announced in newspapers as well as on the college website.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	View File

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

Along with the improvement in the quality of teaching and research by regular inputs to all concerned based on feedback from students,providing inputs for best practices in administration for efficient resource utilization and better services to students and staff, andproviding inputs for Academic and Administrative Audit and analysis of results for improvement, IQAC also made contribution in-

Completion of 26 numbers of Value Added Courses, Add-on Courses, and Certificate Courses

Establishment of an Innovation Hub for Mushroom Cultivation, LED bulb preparation and repair, and Preparation of household chemistry products.

Establishment of Skill Hub Centre of Tailoring and Beautician Course for girls

Establishment of a Placement Cell

26 Collaborations for research/faculty exchange/internship/ job training programs completed

23 MoUs have been made with different academic institutions/bodies for academic enhancement.

Green Audit and Energy Audit with ISO certification are completed

Renovation of rainwater harvesting system andthe establishment of tanks of water recharge, waste management system, day care unit, disabled friendly washroom, KHOKHO ground and playground.

Completion of different development programmes for villagers of adapted/UBA villages and school students under extension service

Development programmes for Tribal communities under extension service

Establishment of Govt. sponsored IPR Cell

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/iqac/
Upload any additional information	View File

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, structures & methodologies of operations, and learning outcomes at periodic intervals through IQAC set up as per norms and records the incremental improvement in various activities. The college website shows the academic calendar. Pieces of information are given on notice boards and WhatsApp Study Groups. Before the start of each session, revision and degradation of the teaching plans are made by the faculties. Regular updates are made about any recommended changes from the university. The IQAC has implemented a strong and consistent segregation framework to identify Slow & Advanced Learners (SAL). IQAC monitors the Continuous Internal Evaluation (CIE) of all departments of the college. The faculty conducts the Academic Self Appraisal. The academic audit is submitted to the University. Regular Departmental Committee and Academic Committee meetings review the implementation status of academic strategy and examine the output through result analysis. Along with this, the input received from students, faculty, and alumni feedback is thoroughly reviewed and action-taken reports are prepared. The suggestions gathered to examine institutional policies and academic regulations ways/methods/techniques/procedures/devices/systems to achieve a certain goal/objective.

File Description	Documents
Paste link for additional information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1493
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)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1490
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

1. Like the previous year, this year too, The Gender Equity Cell of the college organized awareness programs on Gender Equity among the students of our neighboring schools, A.L. Khan Girls' School and Mahendra Academy through lectures by our senior teachers on 8/4/23, 29/4/23, 6/5/23, and 13/5/23.
2. A Webinar was organized on 23.06.2023 on Indian "Women across the Legal and Entrepreneurial Axes", in collaboration with the Entrepreneurship Cell of the college to create awareness on the prospect of entrepreneurship in vibrant

Indian Entrepreneurship Ecosystem and also the legal protection of women from domestic violence.

3. A seminar and felicitation of Women Achievers was organized by the Dept. of Political Science on 11/03/2023 to celebrate International Women's Day. Lectures on "Prevention of Sexual Harassment at Workplace Act, 2013" and "Menace of Girl Child Marriage and Ways of combatting it" enkindled awareness among the participants about the reasons behind girl child marriage and menace of it and also about the legal measures against sexual Harassment at workplace.

4. The Equal Opportunity Cell of the institution celebrates religious, caste, and gender diversity within the institutional campus and removes barriers to material, cultural, and educational resources to the disadvantaged groups of society including SCs, STs, women, OBC (non-creamy layer), minorities and physically challenged persons.

5. Our well-trained Women's Football Team and Women's KHO-KHO teams are now taking part in different competitions organized by the University.

File Description	Documents
Annual gender sensitization action plan	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1455
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/iqac/page.aspx?page_id=1453

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	B. Any 3 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

1. A green Audit Cell is formed.
2. Red, Green, Blue colored 18 dustbins have been placed in different places in the college to collect plastic, electrical goods, etc. food parts, vegetables, etc., and animal waste, paper, etc., respectively.
3. In rural areas, there is no such mechanism for waste recycling. Solid wastes are collected regularly and emptied at a dumping ground very far from the locality.
4. Non-degradable solid waste like plastic, polythene, electrical goods, etc. is collected by local collectors who collect this freely and sell it for recycling. Sarberia Gram Panchayat will start garbage collection and recycling in August 2023. The college will complete a MoU with Sarberia Gram Panchayat to collect and recycle garbage.
5. Waste materials like papers, and exercise books are collected and sold out to the vendors.
6. Hulladek Recycling Private Limited collects e-waste like outdated computers, printers, etc to ensure their safe recycling. The college has a MoU with Hulladek Recycling Private Limited for E-waste management.
7. Toxic/hazardous/heavy metal wastes from the chemical laboratory are discharged into a 40-foot-deep underground double-layered pit within the campus.
8. Making of compost of Food waste and all kinds of organic waste is under process.

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	A. Any 4 or all 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**	A. Any 4 or All of 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 following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

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

A. Any 4 or all 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 cultural programs organized by the Cultural Sub-Committee, different Departments, and the Students' Council and performed by the students are veritable examples of seamless harmony arising out of different cultures. Programs like Bhasa Dibos (International Mother Language Day), International Human Rights

Day, Republic Day, Independence Day, Sidhu Kanhu Hul Divas, Teachers' Day, Nabin Baran Utsav (Freshers' Welcome), Annual Cultural Programme, Basanta Utsab (Spring Festival), Sharod Sammelan (Autumn Festival), Raksha Bandhan, Rabindra Jayanti, birth anniversaries of the eminent personalities like Ishwar Chandra Vidyasagar, Kshudiram Basu, Rishi Aurobindo, Dr. A.P.J. Abdul Kalam, Dr. Sarvepalli Radhakrishnan, National Science Day and others are observed in such a way in the college that students from different communities and cultures & linguistic groups get the opportunity to express their own culture. These programs generate awareness among students about the importance of tolerance, harmony, and fraternity, broaden their understanding of the national spirit, and instill ethical values in their young minds. As our institution is located in a rural area and most of the students are first-generation learners in college or represent socially and economically backward sections, there are disparities in knowledge resourcefulness among the students. All these cultural programs act as useful tools of socialization aiming at tolerance and harmony. At a physical level, select spots within the campus – for example, the boys' & girls' common room, sports ground, library, canteen, and tearoom – enable students and staff to overcome the barrier of language, religion, and culture.

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

Different Departments and Cells organize programs to sensitize the students and employees about the constitutional obligations, values, rights, duties, and responsibilities of citizens and create awareness among students and staff about constitutional sanctity. The birthday of Dr. B. R. Ambedkar is observed every year in our college to honor his pivotal role in shaping the Indian constitution. Department of Political Science takes part in the inter-college competitions on Youth Parliamentary Affairs conducted by the Higher Education Department, Govt. of West Bengal. Youth Parliament program, National Voters' Day, and Constitution Day are observed every year by the Dept. of Political Science, NCC, and Equal Opportunity Cell, respectively. The

inauguration of the Electoral Literacy Club on 4th June 2023 creates a platform to engage students through interesting activities and hands-on experience to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting. Moreover, students are made aware of their responsibilities as voters and responsible citizens through an electoral literacy campaign that ensures the registration drive for new voters. Besidesthis, one Value Added Course on "Human Rights Education" and one Certificate Course on "Indian Constitution & Polity" are offered by the Dept. of Political Science.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1454
Any other relevant information	https://www.narajolerajcollege.ac.in/page.aspx?page_id=1115

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	A. All 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	View File

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

Our institution celebrates national and international commemorative days throughout the year. Our Students' Council organizes many such programmes to generate awareness about our culture and history among stakeholders. Some of these programmes are listed below: National Youth Day on 12th January, Netaji Birthday on 23rd January, Republic Day on 26th January, International Mother Language Day on 21st February, International Women's Day on 8th March, Rabindra Jayanti on 9th May, World Environment Day on 5th June, International Yoga Day on 21st June, Hul Divas on 30th June, Independence Day on 15th August, Teachers' Day on 5th September, Birthday of Ishwar Chandra Vidyasagar on 26th September, Gandhi Jayanti on 2nd October, Birthday of Dr. A.P.J. Abdul Kalam on 15th October, Constitution Day (National Law Day) on 26th November, Birthday of Kshudiram Basu on 3rd December, Death Anniversary of Rishi Aurobindo on 5th December, Human Rights Day on 10th December etc. The institution also organizes events and festivals like Freshers' Welcome (Welcome programme for new students), Basanta Utsav (Spring Festival), Sharod Sammelon (PrePuja Festival), Saraswati Puja, Annual Cultural Programme etc. The academic departments also endeavour to represent the importance of commemorative historical events through the departmental wall magazines.

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.

1. The IPR Cell of Narajole Raj College is recognized and sponsored by the Department of Science and Technology and Biotechnology, Govt. of West Bengal in 2023. Narajole Raj College is the first college within affiliating Vidyasagar University to establish the Govt. of West Bengal-sponsored IPR Cell. The

significant achievement of the IPR cell is to conduct special surveys on the status of the Trademark & GI of the canvas artwork of the POTSHILPI (Canvas Painting Artists) at different villages like Sabang, Naya, and Narajole of Paschim Medinipur District. Workshops were organized to encourage the artists to achieve trademarks, and copyrights for their artistic works as well as application procedures.

2. Special emphasis has been given to the developmental activities for the Tribal Communities, and other awareness and academic programs in the neighborhood Schools of the adopted village. Training in computer knowledge, Basic English language, e-commerce, singing, dancing, drawing, etc for the students and youth of the Tribal Community are organized. The use of local medicinal plants, plantation of trees, child vaccination, cleanliness drive, nutritional survey, lectures on female foeticide and infanticide, child marriage, the importance of the Vedas/ Gita, constitutional Rights, duties, popular science, etc. were organized at schools.

File Description	Documents
Best practices in the Institutional website	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1457
Any other relevant information	https://www.narajolerajcollege.ac.in/iqac/page.aspx?page_id=1457

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

To safeguard the interest of first-generation learners and students hailing from financially backward families and socio-economically disadvantaged groups like tribal communities and women special in a primarily rural area, our college promotes awareness regarding the efficacy of higher education encompassing skill enhancement. We have adopted policies that employ both conventional teaching-learning methods and digital learning through the official Facebook page, WhatsApp groups; Official YouTube channels, G-Suite LMS, and online classes through G-Meet. Scholarships are regularly awarded to students to encourage their

learning potential. The Career development programs through the Counseling Cell and Placement Cell are also included. The institution has made an effort to impart transferable and life skills to the students and enhance their understanding of the expectations of the industry by introducing 26 Value-Added Courses, Add-on Courses, and Certificate Skill Development Courses for the Promotion of the Innovation Ecosystem. Training courses on Tailoring and Beautician, Mushroom Cultivation, and LED bulb making have been organized by the Skill Hub and Innovation Hub to enhance the skills of students, especially female students/local women, and to make them self-dependent. Several awareness programs and academic activities are organized regularly on the campus, in neighboring schools, and in adopted villages to uplift students and local people.

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 Initiatives:

1. More Value-Added Courses, Add-on Courses, and certificate courses in collaboration with institutes/academic bodies with national importance will be introduced in the next academic year as per the demand and requirement of students.

2. The internship /field activity & survey programs of students will be facilitated on a large scale by different departments.

3. Initiative will be taken to provide fellowships to meritorious and needy students from the college's fund.

4. Initiative will be taken to provide some seed money to faculty members for research.

5. Initiative will be taken to organize faculty development program and National level seminars on National Education Policy, Research Methodology, IPR awareness, etc.

6. The college will develop a gymnasium for its sports infrastructure development.

7. The college will increase community involvement by expanding its Extension Services in neighboring areas and collaborating with government agencies and bodies to facilitate mobilizations.

8. The Placement Cell will increase professional networks to conduct on-campus recruitment drives.

9. Library infrastructure will be improved by purchasing more books and journals as well as the launch of an e-library with remote access.

10. The College will promote the up-gradation of its ICT infrastructure.

11. The College will promote to extension of its building infrastructure.

12. Special emphasis will be given to introducing more PG courses, research center and vocational courses, and distance education.