



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

NAGAR COLLEGE

**VILLAGE AND POST- NAGAR, BLOCK AND P.S- KHARGRAM, SUB-DIVISION-
KANDI, DISTRICT- MURSHIDABAD, PIN-742159, STATE- WEST BENGAL,**

INDIA

742159

www.nagarcollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Khargram C.D. Block under Kandi Subdivision of Murshidabad District in West Bengal is a backward and retarded region in respect to education, culture and economy. Under this block at Nagar Village *late Sayed Ali Zaker* with a view to spread education founded *Nagar A.M. High School* along with a plan to set up a college. *Sayed Abdur Razzak* materialised his father's dream by dint of his personal venture as well as cooperation of common people and this college came into being on 18.08.1998 as a college under the University of Calcutta and migrated under the University of Kalyani in 1999. The college with 7 (seven) subjects in general course initially started in the adjacent Nagar A.M High School building with only **52 students**. At that time in January 1998 the said school donated **1.32 acres of** land to erect college building as its own. On 26.4.2000 College shifted to its own building.

In **2002** the college obtained permanent affiliation of University of Kalyani and was recognised by the UGC under section **2f & 12(B) in 2008**.

At present, student strength is **2,236** along with 14 full time teachers and 40 State Aided College Teachers. 15 subjects are taught in General Course out of which 11 subjects are taught in both Honours and General Course.

In our pursuit for development, we have obtained one by one our buildings, classrooms, Library, Laboratories, Gymnasium, Health Care Center, Canteen. During Covid-19 the teaching learning process in the college was supported by online classes, digital library and office service (both online and offline), which ensured the smooth functioning of the College.

We have tried our best to make ourselves ready to present the Self Study Report (SSR) for assessment and accreditation by the NAAC.

The *co-ordinator of IQAC, joint co-ordinators of NAAC, my office, my students, my Library and all staff of the college* have participated in this work with their best efforts.

We welcome the NAAC peer team to visit our college desirous of receiving their criticism/ suggestions in order to rectify ourselves as well as to determine our future course of action.

Vision

Our college is located in the interior rural area of one of the backward Community Development Blocks of West Bengal, where opportunity of pursuing higher education is limited. Hence, the vision of the College is to provide the best possible education to the interior rural communities, especially the economically challenged, encourage them to acquire knowledge and be life-long learners to achieve their ambition. The vision statement of Nagar College is "Disseminate the Light of Higher Education and Transform the Life of the Economically Challenged Community".

Mission

The college motto is “? ????? ?????? ??????” – “*A Abhaga Deshe Gyaner Aalok Aano*” (*Bring the light of knowledge in this unfortunate land*). Our mission is to provide sustainable quality education and imbibe ethics and values amongst the students so that they become responsible citizens. Most of the students are first generation learners and are marginalized and under privileged. It is our mission to make them self-dependent and enlightened in the era of globalisation.

The vision, mission and objectives are made known to the students and other stakeholders through:

- *College website*
- *College Magazine*
- *Students meeting*
- *Display in the college campus*

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college functions on a clearly stated vision and mission that lays great importance to inclusiveness of the socio-economically backward rural community predominantly catering to the first generation learners.
- A comprehensive action plan is implemented at the commencement of each academic session with preparation of academic calendar, class routines and teaching plans.
- The institution stresses upon the regular upgradation of the teaching and non-teaching staff by adapting latest technologies and encouraging them to participate in appropriate training programmes.
- The college has a pool of young, energetic and dynamic faculty and non- teaching staff.
- Faculty of the college, who are members of the *Board of Studies* (Under Graduate Level), University of Kalyani take feedback from the institution and forward them at the *Board of Studies* meeting regarding change of curriculum and examination, if required.
- The institution has a Library with 4,205 titles and 14,005 copies of books as on 08.12.2021 and internet access facilities.
- The National Service Scheme unit of the college plays an active role in the all-round development of students.
- Institution has a Student Welfare Fund which provides special financial aid to economically challenged pupils.
- The College has an Employee’s Credit Co- Operate Society Limited for financing the employees in their crisis moment.
- College has a Boys’ Common Room with the facilities of indoor games.
- The college has a Study Center under Netaji Subhas Open University to cater UG and PG Level education on distance mode.
- Healthy work culture and strong student-teacher relationship exist within the campus. The College maintains a transparent admission system.
- Health Care Centre
- Health Scheme for teaching staff.
- Students' and Faculty Reading Rooms.
- Cycle Garage for Students and Staff.
- Green and clean campus.

Institutional Weakness

- The institution faces the problem of inadequate number of Teaching and Non-Teaching staff.
- There is a dearth of adequate number of classrooms and departmental rooms.
- Poor socio-economic background restraints the students from attending regular classes.
- The college has no provision for professional and vocational courses.
- Sports facilities are inadequate in the college.
- Due to the geographical location of the college in a rural interior area, the scope for diversified job opportunities is absent.
- Due to lack of education of most parents/ guardians, suggestions/feedback from them related to academics is difficult to obtain.
- Inaccessible location of the college and inconvenience of transport leads to low attendance in class and participatory activities. The average student teacher ratio is 43:1 which is below the standard value.
- No Boys and Girls Hostel and Staff Quarter.

Institutional Opportunity

- There is scope for introduction of more subjects at Under Graduate Honours and General level.
- There is opportunity for introducing distance courses.
- There is possibility for infrastructural development through grant-in-aid of State Government as well as financial assistance and various schemes of University Grants Commission.
- There is scope of conducting multi-disciplinary research.
- Initiative can be taken for opening skill based courses.
- Expand NSS activities
- There is a possibility for extension of community service activities in the neighbouring villages in collaboration with NGOs. There is scope for expanding the extra-curricular activities in the college.
- Digital Library.

Institutional Challenge

- Being an affiliated college, the college plays no role in upgradation of syllabi, curriculum design & development. It is a challenge to the faculty to cater to the needs of the students in an innovative way.
- To encourage students to pursue higher studies and research.
- To upgrade and achieve quality development of higher education in keeping with the modern trends and present needs of the students.
- To maintain a harmony between the traditional educational values and modernisation for building a sustainable and creative education system in the college.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Nagar College is affiliated to the University of Kalyani, Nadia, West Bengal and hence offers academic programme in 15 Subjects out of which 11 subjects are taught in both Honours and General Courses following the prescribed UG curriculum of the aforesaid University. Situated in one of the backward C.D. Blocks

(Khargram) of Murshidabad District it caters typically to the socio-economically backward/ minority students giving them an opportunity to pursue higher studies.

Although the faculty doesn't contribute in the designing of the syllabus, they contribute immensely in introducing the students to their courses, teaching, and revision of the syllabus. In spite of lacking flexibility in course designing, there is a culture of academic freedom for introducing innovations in teaching-learning process to achieve the institutional vision and mission. The Choice Based Credit System, implemented from 2018, provides flexibility in choice of subjects.

The following aspects are worthy of mention:

- The institution adheres strictly to the Academic Calendar (prepared following the Academic calendar of the University of Kalyani) and Master Routine which is prepared at the commencement of the session and notified to the students. The respective departments prepare the departmental routine, teaching schedule and lesson plan accordingly.
- There is provision of Government & private scholarships for socio-economically weaker/ Minority, SC/ST/OBC along with other meritorious students. The institution provides necessary help to avail such scholarships.
- The syllabus of various subjects integrates cross cutting issues such as gender, human values, ethics, environment and sustainability.
- The students' academic progress is monitored by adopting the strategy of incessant internal evaluation, seminars, project work, unit test, half yearly and semester examinations.
- The students have an opportunity to learn through 'Fieldwork'.
- At the end of each session the institution obtains a feedback from the students.

Teaching-learning and Evaluation

The Institution has a substantial number of students from socially weaker sections of society pursuing UG. Once admitted to college, an orientation programme is held on the first day of the college in every department. At first they are addressed by the Principal of the college about the college system, learning environment and the opportunities available for the students to explore through learning. Later, the students are oriented towards the discipline, syllabus components, the learning process and program outcomes by their respective department. The institution focuses on imparting education through the specific syllabus of the affiliated University with a student-centric approach.

The college aims to provide students the scope of experiential and participative learning to enhance their learning experiences. For instance, in Semester I the students of the Honours and Programme Course have to complete a Project work based on environment problem in AECC- ENVS. Laboratory based Practical classes are held in Geography, Mathematics and Computer application Departments with hands-on training. Students' participation in Grievance Cell, Governing Body of the College, Cultural Committee and Sports Committee is a momentous step taken by the Institution to involve the students in the decision-making process and administration of the College which helps to develop leadership quality of the student.

Teachers incorporate traditional teaching methods along with modern teaching aids. The faculty prepares lecture plans and also preserves a weekly log of what actually is taught/ executed in the classroom.

In combination with traditional technique of teaching, the faculty members are integrating the IT enabled learning tools to make the students acquainted with the modern learning processes. The college persuades the faculty members to participate in various workshops & training programmes on technology-based teaching and learning process to acquire the basic skills of ICT.

The institution has a transparent assessment process in terms of frequency and mode. In the Teachers' Council meetings, the faculty members are directed to ensure effective implementation of the evaluation process of the students.

Based on the result published by university the students are assessed and the course outcomes are measured.

Research, Innovations and Extension

Nagar College has given all the facilities to the teachers to involve themselves in research activities and the major and minor research projects. They are also encouraged to conduct seminars and workshops and to publish papers in different journals and edited volumes with ISBN. Beyond the syllabus and university examination the teachers also involve themselves in different extensional activities so as to fulfill their responsibility and sensitize students to social issues and their holistic development. The students are encouraged to participate in various extensional activities and social works through the NSS and various committees.

Infrastructure and Learning Resources

Nagar College has 30 classrooms in the main building along with annex building, out of which 7 class rooms have been converted to smart classrooms with white board and overhead projectors and one virtual classroom. The college has four well maintain laboratories viz. Mathematics-1, Geography-2, Computer Science-1. A rich library with 4208 titles and 14029 copies of books help the students to achieve their goals. Nagar College has a good infrastructure for sports and games with a big playground and a modern gymnasium and an open stage for cultural activities. This infrastructure provides a healthy environment and good physical facilities to the students.

Student Support and Progression

Nagar College has taken all the initiative so that 95% of the students can avail the benefit of scholarships provided by the Government. The college has also taken initiatives for capacity building and soft skill enhancement by providing computer training, workshop on Communicative English and facilities of playground, gymnasium and ICT classrooms. The Career Counseling Cell of the college organised programmes to guide the students regarding career opportunities. Grievance Redressal Cell and Anti-raging Cell of Nagar College look after the grievances of students including sexual harassment and ragging cases. Around 50% of the Honours students pursue higher education and a few students qualify NET/SET. The students actively participate in various decision making bodies of the college viz. the Governing Body,

Cultural, Sports, Library and Magazine Committee. Though the Alumni Association is yet not registered, the members of the Alumni offers extensive support and are connected by means of Facebook and WhatsApp.

Governance, Leadership and Management

The College motto “A Abhaga Deshe Gyaner Aalok Aano “ (Bring the light of knowledge in this unfortunate land) is the guiding principle in perspective plan and action towards attaining the mission of imparting sustainable quality education and inculcate environmental, ethical ,and democratic consciousness among the students . With this aim the college has upgraded digital resource facilities related to the admission process and upgrading classroom with projectors and white boards. An activity successfully implicated in the college based on perspective plan may be mentioned the newly constructed Students Health Care Centre. The college functions smoothly following the University of Kalyani Statute and the Government of West Bengal orders and guidelines. The College has a Cooperative Society, Teachers’ Council and various Committees to look after the welfare of the staff. The college encourages teachers to attain various Professional Development Programs and the appraisal system is governed by UGC-CAS guideline. The external Audits of the college are conducted by West Bengal Government Auditors. The IQAC took the initiative for the departmental academic audit and the feedback system. Finally, two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are (i) Departmental Academic Review and Implementation of ICT for all departments and (ii) Review of virtual medium during Covid-19 and Implementation of innovative learning.

Institutional Values and Best Practices

Nagar College has taken initiatives to promote gender equity by providing a safe and secured environment and separate common room for boys and girls. The College also solves the problems arising from gender discrimination by counseling through women cell and Grievance Redressal Cell.

Again, Nagar College arranges various programmes to sensitise the students on gender equity to make them aware about their duties and responsibilities to society and country. The College also organises programmes to inculcate values among the students. The College has also taken steps to create a healthy environment in the locality by proper management of waste products. Two best practices followed in the campus of Nagar College to fulfill its duties and responsibility to the society and also to the people of the country are - (i) Women Empowerment and (ii) Environment friendly campus.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NAGAR COLLEGE
Address	Village and Post- Nagar, Block and P.S- Khargram, Sub-division- Kandi, District- Murshidabad, Pin-742159, State- West Bengal, India
City	Nagar
State	West Bengal
Pin	742159
Website	www.nagarcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Sudipta Sau	03484-279076	9800304531	-	nagarcollege.naac@gmail.com
IQAC / CIQA coordinator	Ananya Sarkar	03484-	7044726935	-	iqac@nagarcollege.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	18-08-1998

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
West Bengal	University of Kalyani	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	27-10-2008	View Document
12B of UGC	27-10-2008	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Village and Post- Nagar, Block and P.S- Khargram, Sub-division- Kandi, District- Murshidabad, Pin-742159, State- West Bengal, India	Rural	1.32	1791.31

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arabic	36	HS or Equivalent	English + Bengali	39	30
UG	BA,Bengali	36	HS or Equivalent	Bengali	103	60
UG	BA,Economics	36	HS or Equivalent	English + Bengali	60	2
UG	BA,English	36	HS or Equivalent	English	56	37
UG	BA,Education	36	HS or Equivalent	English + Bengali	50	19
UG	BA,Geography	36	HS or Equivalent	English + Bengali	56	43
UG	BA,History	36	HS or Equivalent	English + Bengali	80	40
UG	BSc,Mathematics	36	HS or Equivalent	English + Bengali	37	12
UG	BA,Philosophy	36	HS or Equivalent	English + Bengali	56	17
UG	BA,Political Science	36	HS or Equivalent	English + Bengali	48	15
UG	BA,Sanskrit	36	HS or Equivalent	Sanskrit	39	5
UG	BA,Physical Education	36	HS or Equivalent	English + Bengali	80	64
UG	BSc,Physics	36	HS or Equivalent	English	30	8
UG	BSc,Statistics	36	HS or Equivalent	English	50	1
UG	BSc,Computer Science	36	HS or Equivalent	English	60	8

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				15			
Recruited	1	0	0	1	0	0	0	0	9	4	0	13
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	12	2	0	14
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	2	0	4
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	1	0	0	0	0	0	5	1	0	7
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	31	9	0	40

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	522	0	0	0	522
	Female	716	0	0	0	716
	Others	0	0	0	0	0
Certificate / Awareness	Male	98	0	0	0	98
	Female	117	0	0	0	117
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	69	107	93	78
	Female	51	85	88	57
	Others	0	0	0	0
ST	Male	3	0	5	0
	Female	2	0	2	1
	Others	0	0	0	0
OBC	Male	154	159	174	210
	Female	227	228	200	206
	Others	0	0	0	0
General	Male	189	192	197	199
	Female	246	254	251	231
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		941	1025	1010	982

1. Multidisciplinary/interdisciplinary:	<p>As Nagar College is an institution under the rules and regulations under University of Kalyani and is not an autonomous college, so it has no opportunity to modify the syllabus and course structure in the Undergraduate level. Therefore there is no option of multidisciplinary studies for the students. But there is option for interdisciplinary studies. A student coming from science in Higher Secondary can opt one of Mathematics/Geography/Economics as Honours. In CBCS System a student can choose one from Physics/Statistics/Mathematics/Computer Science/ Geography/Economics as Generic Elective in 1st and 2nd Semester in the appropriate case and the student can change their subject and again can choose another one from the above mentioned subjects in the previous case. Similarly the students coming from Arts stream in Higher Secondary can take any one subject from Bengali/ English/ Political Science/ Philosophy/ Arabic/ History/Sanskrit as Honours and one of the above subjects as GE in 1st and 2nd Semester along with Physical education and Education in the appropriate case. Similarly they can change their GE in the 3rd and 4th Semester and again choose another from the above subjects as GE as in the previous appropriate case. The students coming from the Science stream in Higher Secondary can take any three from Physics/Statistics/Mathematics/Computer Science/ Geography/Economics for B.Sc. Programme Course and the students coming from the Arts stream in Higher Secondary can take any two from Bengali/ English/ Political Science/ Philosophy/ Arabic/ History/Sanskrit/ Physical Education/ Education.</p>
2. Academic bank of credits (ABC):	<p>Academic Bank of Credit is totally related to our affiliating university – University of Kalyani. But till date our university has not made any communication about its implementation.</p>
3. Skill development:	<p>Nagar College has started Computer Literacy Course for all the students. It is a certificate course of six months duration where the course offers both theory and practical classes. The study material is supplied to the students from college. After completing the course the students have to appear in an examination conducted by the college and on the basis of which the certificate is issued by the college. The aim of the course is to develop the knowledge of computer and</p>

	<p>the skill to handle the computer among the students so that in future they can use this knowledge in theory and practical for their study purpose. The college also arranged a two days workshop on Communicative English on 21/03/2017 and 22/03/17. The certificates were issued to the students who joined the workshop. The aim of the workshop is to develop the skill in speaking and writing in English which is essential for the students in the higher study and in their service life. Beside this it is also proposed to arrange a workshop on Communicative Arabic for the willing students in future. The Geography department has arranged: 1) 5 days' on line hands on training programme on Data analysis using MS Excel for research in social science on and from 17/08/2020 to 21/08/2020. 2) 7 days' online GIS Training Programme using QGIS SOFTWARE V.3.14 Pie on and from 24/08/2020 to 30 / 08/2020</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	N.A
5. Focus on Outcome based education (OBE):	<p>Nagar College Arranged a Computer Literacy Course for all the students. It is a certificate course of six months duration where the course offers both theory and practical classes. The study material is supplied to the students from college. After completing the course the students have to appear in an examination conducted by the college and on the basis of which the certificate is issued by the college. The certificate acts as the document of experience of the students which is very useful in their future lives. The goal of the course is to make the awareness about the computer among the students and to develop the skill of the handling the compute machine.</p>
6. Distance education/online education:	<p>There is no online education system in Nagar College. Nagar College is the study center of Netaji Subhash Open University where students can avail undergraduate and post-graduate courses in distance education method. In undergraduate level the following subject is offered: BLIS. And, the following subjects are offered in post-graduation course: M.A. in Bengali, English, ELT, Pol .Sc., Social work, Pub. Administration, History and education, M.com, M.Sc., (Math), MLIS, Co-Operation Journalism and Mass Communication, Public Relations and Adveritiing. The students both</p>

from inside and outside of the college can take admission in this distance education. The study materials are supplied to the students from college office of NSOU Study Centre.

NAAC

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
93	84	84	78	78
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
31	28	28	26	26

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1723	1668	1672	1894	1768
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
612	612	612	612	612

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
285	196	225	231	2208
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	12	12	12
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
16	16	16	16	16
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 30

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
7.77	25.03	23.22	98.3	95.08

4.3

Number of Computers

Response: 138

4.4

Total number of computers in the campus for academic purpose

Response: 105

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Nagar College is affiliated to the University of Kalyani, Nadia, West Bengal and consequently follows the prescribed curriculum of the aforesaid University. One faculty of our college is member of the Undergraduate Board of Studies of the affiliating University who is involved in framing of the Undergraduate syllabi.

The Institution plays no direct role in the development of the curriculum framed by the University. However, Dr. Satarupa Dasgupta, Assistant Professor of the Department of Geography is a member of the Board of Studies and she plays a significant role in providing the students', teachers' and stakeholders' feedback.

The college prepares the **Academic and Activity Calendar** at the commencement of each session following the University framed Academic Calendar while the respective departments prepare the Departmental Teaching Schedule and lesson plan accordingly. The Academic and Activity Calendar are published in the brochure and since 2015 it is uploaded on the college website. The **curriculum distribution, teaching schedule and allotment of classes** are prepared by the respective departments. The effective implementation of the curriculum involves the following phases:-

- **Stage I:** The curriculum distribution is done in the respective departmental meetings held at the beginning of each session. The distribution of syllabus is based on the faculty expertise and their area of interest by the respective departmental head as delegated by IQAC.
- **Stage II:** Well ahead of each session the Routine Committee frames a central routine. It is then distributed to the respective departments and finally the departmental heads allot the classes among the faculty members checking the requirement of the number of lectures to be delivered.
- **Stage III:** The teachers are asked to prepare the teaching plan over their allotted portion of the syllabus according to which the classes are scheduled. The teaching schedule including allotment of the classes is recorded in the '**Teacher's Diary**'. Students also record the topics taught in the class in their '**Almanac**' provided by the college.

A "**Teacher's Diary**" has been prepared by the IQAC since **2014-2015** academic session which helps the faculty to record their classes, plan and manage the implementation of the academic calendar effectively. Similarly '**Almanac**' introduced during 2018-2019 for students helps them to record their classes and topics taught in the class.

At the end of the academic session, teachers are required to submit the diary to the IQAC. The IQAC monitors the successful implementation of the teaching plans, and this is further verified and substantiated

through student feedback. Based on this feedback the teachers are asked to modify and improve their teaching techniques.

It is the policy of the institution to allow teachers to participate in Refresher Courses and Orientation Programmes whenever required so that the teachers can upgrade and improve their teaching skills and practices.

The various departments of the college also organize seminars, inter-collegiate special lectures and inter-departmental lectures to effectively translate the curriculum into reality.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

At the initiation of the academic year, the Institution prepares and publishes the 'Academic calendar' comprising the pertinent information regarding the teaching-learning schedule (college working days), various socio-cultural events to be organized, holidays, internal examination dates, semester examination etc. The academic calendar is prepared so that teachers and students are aware of all the college activities regarding continuous internal evaluation process and it is also published on the college website and displayed on the College notice board.

The students' academic progress is supervised recurrently by adopting the strategy of incessant internal evaluation, seminars, project work, unit test and semester examinations. The internal assessments are reviewed by the respective departments frequently. For the smooth implementation of Internal Assessment Process, an Examination committee is framed at the college level at the commencement of each academic session. Respective department sends/uploads the assessment marks to the University/University portal about the students who appear for the examination.

Every department has to submit the plan of the annual academic activities at the commencement of the session. In addition, the internal audit system by the IQAC ensures the fulfillment of the task.

The process is as follows:

- **Teacher:** Each and every faculty plans the teaching and evaluation schedule. The type and schedule of internal evaluation is pre-planned in consultation with the heads of the departments.
- **Head of the Department:** The Head of the department assembles the academic plans submitted by the faculty members of the department and the Continuous Internal Evaluation in particular at both the internal as well as the University level. Then the Departmental Activity calendar is forwarded to the IQAC.
- **IQAC:** The IQAC compiles the inputs received from the various departments and an all-inclusive

plan is prepared and uploaded on the college website to make the stakeholders aware of the Continuous Internal Evaluation of every department in the college as well as to get feedback from them.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 48.39

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

Response: 15

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

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 2**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response: 10.01****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
455	0	0	0	418

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

The syllabus of English Literature integrates crosscutting issues relevant to gender and human values. The tragedies included in the syllabus speak of individual responsibility, the epics, like *The Iliad* gives the message of humanity, Gray's "Elegy" teaches one to live a decent life, Conrad's *Heart of Darkness* throws

light on the dark side of colonialism and Rao's *Untouchable Spring* is the voice of the downtrodden Dalits. Wollstonecraft's *A Vindication* included in the 5th Sem (H) syllabus, was one of the first texts voicing the rights of a Woman. The syllabus of ENGH-HCC-T11 focuses on Women's issues like Devi's "Draupadi" and Debi's "Amar Jibanin". ENGH-H-GE-T4 syllabus centers exclusively on Women and Empowerment in Contemporary India with topics for discussion on Patriarchy, Women's Movement in India, Women and Law, Women and Environment, Female voices and Dalit Feminism.

The concept of human values is incorporated in the syllabus of Bengali literature of the 13th and 18th Century notably consisting of narratives of *Mangal Kabya* and a Ballad named *MoymonsinghaGitika* (BENG-H-CC-T-1). Also representation of gender in Bengali literature is a significant part of the course taught through Rassundari Devi's autobiography 'Amar Jiban' (My Life) known as the first published autobiography in Bengali literature, (BENG-H-CC-T-7), which portrays the transformation of rural Bengal through the gender lens.

Contemporary issues like Environment and Sustainability are incorporated into the curriculum of **Geography Honours and Programme Course of the UG syllabus**. Here, in 4th Semester Honours course, the students learn various issues of environmental sustainability, climate change and its impact, air pollution and the policies undertaken during the various Earth Summits. Likewise in 4th Semester Honours General Elective (GE) paper, topics relating to sustainability are addressed. Through these topics, students tend to develop positive attitudes towards environmental conservation and appreciation for nature.

In History, gender issues are perceived in the curriculum of Semester VI through the patriarchal lens and it addresses the paradigm shift with the introduction of western education and social reformers' activities.

In Economics, Environmental economics, a sub-field of economics concerned with environmental issues is part of the syllabus. It has become a widely studied subject due to growing environmental concerns in the twenty-first century. Environmental economics undertakes theoretical or empirical studies of the economic effects of national or local environmental policies around the world. Particular issues include the costs and benefits of alternative environmental policies to deal with air pollution, water quality, toxic substances, solid waste and global warming.

Similarly, in Philosophy, concept of ethics or moral philosophy- its nature, virtue, notion etc are covered in the syllabus of PHIL-H-CC-T-06 and PHIL-H-CC-T-07. The **Honours** (Semester VI, Paper Code – PHIL-H-DSE-T-03) and **Programme** (Semester V, Paper Code - PHIL-G-GE-T-1) course syllabus of Philosophy includes "Environmental Ethics" and "Discrimination: Gender, class and caste".

An attempt is made to make the students understand the sustainable use of our natural surrounding with a holistic approach through the Environmental Science paper, which is a part of the AECC taught in Semester I.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years**Response:** 1.85**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	1	1	1	1

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 4.88**1.3.3.1 Number of students undertaking project work/field work / internships****Response:** 84

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni****Response:** A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 77.07

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
971	1051	1141	981	1120

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1407	1357	1357	1357	1357

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 58.37

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
294	361	399	299	433

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

2.2 Catering to Student Diversity

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

Response:

Once admitted to college, an orientation programme is held on the first day of the college in every department. Initially they are addressed by the Principal of the college about the college system, learning environment and the opportunities available for the students to explore through learning. Subsequently, the students are oriented towards the discipline, syllabus components, and the learning process and program outcomes by their respective department.

During the course of learning slow and fast learners are identified by the respective departments by class tests and internal assessment in Sem-I.

Initiatives taken by the Departments for slow learners are as follows:

- Slow learners are always encouraged to clear their doubts if any. They are free to approach the faculty during their free time to get their doubts clear.
- Remedial classes are conducted for them.
- They are even allowed to read and borrow books from the Departmental Seminar Library.
- Even, the Department requests the College Central Library to issue extra books to them as and when required.

Initiatives taken by the Departments for advanced learners are as follows:

- They are motivated in achieving higher goals. Students who stand first in their respective discipline are awarded by the college.
- The advanced learners are encouraged to participate in workshops/ hands-on-training programme/ conferences.
- Guidance is provided to them for competitive exams
- The advanced learners are given the opportunity to help their fellow classmates who are slow learners.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)**Response:** 123.07

File Description	Document
Any additional information	View Document

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****Response:**

The institution focuses on imparting education through the specific syllabus of the affiliated University with a student centric approach. The college aims to provide students the scope of experiential and participative learning to enhance their learning experiences as enumerated below:

(i) In Semester I the students of the Honours and Programme Course have to complete a Project work based on environment problem in AECC- ENVS.

(ii) Laboratory based Practical classes in Geography, Mathematics and Computer application Departments with hands-on training.

(iii) Field Survey are organized by the Department of Geography as per the old syllabus of B.A./ B.Sc. Part III (Honours), B.A./ B.Sc. Part II (General), CBCS- Geography (Honours): Semester IV, Semester V, Semester VI. This helps the students to develop their research skills.

(iv) Seminar Presentation are organized by some Departments to motivate the students through participatory learning which helps the students to be confident and develop their oral and communication skills.

(v) Engaging students in Public Awareness programmes organized by the NSS unit of the Institution is a common practice. This helps the students to inculcate a sense of responsibility towards the society.

(vi) Encouraging students to participate in courses organized by other institutions and universities, for instance the students of the Department of Geography of the 2019-20 batch had participated and completed the hands on training programme on Q GIS- a GIS course successfully from the University of Bangalore. This has helped the students to understand the scope of the discipline that they are studying and understand its applicability.

(vii) Participation of students in Grievance Cell, IQAC, the Governing Body of the College, Cultural Committee and Sports Committee is a significant step taken by the Institution to involve the students in the decision making process and administration of the College which helps to develop leadership quality of the students.

(viii) Encouraging students to develop their soft skills through the computer literacy programme

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

In combination with chalk and talk technique of teaching, the faculty members are integrating the IT enabled learning tools to give an exposure to the students, connect them to the available online information sources, providing them with active in-class and out-class learning environments. Eight (8) Classrooms are fully furnished with LCD projectors and sound system in addition to one (1) virtual class room.

The college had tried to facilitate the faculty members by encouraging teachers to participate in various workshops & training programmes on technology based teaching and learning process. The faculty members have been co-operative and enthusiastic in learning the new skills of ICT which has helped the Institution to introduce ICT enabled tools for effective teaching-learning.

The faculty members feel that the practice of ICT enabled tools endorses dynamic and appealing lesson for students, improve students' learning ability, empowers students to express their thoughts better, helps to expand students' knowledge, build their confidence and help them to communicate and participate in the class effectively.

The aim of the Institution is to create organized learning process for effective teaching and make online resources accessible to students for advanced learning.

File Description	Document
Upload any additional information	View Document

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

Response: 287.17

2.3.3.1 Number of mentors

Response: 6

File Description	Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 80

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 28.1

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	3	3

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

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

Response: 6.29

2.4.3.1 Total experience of full-time teachers

Response: 88

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The institution has a transparent and vigorous assessment process in terms of frequency and mode.

In the Teachers' Council meetings the faculty members are directed to ensure effective implementation of the evaluation process of the students. Internal assessment dates are fixed as well. The departments are free to select their procedure of assessment.

To ensure transparency in internal assessment process, the system and date of internal assessment is communicated with the students ahead of the assessment dates.

Various departments have their own mode of evaluation which is made through Class Tests, Open Book Test, Book Reviews, Preparation of reference list, Assignments Submission, Group Presentations, Field Work, Project Work and Seminar Presentations.

In the three year degree course the college conducted Half-yearly and Selection Tests in addition to class tests. With the commencement of CBCS, Internal Class tests are conducted as per the time table given in the academic calendar. The weightage for the class tests varies as per the respective faculty. The performance of the students is communicated to the students. Special attention is given to the poor performing students.

In some departments topics are given by their respective teachers to the students to prepare for presentation.

For a transparent and robust system of internal assessment, the following mechanisms are conducted :

- Formation of Examination Committee in the Institution annually at the beginning of the academic session for smooth conduction of the college examinations.
- Fixing of Examination/ Submission of assignment/ Submission of project work dates.
- Setting of Question Paper.
- Examination
- Display of Result online/ offline
- Communication with students regarding their internal assessment.

This system of internal assessment helps the educators to evaluate their students more aptly. Owing to the internal assessment, the attention of the student towards learning and their attendance in the classes have also increased.

File Description	Document
Link for additional information	View Document

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

Response:

A transparent, time-bound and well-organized method is being followed in dealing with internal examination related grievances.

Subsequently after the internal assessment test, the answer scripts are distributed among the respective faculty members for evaluation. The faculty members evaluate the papers within two weeks of conduction of the class test. The evaluated answer scripts are shown to students in their respective class and faculty undertakes individual grievances from the student on the paper if any.

At the end of the semester the marks of the class tests are calculated and notified to the students which are submitted to the affiliated University. If any inconsistencies are conveyed by the students, then they are resolved by the faculty immediately.

In the semester-I internal evaluations of the ENVS project is conducted by the respective faculty. The evaluation procedure is designed based on criteria such as- significance of the problem formulated, analysis, presentation and field analysis.

The faculty member evaluates home assignments based on the submission within the appropriate time, lucidity and skillfulness. The evaluated assignments are returned to students thus upholding the transparency of the marks allocated and resolve grievances if any.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students:

1. The attributes of the CBCS system are described to the first semester students at the commencement of the programme/ entry level.
2. On the first day of the class the Departmental teachers introduce the subject to the students through an orientation class.
3. Learning Outcomes of the Programs and Courses are observed and measured periodically through class tests, home assignments, book reviews, preparation of bibliography as per module/ course
4. Copy of curriculum syllabus and learning outcomes of programmes and courses are uploaded on the Institution website periodically.

5. The significance of the learning outcomes are communicated to the faculty members in every IQAC/ Teacher's Council Meeting.
6. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through interactive meetings/ group discussion.
7. Demonstration of conceptual understanding in the core areas of the discipline.
8. Use of basic laboratory equipment (used in Department of Geography, Mathematics and Computer Application) precisely and effectively in order to conduct measurements, and analyze and interpret the results, including a quantitative understanding.
9. Locate existing scientific research relevant to a given topic, and evaluate its significance.
10. Communicate the results of scientific work effectively, making use of clear and well organized writing and presentation skills.

File Description	Document
Paste link for Additional information	View Document

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

Response:

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes are mentioned below:

The Program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.

Direct methods involve direct examinations or assessment of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams, home assignment.

At the end of each semester, university conducts examinations. Based on the result published by university the students are assessed and the course outcomes are measured.

Assignments are given to students in some module. The students are asked to submit their assignments.

The internal tests are conducted per semester for the following purposes:

To ensure that students have achieved desired level of competencies at module level.

To evaluate, whether corresponding COs are achieved or not. According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment

level of the specific CO of the subject.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 90.08

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
285	196	225	231	208

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
336	196	260	268	224

File Description	Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.38

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 341000

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	140000	0	201000

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 2.99

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	1

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
15	13	13	13	13

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document
Paste link to funding agency website	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 23

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	1	0	1	1

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.47

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 1.17**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	0	5	0	5

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:****Response:**

Nagar College since the time of its establishment has been serving the learners belonging mostly to the under developed remote area of the Murshidabad District . Most of the students come from the economically challenged family with first generation learners.

The College carries out several extension activities in the neighborhood communities in terms of sensitizing students to social issues and holistic development .

The College has its own NSS unit through which the students of different departments are actively involved in this extension activities.

Several extension activities are conducted by the college itself and through its NSS unit which are as follows :

- 1.NSS organises an awareness programme on World Population Day in collaboration with Khargram Hospital on 11th July every year.
- 2.NSS organises “International Literacy Day” on 8 September to increase the awareness of the local people about education through a road show .
- 3.NSS organised an awareness programme on HIV/AIDS in the collaboration with Red Ribbon Club and Khargram Hospital.
- 4.NSS organised a seminar on “SAVE THE GIRL CHILD” in collaboration with CINI, Murshidabad.

- 5.NSS organised “Thalassemia awareness and testing” programme in collaboration with BERHAMPUR MEDICAL COLLEGE.
- 6.NSS organises “ Safe Drive Save Life” programme in collaboration with Khargram police
- 7.The College organises a programme named “ Clean your Environment” through its NSS unit where the students along with the teachers take part in cleaning the rural roads and the locality to make the local people understand about the importance of clean and pollution free environment .

Impact:

- Rate of students’ admission here increased.
- After ‘Clean Your Environment’ programme it is observed that shopkeepers take special care to keep roadside neat and clean.
- Students show interest to render voluntary services to their respective areas under leadership of the Nagar College.
- Eagerness for Thalassemia test to some extent increased among the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 2

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 42

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	8	11	8	10

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**Response:** 5.74**3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	100	100	100

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years****Response:** 0**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 5

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - 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.

Response:

Classrooms and teaching-learning facilities :

Nagar College has sufficient numbers of classrooms with modern facilities. It has two buildings with a total number of 30 classrooms. Out of those 8 class rooms have been converted to smart classrooms with a whiteboard and overhead projectors and 1 virtual classroom.

The students can enjoy ICT enabled teaching methods through these smart classrooms.

Library facilities :

The college has a rich library, fully computerized, containing 4208 titles and 14029 copies of books, some of which are very rare in different subjects like Bengali, English, History etc.

The students can borrow the books from the library according to their needs, they are also given full freedom to take the books apart from their own subjects for multidisciplinary reading.

The college library has a reading room with sufficient number of computers each having internet connections for the use of the students. It is attached with the library for which the students can enjoy the reading of the rare books sitting in that room.

The library also provides the following journals, and magazines in different subjects:

Dept of Mathematics : 1) Calcutta Mathematical Society Journal .

Department of Geography : 1) National Geographic Magazine

2) Environ

3) Down to Earth

Department of Bengali : 1) Krittibas 2) Anustup 3) Korok sahitya Potrika

Department of English: 1) Indian Literature

Department of Economics: 1) Economic and Political weekly

Department of Political Science: 1) Third Concept

Multidisciplinary: 1) Oitijjo – The Heritage

Departmental library : Each department has departmental library which contains the essential books and text books for the subject. The head of the department (Geography) maintains a register for giving the books to the students from departmental library. Most of the books in departmental library come from the specimen copy given to the teachers by different publishers.

Laboratory Facilities : The college has three laboratories

One for Mathematics , one for Geography and one for computer science.

Mathematics Department has total number of 10 computers for study of numerical Analysis and computer science .

Geography Department has a rich laboratory with 20 computers with printer and scanner . The department also has various instruments viz. theodolite, dumpy level with levelling staff, prismatic compass with ranging rod, tripod stand etc. It also has necessary topographical maps, satellite imageries, aerial photos and other maps along with a Globe. A well arranged light-trace table is also available.

Computer Science Department has 20 computers with printers and scanners for the study of computer science .

The college campus has free Wi- fi facility for all departments Staff and Students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Response:

The college uses the playground of the neighbouring School for sports. The College has a gymnasium and an open stage for cultural programmes. Given below in details:

Playground:

When the School donated land for the Construction of the College, it was decided that the College will use the Playground with an area of 80 X 65 meters for playing football , cricket, volleyball , badminton etc. In this playground the college organises Annual Sports every year where the students take part in different solo and group events like sprinting, High jump, Long jump, Javelin throw etc. There is also a ground of 36 X 26 meters on the side of the pond where the students and teachers play badminton and volleyball.

Gymnasium Facilities :

The college has a rich gymnasium with an area of 37 X 25 ft and different instruments like,

1. Commercial 10(4+6) station heavy duty multi gym (Indian)
2. Smith machine with bench
3. Butterfly Heavy Duty
4. Olympic weight bench
5. Ladder sit up bench
6. Weight rod,
7. Barbell
8. Weight belt
9. Weight Machine

Cultural Activities:

Previously the cultural competitions were held in the SZA HALL and the Annual Social was held on a temporary stage. In 2020-21 a open stage was constructed for cultural activities.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 30

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 44.9

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
3.73202	9.80756	10.97702	55.30096	32.08118

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

Local Area Network (LAN) connection exists including WiFi throughout the library premises. Users are able to connect the laptop as well as their own devices through the library network. The Library is automated with KOHA library management software since 2017. The web OPAC searching facilities are available through the internet world wide which provides names of a repository of Books for teaching learning process. Digital facilities of the library like INFLIBNET - NLIST (subscribed since 2015) provides students and faculty articles and e-books. It is in the process of being fully automated in order to become one of the most modern academic libraries in a rural area.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.13

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

2020-21	2019-20	2018-19	2017-18	2016-17
.05900	.26260	1.40214	3.27250	.67193

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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

Response: 2.59

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

Response: 45

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has enough IT facilities which are updated frequently. The College has been well decorated with three laboratories containing sufficient number of computers with modern configurations and software. There are several desktop computers and laptops along with different software used by different departments and office staff. These computers are used by the teachers and the students on a regular basis for teaching-learning process. The college has its own College Automation system for the smooth running of admission, online fees payment (separate android app) and other official work connected with teaching-learning process.

The college is Wi-Fi enabled campus.

The College has LAN facilities extended to all sectors including the office, library, Departmental Staff Rooms, ICT Rooms, Principal's Chamber, Reading Room, Seminar Hall, Laboratories, IQAC Room, Students' Health Room etc. Apart from these, Printing and Scanning facilities are also available in the college along with uninterrupted power backup.

The college library is fully automated with KOHA software version 20.11. There are well equipped computers with internet connections in the library for teachers and students to search books.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 16.41

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 39.47

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

2020-21	2019-20	2018-19	2017-18	2016-17
4.04	15.22	12.24	15.28	15.47

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

Response:

System and Procedures for maintaining laboratory:

Nagar College has four well maintained laboratories (Math-1, Geography-2, Computer Science- 1). In all cases the students are accompanied with their respective teacher.

System and Procedures for maintaining library:

Each honours course and programme course student borrow 2 books at a time . Books are lent for a period of 15 days. The same book can be renewed again after the above period. Maximum 15 books can be issued to a teacher. Availability of books can be searched by computer .

System and procedures for maintaining sports campus :

The playground of the academic complex comprises with Nagar High Primary School, Nagar A.M. High School and Nagar College. It is supervised and maintained by the Heads of those Institutions and the NSS volunteers, students of Physical Education Department under leadership of NSS programme officer and teachers of Physical Education Department in order to keep it fit for conducting sports smoothly.

System and procedures of maintaining computers :

The computers in the college used by the students , teachers and office staffs are maintained and serviced by a local computer service centre .

Whenever problems occur in any system the said concern is contacted and repairing or replacing or refilling service are done .

System and procedures of maintaining class rooms :

The departmental Heads in general supervise the matter whether classrooms are friendly towards taking classes. If problems are noticed then they bring it to the Knowledge of the principal. The Principal by using

his mechanism solves it.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 65.38

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
1361	1776	1429	678	357

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: E. None of the above

File Description	Document
Institutional data in prescribed format	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.13

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	5	1	1

File Description	Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 10.18

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 29

File Description	Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 6.92

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) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	2	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
34	42	15	16	12

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 4

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	1	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

The students of Nagar College actively participate in various decision making bodies of the college. The students' representation in various administrative, co-curricular and extracurricular activities is described below:

- The student scoring the highest marks in the B.A./B.Sc. Honours/General/Programme Course Part I/Semester I is selected as the students' representative in the highest decision making committee, the Governing Body of the college. This students' representative take part in the decision making of the Governing Body.
- There are also students' representatives in the cultural, sports, library and magazine committee of the college and they actively engage themselves in the meetings and activities of these committees.
- The students' representatives of the cultural committee of the college engage themselves in the Freshers' Welcome and the annual Cultural Programme organized by the college.
- The students' representatives of the sports committee work side by side with the sports instructors and guide the students concerning golden opportunities for unveiling their skills and talents at intra-collegiate, district level and university events.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	5	5	5

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

The Alumni Association of Nagar College offers extensive support to students and the institution and work for the welfare of the institution. The details are as follows:

- The annual meeting of the Alumni Association is organized by all the departments of the college. In these meetings the members of the Alumni Association are invited to deliver short and valuable speeches motivating the students to go for higher studies and finding means for job opportunities.
- The members of the Alumni Association actively assist and guide the candidates and their parents during the admission process every year.
- The members of the Alumni Association are connected by means of the social media, like Facebook and WhatsApp, to share views, opinions and information and work together for the welfare of the college.
- The process of registration of the Alumni Association is in progress.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

The vision statement of Nagar College is “Disseminate the Light of Higher Education and Transform the Life of the Economically Challenged Community”. Nagar College is committed to transform its vision into reality in its governance, policies and perspective plans.

The management and governance of Nagar College, based on participation of the teachers in the decision-making bodies of the college, establishes an environment in tune with the vision and the mission of the college. The college motto “? ????? ???? ?????? ???? ???” – “*A Abhaga Deshe Gyaner Aalok Aano*” (*Bring the light of knowledge in this unfortunate land*) is the guiding principle in perspective plans and actions towards attaining the following mission:

- To spread the light of higher education among the students of the socio-economically backward rural community.
- To impart sustainable quality education.
- To inculcate ethical and democratic consciousness among the students so that they become responsible citizens.
- To engage the students in different cultural activities, games and sports and community extension activities.
- To emphasize on environment friendly practices on college campus and its surrounding area for a harmonious relationship between humankind and nature.

Perspective plans toward accomplishing the vision and mission of Nagar College:

- Taking up need based proposals so that the students especially coming from the economically challenged background get Government’s financial assistance.
- Upgrading digital resource facilities, particularly related to the admission process.
- Upgrading classrooms with Projectors and transforming a few into ICT classrooms.
- Upgrading the Geography Lab, Computer Lab and Mathematics Lab with new equipments.
- Completion of the four-storied building and facilitating the use of new laboratories and seminar halls for advanced teaching and learning process.
- Setting up a digital library.
- Strengthening relationships with important stakeholders for placement opportunities and career counselling and guidance.
- Spreading awareness about health, hygiene and ecology among all stakeholders by arranging various programs.
- Re-inventing practices and setting up facilities for a sustainable environment.
- Installing the facility of gym with modern equipments.
- Construction of girls’ common room in the college premises is in progress.

In addition to their teaching responsibilities, the teachers of Nagar College participate in governance

and management of the college following the Government orders and rules and the University of Kalyani Statute:

- As teacher representatives in the Governing Body and also as members of different committees framed by the Governing Body, viz Finance Committee, Purchase Committee, Library Committee, Planning Committee and NSS Advisory Committee.
- As the bursar and coordinators in various academic bodies.
- As teacher representatives in different fields prescribed by the Higher Education Department.
- As conveners and members of several committees of the Teacher's council.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The Institution has a Cultural Sub-Committee which organises the cultural programmes throughout the year, such as Annual Social, Cultural competitions, Birth and Death Anniversary of Rabindranath Tagore and Kazi Nazrul Islam, Teachers' Day, International Mother Tongue Day etc. The functioning of the Cultural Sub-Committee follow a decentralized method and participation from all sectors as enumerated below:

- The Principal of the college is the Chairman of the Committee.
- This Committee includes members from all sectors of the college.
- The Secretary of the Committee comes from the teaching faculty who calls the meeting of the Cultural Sub-Committee for fair organization of different cultural activities.
- In the meeting, the duties are distributed among the teachers, non-teaching staff and the student volunteers trying to involve as much as possible heads in the programme.
- In the cultural competitions there are different events, like song (Rabindrasangeet, Nazrul Geeti, folk and contemporary), dance (Rabindra Nritya, Classical, Folk, Music & theme based and contemporary), drama, play reading/srutinatok, extempore, elocution/speech, poetry recitation etc. The performance of the participants is judged by the teaching faculty experts in the corresponding events. On the basis of the judgement the participants are ranked 1st, 2nd & 3rd and they are selected for prize for their best performance.
- The Cultural Sub-Committee also suggests the names of the celebrity performers for the Annual Social programme. The duties of welcoming, warm reception and arrangement for organized performance of celebrities are distributed among the members of the committee under the supervision of the Chairman and the Secretary.

In this way, the Cultural Sub-Committee tries to involve the participants from all sectors of the college and the aim is to explore the hidden talent in the students, teaching and non-teaching staff in the field of art and

culture apart from the academics and administration.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

One activity successfully implemented based on the perspective plan laid out in 2017 is the newly constructed Students' Healthcare Center. The construction of this new Healthcare Center is an example of careful deliberation and strategic planning undertaken in the last five years. The initial stages of the project entailed months of strategic planning before the foundation stone of the building was laid in 2018.

- The new academic block has been constructed with a balanced approach and with careful consideration of the ecosystem of the college. Utmost care was taken for minimum disturbance to the surrounding area.
- The Health Care was finally ready for health checkup in 2020.

File Description	Document
Upload any additional information	View Document

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

Response:

The Governing Body of the college is at the top of the management system. The Principal is the Secretary of the Governing Body. IQAC Coordinator, Teachers' Council Secretary, Head of the Departments and Head Clerk are directly under the Principal. The IQAC Coordinator along with the Principal looks after the qualitative aspect of the teaching-learning process of the college. The Departmental teachers get instruction from the head of the respective department for the execution of action plans.

The Organogram of Nagar College is given in details below:

- The Governing Body of Nagar College, headed by the President provides direction to the administration, finances, development and quality assurance of the college. The Bursar is also appointed by the GB upon recommendation by the Principal to look into the financial matters of the

college.

- The Principal has the responsibility to supervise and manage the overall functioning of the college. The Principal is also the ex-officio chairperson of the Teachers' Council and other statutory committees framed by the Governing Body.
- The Teachers' Council is headed by the Teachers' Council Secretary who regulate decisions related to academics.
- The Heads of the Departments along with the other teachers of the respective departments work as a team under the guidance of the Principal to accomplish the academic and co-curricular requirements of the departments.
- The Bursar and the Principal in consultation with the GB manages the matters related to finance and financial audit of the college. The Bursar also ensures effective utilization of funds available for college purposes.
- The Librarian supervises the library assistants and attendants in maintaining the upkeep of the library. The librarian also works in consultation with the Library Committee in upgrading the academic resources and facilities in the library.
- The IQAC of the college plays a vital role in assessing and assuring quality in the teaching-learning and evaluation process. The IQAC conducts the annual internal academic audit of departments to monitor and ensure quality education in the college. Workshops, Seminars and special lectures are conducted under the guidance of IQAC.
- The Office Staff of the college is characterized by a regulatory structure, with positions according to the State Government rules. The decisions are executed through the Principal, who is assisted by officers from the administration and the accounts section. The caretaker cum electrician oversees the maintenance of the infrastructure and the working of cleaning staff and gardener.

File Description	Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: D. 1 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Nagar College has the following welfare measures for the teaching and non-teaching staff:

- The college organizes health camps to provide free health check-up and instill awareness about important health issues such as women's health and mental well-being.
- The Principal of our college provides consultation to staff to address mental stress and other related issues.
- Salaries of both the teaching and non-teaching staff are disbursed on the last working day of every month, and reimbursements of allowances are processed in a timely manner.
- The college has the Credit Cooperative Society Limited to provide financial assistance to the staff at a reasonable interest rate. It helps the employees for their contingency needs.
- Nagar College provides a healthy and clean work environment instrumental in enhancing productivity at work. Facilities such as well-furnished and spacious staff rooms, administrative office and departmental rooms serve as important working space outside the classrooms.
- A reading room equipped with computers with internet and printer facilities is available in the library to access e-resources. Full time teachers, SACTs and non-teaching staffs are entitled to issuance of fifteen, seven and five books in their names respectively.
- Seminars, conferences, workshops and special lectures are organized by Nagar College at state and national levels for faculty enrichment and nurturing a thriving academic environment.
- We have an active and committed Teachers' Council to look after the welfare of the teachers.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 21.43

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	4	0	2

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Performance appraisal system for teaching staff at Nagar College is governed by UGC-Career Advancement Scheme (CAS) guidelines.

Appraisal for the teaching staff:

- Appraisal for teaching staff is based on the Performance Based Appraisal Scheme (PBAS) proforma submitted by faculty seeking for promotion. The PBAS proforma details individual teachers' teaching-learning and evaluation related activities; research and academic contributions; administrative support and contribution in extra- and co-curricular activities as had been detailed in UGC-CAS guidelines. The appraisal/ screening cum evaluation committee, appointed by the Governing Body scrutinizes the proforma based on the UGC CAS guidelines and recommends the same for promotion.

Appraisal for the non-teaching staff:

The non-teaching staff at Nagar College comprises a diverse support staff which functions as the backbone of the college. This includes the administrative and accounts staff, the laboratory staff and the library staff.

- The performance of the non-teaching staff is reported in the Annual Report of the college by the Principal. Apart from this the IQAC evaluates the performance of the laboratory staff which ensures the smooth functioning of the laboratories.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Nagar College conducts internal audit of the college books of accounts for every financial year. The Bursar, Head Clerk, Accountant and Cashier of the college meticulously audit the finance related documents for all transactions. It is an audit of balance sheet, general fund income and expenditure, and receipt and payment account.

External audits are conducted by West Bengal Government auditors.

The last audit of books of accounts was done for the financial year 2019-20 by the West Bengal Government appointed auditors. Objections and questions of any kind during the audit were promptly

addressed by presenting relevant documents to the auditors. Every effort was put in to maintain transparency in the financial records, and also to record corresponding documents of every financial transaction. No adverse report has been made till date by the external auditor.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Nagar College received last fund from the UGC in 2016-17 and from the West Bengal Government it still receives funds. Funds are also generated from certain components of students' fees and add-on courses.

For infrastructural development of the college, the Principal in consultation with the GB and the committees framed by the GB take responsibility for the mobilization of funds and the optimal utilization of resources. Various meetings are held in the sub-committees and the action plans are chalked out which are finally passed in the GB meetings. For example, in the Annex Building, a spacious room with dining table and chairs is marked as the College Canteen with the approval of the GB.

For efficient and optimum utilization of resources available, related to academic development and development about co-curricular & extra-curricular activities, the conveners of Teachers' Council committees and Heads of the Departments are asked to provide their requirements at the beginning of the session. This is to ensure timely and routine maintenance and upgradation of laboratories, library, computing facilities, classrooms, and equipment and other facilities. According to the requirements submitted by Conveners of the committees and departmental heads, a budget is prepared and submitted to

the Principal through the IQAC for approval. All financial documents and bills are processed by the accounts section, the bursar and the Principal. Thus the entire process of the optimal utilization of funds follows a transparent and democratic mechanism.

File Description	Document
Upload any additional information	View Document

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

Response:

Two practices institutionalized at Nagar College as a result of IQAC initiatives are:

1. Departmental Academic Audit
2. Feedback System

1. Departmental Academic Audit: The IQAC took the initiative for **Departmental Academic Audit** primarily to take account of teaching-learning processes in all disciplines and to institutionalize documentation and record-keeping of all academic matters of every department. The internal academic audit is conducted by academic coordinators every semester which is finally submitted at the end of a session. This fulfills the target of IQAC, i.e. quality assurance in teaching-learning process. The Audit Team evaluates the following procedures which are maintained in the teaching-learning process:

- The documents related to syllabus distribution, selection of topics to be taught, timely distribution of departmental routine following the master routine, submission of lesson plan and conformity report of curriculum delivery as per the schedule and entrusting of responsibilities for various departmental activities in departmental meetings.
- Teaching methodology and use of ICT facilities.
- Documents of internal assessment, steps taken to assist slow learners, and analysis of the results of annual/semester end examinations.
- The teacher-student mentoring programme, which provides a meaningful platform for engaging with students and addressing their concerns.
- Management of the laboratories.
- Documentation of Departmental Activities (Seminars, workshops, invited lectures, etc.)
- Documentation of faculty achievements (paper presentation/participation in faculty development courses and publications).

2. Feedback system: The IQAC at Nagar College has implemented a feedback system for students and other stakeholders based on institutional parameters such as infrastructure and facilities, curriculum delivery and pedagogy, discipline and environment, staff and support, and so on.

- The feedback system plays a vital role in the progression of the college as it allows for self-

examination and improvement.

The feedback submitted through online are analyzed, and measures are taken for improvement and redressal. They function as the stimulant for up-gradation of teaching-learning processes, developments in infrastructural facilities, skill-enhancement and professional development of the staff and enrichment of students. The online feedback system at Nagar College provides an effective and self-evaluation mechanism which is essential to promote and enhance quality education and the overall development of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are:

- Departmental Academic Review & Implementation of ICT for all departments.
- Review of virtual medium during Covid-19 and Implementation of innovative learning.

Departmental Academic Review & Implementation of ICT for all departments:

The college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes and based on that review a few teaching-learning reforms are implemented by means of the Annual Departmental Audit, an evaluation is made regarding the fulfillment of institutional parameters of planning, execution and record-keeping of teaching practices, curricular, and co-curricular activities. All the departments follow the initiatives of the IQAC, viz. timely distribution of class routine, course completion according to lesson plan, academic and extracurricular work delegation within the department, use of Teachers' Diary, analysis of end-semester examination results, and so on.

Review of learning-outcome takes place by evaluating students' interactions in classroom, participation in extracurricular activities, and their performance in internal assessment and final semester examination. Every department presents a report of students' academic performance at the audit meeting. The IQAC also reviews and regulates the practices of evaluation of students, conducted through internal assessments like tests, assignments, presentations and projects.

With the need for advance learning, the IQAC made facility for experimental teaching-learning process by implementing ICT for all subjects. In 2016-2017 the college had one permanent ICT room only for Department of Geography and one for seminar and other programmes. Since 2017-2018, a common virtual class room was made ready for all departments. Thereafter since 2020-2021, the institution has Eight ICT rooms and one virtual classroom.

Review of virtual medium during Covid-19 and Implementation of innovative learning:

During Covid-19, the teaching-learning process was initially supported by telephonic conference which was later upgraded by a number of virtual platforms viz. Discord, Google Classrooms, Google Meet and Zoom cloud. For interaction between students and teachers, creating departmental groups, sharing study materials, link for video lectures, evaluating assignments and University examination papers (scanned PDF) etc. WhatsApp and various other apps were used.

The college library is fully automated with the KOHA software since 2017 and online catalogue facility is provided by means of this software. Digital facilities of the library, like INFLIBNET- NLIST (subscribed since 2015), which the Nagar College library had even before the break of pandemic, provided a repository of articles and e-books for teaching-learning process.

After a review of the entire process of teaching-learning, the following reforms were implemented by the IQAC:

- To complement curriculum learning with experiential learning, webinars were held in the Departments of English, Bengali, Arabic, Political Science, History, Economics, Sanskrit, Philosophy and Physical Education.
- The Department of Geography organised two effective online training programs during pandemic.
- The Library of Nagar College uploaded a number of copyright free documents for teachers and students alike. Further, a digital question bank was created and published in the library website.
- The publications of the college were also digitized and published in the library website during the pandemic.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - 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 last five years.

Response:

Gender sensitisation is a basic requirement to address the sensitive needs of a particular gender. It helps us to examine our personal attitudes and beliefs and question the prejudices. The positive thoughts on gender issues will enable the future generation to practice gender equity. Gender issues can be sensitised in campus through various activities like debates, discussion, seminars, providing facilities such as safety, security, counselling, common room etc.

Safety and security: The College is sensitive enough to ensure the safety and security of the female students and the female staff. Security personnel have been appointed to ensure the maximum security within the campus. Besides, there is a lady attendant in the college to help and assist the female students and staff, solving their problems.

The college has built up separate toilets for boys and girls.

The college has a Women Cell to look into the anti-sexual harassment cases and the committee includes members from teaching and non-teaching staff. Flexes, banners are displayed in the campus pointing out the legal steps and punishment for sexual harassment. Each and every year the college celebrates World Women's Day by organising seminar on gender equality, fight against gender discrimination and women empowerment.

There is also a Grievance and Redressal Cell in order to make out and solve any grievance arising on the part of the students in general.

Counselling : Counselling is the activity of a counsellor or of a professional who counsels the people specially on personal problems and difficulties or choosing carrier etc. In Nagar College the teachers usually counsel the students specially the female students and the students who come from the background of 1st generation learners and economically challenged family of the society. All the teachers of the college function as counsellors to detect and resolve any crisis and problem faced by the students .

Apart from this there is a Career Counselling sub-Committee in the college in order to guide and counsel the students to choose their career after graduation.

This committee makes several arrangement to encourage the students to move forward and keep on the main track.

This committee also counsels the girls for continuation of study, for preventing early marriage and for meeting up disturbance and disputes in in-laws' house.

Common Room : The College is well furnished with separate common rooms for male and female

students . There are several arrangements provided in the common rooms.

The girls' common room is prohibited for boys.

In both the common rooms there are several arrangements of indoor games, like carom, ludo, chess etc. where the students can relax and pass their free time with the friends.

In these ways, the college shows gender sensitivity in providing the facilities such as safety and security, counselling and common room.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

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

Response:

Solid waste management

Solid wastes are scavenged regularly by the sweepers. They use to sweep the garbage with brooms baskets etc. A separate place is arranged to keep the solid waste materials.

A number of people have been appointed locally to keep the campus clean. The dried leaves, unwanted sapling and grasses are removed to make the college campus clean and healthy.

The toilets of the college are cleaned regularly.

Liquid waste management: Not Applicable

Biomedical waste management : Not Applicable

E-waste management :

The college has a specified room for dumping E-wastes. The old and defective computers, printers, UPS, monitors, scanners, mice, desk jet printers, blank cartridges, CDs etc. are kept there.

Waste recycling system : Not Applicable

Hazardous chemicals and radioactive waste management: Not Applicable

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell / Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways

4. Ban on use of Plastic
5. landscaping with trees and plants

Response: A. Any 4 or All of the above

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certificates of the awards received	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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 500 words).

Response:

Nagar College is a higher educational institute situated at the remote place of one of the under developed districts of West Bengal where most of the students come from the minority section with a background of economically challenged and first generation learners. The values of inclusion is practiced at multiple levels including its admission policy which encourages the admission of the

students from diverse culture .

The institute has various scholarships and schemes to encourage inclusion and diversity.

The institute itself does not celebrate any religious ceremony like Saraswati Puja to maintain its secular point of view but it gives the chance to all students to celebrate their own religious festivals, like Dolyatra, Holi, Eid, X-Mas etc. by giving additional holidays from Principal's discretion.

The institute protects and celebrates cultural, regional, linguistics, communal, socio economic diversities among students by organising educational programmes and different social activities from N.S.S. unit of the college.

The N.S.S. unit of the college celebrates different national and international days and arrange the lectures and workshops to create awareness about the importance of the girl child and their education, the harmfulness of the early marriage of the girls , awareness about the diseases like HIV/AIDS, COVID 19, etc. and also about the common problems of the rural and border areas.

Besides the academic curriculum, the institute arranges annual cultural competitions to explore the talents of the students in the cultural sphere like dancing, singing, drama, recitation etc .

The institute publishes printed magazines and hand decorated wall magazine where the students can publish their stories, poetry, etc to explore their creative talent.

The institute encourages linguistics diversity by giving the students the opportunities to study the different languages in Hons and programme courses, like Bengali, English, Arabic, Sanskrit in under graduate level.

The institute also arranges different programmes, like seminars, webinars workshop etc on the history and development of the above languages .

Remedial classes are also arranged for the weaker students from all sections who need additional help in different subjects .

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

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Nagar College is committed to educate the students as constitutionally aware citizens sensitized to their fundamental rights and duties. Various programmes and activities are organised by the institute through different departments and its own N.S.S. units. The Political Science Department of the college also organizes programs on Electoral Literacy in collaboration with B.D.O.

The N.S.S. unit of the college observes the important national days like Republic Day, Independence Day etc. through different programmes and lectures. The students of the college participate in these programmes to increase the public awareness about the constitutional rights and duties.

The N.S.S. unit organises programmes, like Swachh Bharat Avijan in the locality to create public awareness about the plastic free, clean and green environment. The students of different departments, the teachers along with the Principal of the college participated in the programme and rally in the locality.

The N.S.S. unit of Nagar College also arranges the Blood Donation Camp to collect the blood of different groups where the students and the teachers donate the blood and this is supplied to blood bank of Govt. of West Bengal to be used for critical patients. This type of programmes create awareness about the duties of the students for the society following the constitutional rights.

The Nagar College participated in the greenery competition arranged by the Govt. of India for healthy environment and won the 1st prize in the competition.

The institute supports and prepares the students to participate in Youth Parliament Competition in the district. Through this programme the institute tries to make the students aware about the parliamentary procedures and the rights and duties which are followed by an ideal citizen.

In the Youth Parliament Competition Nagar College often wins the prize. The head of the department of Political Science is in the charge of this event.

File Description	Document
Any other relevant information	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: D. 1 of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Nagar College organises national festivals and birth / death anniversaries of selected great Indian personalities .

National festivals celebrated in the institution :

1. Republic Day – 26th January every year
2. Independence Day - 15th August every year

The birth / death anniversaries of great Indian personalities celebrated in the institution :

1. National Youth Day – 12th January every year (Swami Vivekananda's Birth Day)
2. Rabindra Jayanti – 8th /9th May every year (Kobiguru Rabindranath Tagore's Birth Day)
3. Teachers' Day – 5th September every year (The Birth Day of Dr. Sarbopalli Radhakrishnan)
4. 22nd Srabon - 22nd day of month Srabana every year (Death anniversaries of Kobiguru Rabindranath Tagore)

File Description	Document
Geotagged photographs of some of the events	View Document

7.2 Best Practices

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

Response:

BEST PRACTICE: A. ENVIRONMENT FRIENDLY CAMPUS

1. Title of the practice : ENVIRONMENT FRIENDLY CAMPUS

2.The objective of the practice : The main objective of this practice is to remain environmental conscious in our everyday life. Our college is situated in a rural area and in the lap of nature in a green landscape. But in everyday practice we experience that all activities taking place in our surroundings are not environment friendly.

We are gradually going away from our original character of mind, culture, and philosophy. Hence, within our small and limited area of workplace we want to establish the altar of goddess nature and worship her by imparting environmental values in the minds of our students and staff.

3. The Context :

As environmental degradation has become a great threat to the society there is need for awareness. It is not at all true that environment does not take its revenge for the unscientific, crazy, ill motivated deeds. It pays its returns not to any singular person, but to the whole community. Thinking of the future we need to take steps to fight against environmental degradation. So, we have tried to make our college such a place where only environmentally positive practices will be followed.

4.The Practice :

We have prescribed every positive practice in our list. Our intention is to make the students and the staff of the college aware about the healthy environment. The following list is not very long but we try to implement all the points in the list in our campus:

- The entire college campus is “NO SMOKING ZONE”
- The College campus is plastic free zone.
- Every year we plant saplings of many trees to make college greener.
- Rain water harvesting system.
- Ground Water Recharge System
- We have flower garden for beautification of our campus.
- We have converted the total lighting system into LED tubes and bulbs.
- We shall start solar energy production within a few years.
- Our NSS students make the ventures of cleaning the roads and the surroundings of the college along with the teachers and staff.
- Most of our students and staff ride bicycles and public transport while to and fro the college.
- We have separate rooms to collect E-waste.

5. Evidence of success :

- All staff have left the habit of smoking in the Campus.
- We have almost driven out plastic from our college.
- Our campus is a huge store house of oxygen. The trees transform CO₂ into organic carbon and oxygen.
- We try to make our campus clean collecting garbage systematically. Flowergarden causes a soothing effect on our eyes and creates a proper mood of learning.
- We have replaced all our lamps to LED tubes and bulbs.
- We emphasise on walking on foot and public transport while making journey

6. Problems encountered and Resources required:

- A major problem encountered in implementing this practice was to change the mindset of the people associated with our college. Environment, like the earth, cannot place its demand. It is the

people who use the environment can pollute or keep it pure. It is the repeated effort of a few teachers and students who continuously try to improve the environment.

- Resources are of two types: Human resource and physical resource. Human resource is more important than physical resource. If we can make our students properly aware about the environmental aspects, we believe that all the people associated with this institution will be bound to keep with us.

We are trying to build an environmentally sustainable culture in our institution so that most of the functions will be done spontaneously when no command will be required .

BEST PRACTICE: B. WOMEN EMPOWERMENT

1. Title of practice : WOMEN EMPOWERMENT

2. Objectives of the practice :

Empowerment includes the action of raising the status of women through education, raising awareness, literacy and training. Women's empowerment is all about equipping and permitting women to make life determining decisions encountering the different problems in society . The main objective of this practice is to educate and train the girls in curricular and extra-curricular activities coming from different rural areas adjacent to the college thereby imparting knowledge and leadership nature in them.

3. Context :

Since inception Nagar College gives education mostly to the first generation learners as the college is situated in the rural area and the students come from the different remote areas where specially the girl students are repressed and marginalized. They are also in socio-economically backward position. They are deprived of education and all of that.

Again, most of the girl students of the college are found to be reserved, shy, introvert, and non-communicative. They do not want to participate in most of the activities of the college owing to their excessive shyness. These habits impede in their social, emotional, intellectual development thereby narrowing their wider aspects of the society and the nation.

4. The practice :

- The teachers have changed their methodologies of teaching by making and including the girl students in academic issues more and more. The college has built up separate common room for the girls to give them space and freedom .
- The College has a committee to look into anti-sexual harassment cases. The college has a cell to counsel the girls for continuation of study, for preventing early marriage and for meeting up disturbance and disputes in the in-laws' house.
- The college encourages the girl students for involving them in KANYASREE venture as directed by the Govt. of West Bengal.
- The College has its own cultural committee through which the college arranges different cultural activities every year where the girl students are encouraged to participate in those cultural activities, like singing, dancing etc.

- In the annual sports the college arranges separate events for girls and the girl students are encouraged to participate in different events like 100 meter run, 200 meter run etc.
- The college celebrates World Women's Day every year by organising seminars on gender equity or against gender discrimination or women empowerment.

5. Evidence of Success:

The initiatives taken and implemented by the college has influenced and changed the perspectives and outlook of the girls thereby improving and motivating them a lot:

- During the last five academic years the number of girl students has increased.
- The girl students have done well in the examination. In some subjects like Mathematics Honours and English Honours the highest marks are obtained by girl students. They have also achieved excellence in other proficiencies.
- The girl students of the college have performed well in the cultural competition and annual sports arranged by the college.
- The girls have learnt to live by their own coming out from the social stereotypes. They have achieved the quality of leadership.

6. Problems encountered and Resources required:

To implement the practice, initially the college had to face and encounter many problems as mentioned below:

- Inadequacy and lack of experience to find out the way out of the situations which arose while implementing the practice.
- The girls themselves had hesitated to come out from the conservative family background.
- Girl students coming from weaker socio-economic backgrounds need more spatio-temporal contract to be handled and empowered.

File Description	Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

In 1998, Nagar College was created to cater to the needs of higher education of an extensive area.

From the first day Nagar College has been strictly following the vision of extending education to the first-

generation learners focusing on the economically challenged and backward group of people and with the motto of empowering the students belonging to those categories giving opportunities to them to stand on their feet for uplifting the socio-economic standard of the society.

Steps taken to fulfil the visions are as follows:

Nagar College started its journey in 1998 with general course in seven subjects. The local students used to come to the college to achieve the degree in general course. But Nagar College was successful to extend its vision to make the local people aware about the importance of higher education and bright future with the Honours degree.

Subsequently, the needs of the students gradually increased and to fulfill their demand the college started the Honours courses and at present the college successfully runs Honours courses in thirteen subjects along with programme /general courses in B.A./B.Sc. stream.

Maximum number of students come from the economically challenged family. They need a graduation degree. A student of Honours stream has to read the core of the subject with huge syllabus. But the students coming from very poor family have not much time to spend for study as they have to take part in the earning process of the family. They are not in an economical condition to take tuitions or to attend the class regularly. But they are badly in need of a university degree to attain the eligibility for a job, a status and an educated person.

The students belonging to the economically challenged groups are entitled to get scholarships from West Bengal Govt in different schemes. The college gives all effort so that the students get the scholarships.

The college introduces computer literacy course for all the students from the vision of giving the primary knowledge of computer because in the present scenario of socio-economic status knowledge in computer is essential for every student to get a satisfactory job.

The college has introduced physical education in under graduate level to make our students fit for sports and games and to prepare mindset for adopting jobs that require physical fitness more than intellectual capabilities.

The college also arranged a Workshop on Communicative English to develop the skills of the students regarding conversation in English which is the gateway to the world for international learning and communication.

The college also has a rich library to provide the requirement of books and digital facilities.

The college has a Career Counselling Cell which gives the students information and make them aware regarding jobs and opportunities.

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

NAAAC

5. CONCLUSION

Additional Information :

Our goal in near future:

Apart from the information provided in SSR for NAAC visit we would like to mention the following issues which will be implemented in our college very shortly:

1. Separate building for Arts and Science
2. New subjects will be introduced shortly like: Honours in Physics and Statistics, Programme course in Chemistry, Zoology, Botany, Post-graduation under Kalyani University/Murshidabad University in Bengali and History.
3. New teachers will be appointed through College Service Commission recommendation for Post-graduation course and newly introduced Honours and Programme course.
4. Improvement of gymnasium with separate arrangements for boys and girls students.
5. The post of Vice-Principal will be introduced and a chamber for Vice-Principal has been arranged in new Science building.
6. It is our aim to increase the number of computers so that each student can avail a single computer for his/her studies.
7. The guest room will be introduced in the new Science building with all modern facilities where the guests coming from the distant places for official work in Nagar College or to join seminars/workshops arranged by the college can spend one or two days in the college campus.
8. Provision of qualitative research ambience should be established in the college with modern automated library, separate staffrooms for all departments because a higher education institution is known by research facility which will help the teachers to provide quality education to the students. As it is our aim to start post-graduation course in different subjects, enhancement of research facility is one of the important points that should be fulfilled in near future.
9. Introduction of hostel facility separate for boys and girls students so that the students from the distant places can avail the facility of post-graduation course and Bio-Science and Pure-Science course in under graduation level with smooth lifestyle.

Concluding Remarks :

Nagar College being a higher educational institute in a remote place in the under developed district Murshidabad of West Bengal, since its foundation in 1998 has come a long way providing the quality and comprehensive education to the students from diverse socio economic and first generation learners background.

Any higher educational institute is the cluster of intellectuals and the society demands their positive role for development. Through the various extension activities by N.S.S. of the college, Nagar College fulfils its duty to the society and to the locality beside the teaching learning process.

Since the time of establishment the college has given effort to improve the infrastructure and academic performance. All the members of the Governing body including Principal, all the teaching and non-teaching staff work unitedly for the college to achieve fundamental aim of the institution. The dedicated

teaching staff primarily focus on its diverse students community and the curriculum is regularly revised through innovative teaching learning methods as well as through the transparent feedback system involving students ,their parents and the teachers themselves.

To provide quality teaching and to upgrade their knowledge the teachers of the college participate in different seminars and workshops, presenting their papers .

The administration of the college works hard to enhance the infrastructural and learning resources to achieve ultimate excellence .

The preparation of this SSR involves the tireless effort from the staff of all sections of the college . In this SSR the positive sides and positive aspects of the college have been highlighted. To be honest there are some gaps and shortcomings. But we are very pleased to announce that in spite of the gaps and shortcomings and the rural backdrop, the college has achieved the height of excellence in both curricular and extra curricular activities during last few years. So, this is our sincere belief that our positive mindedness and tireless effort from the staff of all sectors will overcome all the obstacles and weakness in future to achieve the ultimate goal of excellence.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>455</td><td>0</td><td>0</td><td>0</td><td>418</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>455</td><td>0</td><td>0</td><td>0</td><td>418</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	455	0	0	0	418	2020-21	2019-20	2018-19	2017-18	2016-17	455	0	0	0	418
2020-21	2019-20	2018-19	2017-18	2016-17																	
455	0	0	0	418																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
455	0	0	0	418																	
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors</p> <p>Answer before DVV Verification : 54</p> <p>Answer after DVV Verification: 6</p>																				
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers</p> <p>Answer before DVV Verification : 102</p> <p>Answer after DVV Verification: 88</p>																				
4.4.1	<p>Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</p> <p>4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>12.53429</td><td>23.19812</td><td>21.76966</td><td>32.06329</td><td>27.29778</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	12.53429	23.19812	21.76966	32.06329	27.29778										
2020-21	2019-20	2018-19	2017-18	2016-17																	
12.53429	23.19812	21.76966	32.06329	27.29778																	

2020-21	2019-20	2018-19	2017-18	2016-17
4.04	15.22	12.24	15.28	15.47

Remark : The values are edited.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	21	13	16	11

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	5	5	5

Remark : the values are updated

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: C. 2 of the above

Remark : The value is updated

2.Extended Profile Deviations

Extended Form Deviations					
ID	Extended Questions				
1.1	Number of courses offered by the Institution across all programs during the last five years				
	Answer before DVV Verification:				
	2020-21	2019-20	2018-19	2017-18	2016-17
	31	28	28	26	26
	Answer After DVV Verification:				

2020-21	2019-20	2018-19	2017-18	2016-17
93	84	84	78	78

1.2 Number of programs offered year-wise for last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
15	13	13	13	13

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
31	28	28	26	26

2.1 Number of students year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
941	1025	1010	982	1121

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1723	1668	1672	1894	1768

2.3 Number of outgoing / final year students year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
195	260	350	224	227

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
285	196	225	231	2208

3.2 Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
111.94865	130.95017	123.18779	185.32777	121.01448

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

7.77	25.03	23.22	98.3	95.08
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