YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	NETAJI NAGAR DAY COLLEGE
• Name of the Head of the institution	DR. SONALI BANERJEE JASH
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	(033) 2971 1874
• Mobile No:	9433073789
• Registered e-mail	netajinagardaycollege@gmail.com
• Alternate e-mail	sonalijash67@gmail.com
• Address	170/436 N.S.C. BOSE ROAD
• City/Town	REGENT ESTATE, KOLKATA
• State/UT	WEST BENGAL
• Pin Code	700092
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**UNIVERSITY OF CALCUTTA**
• Name of the IQAC Coordinator	**DR. KRISHNA GANGOPADHYAY**
• Phone No.	**9239446502**
• Alternate phone No.	**9239446502**
• Mobile	**9239446502**
• IQAC e-mail address	**iqac.nndc@gmail.com**
• Alternate e-mail address	**gangopadhyaykrishna71@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.nndaycollege.com/wp-content/uploads/2021/11/AQAR-2019-20-1.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.nndaycollege.com/wp-content/uploads/2021/08/ACADEMIC-CALENDER-1.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B++**	**2.76**	**2017**	**22/02/2017**	**21/02/2022**

6.Date of Establishment of IQAC	**14/03/2011**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**NA**	**NA**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**02**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

. Significant contributions made by IQAC during the year • Signing of MoU with Muralidhar Girls' College, Kolkata on 07.04.21 and with Bankura Zilla Saradamani Mahila Mahavidyapith , Bankura, on 03.05.21, mainly for the purpose of exchange of teaching resources, student and teacher exchange programmes.
• Organised Inter-College Essay and Poster competition to celebrate World Environment Day on 05.06.21.
• Active encouragement and support to i) Departments of Economics, Physics, Electronics& Computer Science for jointly organizing inter-disciplinary webinar –"Science & Technology for Sustainable Economic Growth in Pandemic Scenario" on 28th June 2020. ii) Dept. of Mathematics for organizing National Webinar – "Few Misconceptions in Numerical Analysis and Numerical Treatment to PDEs" on 29th June 2020
• Organized Webinar on Intellectual Property Rights on 14.07.20
• Organized Gender sensitization programme in the form of a Webinar – " Legal Remedies for Women against Domestic Violence in Pandemic Situation" on 30.08.20

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

Plan of Action	Achievements/Outcomes
1.To review the status of construction of building on second campus for which Rs. 70 lakhs was transferred to PWD, Govt. of WB, from RUSA 2.0 grant received by the College.	As per U/C submitted by PWD, Govt. of WB,in Feb.2021, construction work up to plinth level of ground floor completed.
2. To develop a language laboratory and conduct training programme for developing communicative skill among students.	Language Laboratory has been developed and software procured from RUSA grant. Due to the College being closed under pandemic situation, online training programme conducted for the students.
3. To organize Seminar on Intellectual Property Rights	Webinar on IPR was conducted on 14th July 2020 with Prof. Samir Kr. Saha and Prof. Swadhin Ranjan De as Resource persons.
4. To organize seminar in collaboration with NGO working on Environmental issues.	Webinar on was held on 3rd Sept. 2020 in collaboration with the NGO , Hariharpur Friends of Environment, for the promotion of environmental consciousness and values among the students.
5. To organize seminar on issues relating to gender sensitization.	Webinar entitled "Legal Remedies for Women Against Domestic Violence in Contemporary Pandemic Situation" was held on 30th Aug.2020, with Prof. Shachi Chakraborty, Dean , Faculty of Law, University of Calcutta , as Resource Person.
6. To develop linkages with other HEIs/research institutes.	MoU was signed with Muralidhar Girls' College, Kolkata on 07.04.21 and also with Bankura Zilla Saradamani Mahila Mahavidyapith , Bankura, on 03.05.21, mainly for the purpose of exchange of teaching resources, student and teacher exchange programmes.

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

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	09/02/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	27/02/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	17

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	2417

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	763

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**678**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**41**

File Description	Documents
Data Template	[View File]

3.2 Number of Sanctioned posts during the year	**41**

File Description	Documents
Data Template	[View File]

4.Institution

4.1 Total number of Classrooms and Seminar halls	**29**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**50.85 (in lakh, INR)**
4.3 Total number of computers on campus for academic purposes	**89**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College strictly maintains the curriculum, prescribed by the

affiliating University. Academic Sub-Committee keeps an eye to ensure adherence to the University's stipulated academic calendar. The Principal, as a member of the Syndicate of the University of Calcutta is actively involved in the academic decision-making of the affiliating University. Two teachers are presently members of the UG/PG Board of Studies in their respective subjects. They actively participate in the framing of the undergraduate syllabus in their respective subjects. The College ensures budgetary allocation in every academic session for enhancing the endowments of the infrastructural provisions necessary. For continuous quality enhancement of the faculty, the college encourages research activities like Doctoral/ Post-Doctoral/Research Projects etc. Under the prevailing pandemic situation, teachers are providing study materials, assignments, pdf of reference books to the students through Email, WhatsApp, Google Class Room, Digital Board so that they can prepare themselves properly for the university examinations. Our teachers encourage the students to read the reference books, journals, academic magazines and make use of the e-resources available at the institution's open access library to update and enhance their knowledge. Students can log on to NLIST portal of INFLIBNET through individual login ID issued by the college library.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.nndaycollege.com/wp-content/uploads/2022/03/1.1.1-link-for-additional-information.pdf

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

The College conducts online Internal, Tutorial, Project and Practical examinations with respect to the University guidelines during this pandemic situation. These examinations are conducted, evaluated as per the calendar of events. The internal examination timetable is prepared by the Examination Sub-committee and it is published in the notice board and also on the College Website. The Principal, through the Academic Sub-committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, college incorporates the necessary changes accordingly. The faculty are appointed as paper setters/moderators/evaluators by the University

and they do their duty sincerely. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Calendar of events includes details like the total number of working days and holidays. Teachers from each department give multiple choice questions, assignments to the students and also discuss the correct answers with them. Special tests are arranged for the slow learners and more assignments are given for practice to the advanced learners to develop their skill and knowledge.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.nndaycollege.com/wp-content/uploads/2022/03/1.1.2-Link-for-AI.pdf

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

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

1.2 - Academic Flexibility

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

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

17

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

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

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

46

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

1.3 - Curriculum Enrichment

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

In the curriculum, the affiliating university prescribed Environmental Studies as a compulsory paper for the students. A

national level webinar on biodiversity and climate change issue was organized by the Departments of Mathematics, Zoology and Environmental Studies Unit in collaboration with Hariharpur Friends of Environment Society on 3rd Sept, 2020. Students of the Dept. of Botany prepared a video presentation on Environmental sustainability with special reference to the mangrove forests of Sundarbans immediately after the Amphan cyclone in 2020. This has been uploaded on YouTube. World Environment Day was observed on 5th June 2021 by organizing Inter-College Poster and Essay Competition (online), in collaboration with Muralidhar Girls' College.

The college is a co-educational institution where male and female students, teachers, staff can undertake all activities together in a cohesive liberal spirit. Gender and Human Rights are a part of the curriculum in some subjects like English, Economics and Political Science. The college has Internal Complaints Committee, as well as a Grievance Cell and Equal Opportunity Centre to provide counselling to students, promote gender equity among students and also deal with related issues of safety and security of female students and staffs. The college campus is also under CCTV surveillance to ensure security for all the students and staff members.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

05

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

760

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://www.nndaycollege.com/b-sc-semester/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1694

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

221

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

2.2 - Catering to Student Diversity

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

The college is a co-educational institution where students from different socio-economic and linguistic background participate in all activities together sharing a healthy relationship. A

considerable number of students are first generation learners for whom the socio-economic background tends to influence their attendance and performance. Identification of such learners is given utmost priority by the teachers. At the beginning of the academic session, orientation programme is organised to provide information to the students. The college aims to promote learner centred pedagogy. On the basis of interaction with the students during classes and their active participation in discussions, as well as their performance in the continuous internal evaluation, the identification of slow and advanced learners is made. The advanced learners are provided with additional learning materials for in depth study. Individual attention is given to the slow learners by arranging special (remedial) classes for them. Audio-Visual modes of teaching are used by teachers during lectures. Students are encouraged to effectively utilise the college library. Advanced learners are encouraged to utilize the learning materials available under the N-list programme of INFLIBNET.

File Description	Documents
Link for additional Information	https://www.nndaycollege.com/wppg_photogallery/gallery10/
Upload any additional information	View File

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

Number of Students	Number of Teachers
2417	41

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our college has implemented various student centric techniques for effective teaching learning process and enhancing learning experiences among the students. Students are asked to give PPT presentation on any one topic out of several alternatives from their syllabus, other departments assign Project work, field trips and group assignments for their students as part of continuous internal

evaluation and few other use continuous internal evaluation method including viva-voce. As Experiential learning methods, group assignments, projects, review based projects develop a research aptitude and to enhance their various technical and soft skills. Field Visits/Study Tours/Visit to Educational Institutes is undertaken by students to provide an experience outside classroom learning. Classroom teaching followed by outdoor activity help the students in clearing the concepts and results in more effective learning. Students of all departments participate in annual social, Fresher's welcome as a participative learning. Under problem solving methodologies group discussion/debate, assignments, quiz, essay competition, presentation through seminar, workshop, webinar, academic activities, wall magazines, college journal are organized which helps to enhance students' communication, reasoning, participative skills and logical thinking. Annual exhibitions are conducted where students display their creativity and learn team work.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.nndaycollege.com/wp-content/uploads/2020/08/prospectus2010-21.pdf

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

Integration of ICT has enhanced the development speed in the entire education system. Many departments are fitted with LCD Projectors, desktops, laptops and virtual classroom to facilities to promote effective teaching. The institution has been enabled with High Speed (100mbps) wi-fi access in the campus and have been subscribing to NLIST from 2011 onwards where the faculties and the students are registered NLIST users. The use of ICT enabled tools reached 100% during the Covid- outbreak where teachers extensively used ICT equipment and online platforms. Teachers used Google Meet, Google classroom and online teaching platform such as Campus Canvas, Open Board, Webex, Jamboard.. Teachers of some department used Teleconferencing for both formal and informal learning contexts to facilitate teacher-learner and learner-learner discussions, as well as to access experts and resource persons remotely and from abroad for online webinar, workshop, training programmes, online quizzs, etc. using the ICT tools. Online and offline Hands-on training workshops were conducted to train the Faculty, Academic and

laboratory staff to learn and effectively use ICT tools. Digital cameras, Smartphones, SmartBoard, Geo-tagging of images, tablets, Stylus, Scanners, Printer, Photocopier, Laser/Light pen, Microphones, Pen Drive, I-pads, DVDs and CDs are used by teachers as per requirement.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.nndaycollege.com/wp-content/uploads/2022/03/2.3.2-ICT.pdf

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

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

24

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

547

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Institution is affiliated to the University of Calcutta, and ensures strict compliance with the rules and regulations regarding the students' internal assessment and evaluation process due to the introduction of the choice based credit system (CBCS) by the University of Calcutta for B.A./B.Sc./B.Com and PG course in Commerce. The academic calendar containing the timimg of internal assessmentsis displayed in the college website. The departments communicate directly with their respective students for providing all information relating to internal assessments.

An Examination sub-committee is constituted in every academic session to coordinate the internal assessments by scheduling the invigilation duties, seat arrangement for examinees etc. The

question papers for internal assessments are prepared by the respective departments and circulated to the students on the scheduled dates of such assessment. In addition to the internal assessments as per university guidelines, the college ensures continupus internal evaluation of learners through class tests and home assignments. Students are given the opportunity to see their evaluated answer scripts. Teachers readily clarify the doubts ,if any, when raised by the students. Grievances of students, if any, in respect of internal evaluation are given due importance, treated sympathetically and explained to the satisfaction of students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.nndaycollege.com/b-sc-semester/

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

The students are made aware of the continuous evaluation scheme throughinternal assessment examinations, class and home assignments as per the evaluation criteria, well in advance. The assessed internal test papers are shown to the students for transparency and self assessment and to improve their future performances. In case of any grievances the student can approach the concerned teacher and the Centre-in-charge and get it resolved. The Examination Committee gives schedules regarding the time for application, evaluation, declaration of results and re-evaluation maintaining the prescribed timeline.This makes the process efficient and effective. The process is time bound as per the schedule of the University and College for which the notices, time tables are circulated well before time in the Notice Board, college portal and department. Question papers are generated by the College making sure that the process ensures maximum security is transparent among the faculty. At the time of answer sheet submission proper time schedule is maintained. Any unfair means at the time or during the examination are addressed by the Examination Committee for maintaining time, efficacy and transparency.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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.

Choice-Based Credit System is designed to make the learning system 'Student-Centric' by updating the teaching learning process, evaluating, and recording the progress of our students. The college aims to follow this systematic way of learning, and focuses on the University specified curriculum for teaching students. In addition, the teachers are eagerly and actively involved in executing innovative teaching methods. This model mainly aims at the progress of the students. Course outcomes are expected to prepare our students to gain properknowledge and ability at the end of a particular course. Course instructors mention the objectives and outcomes of the course to the students during the orientation programme. Our institution conducts career counselling programmes to make the students systematic, rational, and approachable for their better future. After completing graduation degree a student can appear in different competitive examinations. Students of Language department will be able to comprehend major texts and traditions of language and literature and appreciate their social, cultural and historical contexts successfully. Through the programme and course students would also be able to sit for the state and central sponsored competitive examination.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.nndaycollege.com/wp-content/uploads/2021/08/COURSE-OUTCOME-PROGRAMME-OUTCOME.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The college aims at the successful delivery of the curriculum prescribed by the affiliating University.The qualitative dimensions of the evaluation process prepare our students to increase their skill and knowledge at various levels of the programmes. The college aims to nurture skills and aptitude in students graduating from this institution for higher study and/oremployment. The assessment strategies of the institution, consisting of formative and summative

assessments, serve to ensure that intended learning outcomes are optimallyachieved. The college emphasizes on the need of regular classes, remedial classes, practical classes, guidance in field work. Course instructors mention the objectives and outcomes of the course to the students during the orientation programme. The college organizes seminars, webinars, and invited lectures by eminent academicians to provide more exposure for students to new developments in their respective disciplines.Wall magazines are published by most of the departments, and the college magazine needs special attention in this context. Our institution conducts career counselling programmes tor the students.Teachers continuously guide their students for progression to higher studies and/or employmentso that they can makethe best use of their undergraduate learning.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.nndaycollege.com/wp-content/uploads/2021/08/COURSE-OUTCOME-PROGRAMME-OUTCOME.pdf

2.6.3 - Pass percentage of Students during the year

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

491

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	[NIL](#)

2.7 - Student Satisfaction Survey

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

https://www.nndaycollege.com/wp-

content/uploads/2022/03/1.4.1_Students-Feedback-Analysis-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

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

02

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	[NIL](#)

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

13

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

14

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

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

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

13

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

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 year

The college believes in holistic development through social responsibilities and campus outreach programmes, which are fulfilled through the active NSS units, IQAC, Science and Nature club,

Students' Union and "Lets Spread Love": a social service unit of the college. During the last academic session i.e, from July,2020 to June 2021 a considerable number of extension and outreach programmes have been conducted through these above-mentioned units of this college.

In this pandemic scenario, the NSS units of the college organised an online awareness programme to discuss covid-protocol, general health and cleanliness on 9th August,2020. They also organized another online awareness program on Legal Remedies for Women against Domestic Violence in Contemporary Pandemic Situation.

The Students' Union of the college in guidance of NSS unit and IQAC of the college distributed Oxygen Cylinders and Oxygen concentrator to patients of nearby locality in crisis situation during pandemic. They also distributed cooked food packets at Kuyemuri village, Patharpratima Block, South 24 Parganas after the cyclone Yaas.

The social welfare unit of the college "Lets Spread Love" in collaboration with a NGO Shilparghya Jhalkhura, distributed new clothes to under privileged and physically challenged people of Giletala village, Block - Falta, Dist. - South 24 PGS on 20th October,2020.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

NIL

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

296

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The physical facilities for teaching-learning in Netaji Nagar Day College comprises of adequate number of classrooms, well-endowed Library, well-equipped Laboratories and wi-fi/internet enabled learning spaces as stated below:

a) Classrooms

i. Large : 04

ii. Medium : 12

iii. Small : 12

b) Seminar Hall : 01

c) Technology-enabled learning spaces: 16

d) Laboratories: 11

e) Virtual classroom : 01

? Internet facilities are available for both teachers and students in the UGC Network Resource Centre in the Library,in different departments, IQAC and Principal's Room.

? The institution has a Central Library, with more than 20000 books. All usable books are tagged with BARCODE by using KOHA, an Integrated Library Management Open Source Software. Lending of books to the faculty and staff by using Barcode Reader. Users can access e-books, e-journals etc. from the institution's subscribed N-LIST (National Library and Information Services Infrastructure of Scholarly Content) e-Resources which is available in the INFLIBNET website www.inflibnet.ac.in since 2011.

The Central Library has its own website https://centrallibrarynndc.wordpress.comcontaininglinks for e-books, e-journals, newspapers,etc. Quick link of all Universities in West Bengal and IGNOU. Calcutta University question papers, syllabus etc. also available here.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://centrallibrarynndc.wordpress.com

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

Sports facilities are available in the college. There is a football ground adjacent to the College for outdoor games. The college believes that students develop better fitness habits and coordination if they are encouraged to participate in sports and various indoor or outdoor games. Each year the college organizes Annual Sports Programme, where the students and staff participate in different eventslike 100 metres, 200 meters, 400 meters Race, Riley

Race, Long jump, High Jump, Musical chair, etc. For indoor games there are Table Tennis boards, as well as facilities for Carrom, Chess, etc. in both Boys' and Girls' common rooms. The College has an outstanding record of winning trophies and medals in various inter-college sports and games tournaments. Recently earth piling, fencing, and planting grass on college playground was undertaken with the funds announced for renovation ofCollege playground during Golden Jubilee celebration by Hon'ble MIC, Youth Affairs & Sports, Govt. of WB.Various cultural activities are organised in the College on the occasion of Foundation Day , Independence Day, Republic Day, Teachers' Day, Rabindra Jayanti, , Basanta Utsav, Women's Day and International Mother Language Day.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.nndaycollege.com/sports-games/

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2022/04/4.1.3.-ICT-IMAGES.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

70

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

4.2 - Library as a Learning Resource

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

The details regarding Library automation are as follows:

- Name of ILMS software : KOHA
- Nature of automation (fully or partially) : Partially
- Version : KOHA Version: 3.04.02.000
- OS Version Linux kohaadmin-desktop 2.6.32-33-generic #72-Ubuntu SMP Fri Jul 29 21:08:37 UTC 2011 i686 GNU/Linux Perl Version: 5.010001
- MySQL Version: mysql Ver 14.14 Distrib 5.1.41, for debian-linux-gnu (i486) using readline 6.1
- Server Version: Apache/2.2.14 (Ubuntu)
- Zebra Version : Zebra 2.0.43 (C) 1994-2009, Index Data ApS Zebra is free software, covered by the GNU General Public License, and you are welcome to change it and/or distribute copies of it under certain conditions. SHA1 ID: abd433d1a315576cf1f4a53f2c70365f9a76477f Using ICU

All usable books have been barcoded. The cataloguing and circulation modules of KOHA software are being used. OPAC is accessible for in-house LAN system.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional Information	https://centrallibrarynndc.wordpress.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-
B. Any 3 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

0.059

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

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

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

31

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

4.3 - IT Infrastructure

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

A smart classroom was setup in the year 2017. This smart classroom is equipped with Wi-Fi facility, projector and smart board. In this

smart classroom our teachers conduct offline as well as online classes. We also use this smart classroom to conduct seminars. This smart classroom added offline class like environment to the online classes.

Our departments are also equipped with Wi-fi facility, laptop and graphic tablet. The combination of open source software like Open board and graphic tablet creates a classroom like environment where teachers do not need to prepare power point presentations for each topic. Instead of presenting the entire topic at once teachers can wait for students' response and discuss the topic in more collaborative way. In this way an online class can produce the essence of offline class where students'- teachers' interaction creates the momentum of a class. During pandemic we successfully provided the best alternative of offline classes by using this method.

In November, 2021 we have setup Wi-Fi facility for the entire college. Now we have Wi-Fi facilities available in most of the classrooms. All our teachers can now conduct online classes while being present in the college premises.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.nndaycollege.com/maintenance-and-utilization/

4.3.2 - Number of Computers

89

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

50.2

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

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

The physical facilities including Laboratories, Classrooms and Computers etc. are made available for the students . Separate recurring funds are allotted to all H.O.D of the respective departments for maintenance of the laboratories and the classrooms. The college has adequate number of computers with internet and Wi-Fi connections and the utility software distributed in different departments like MS-Office, Tally software for Accounts, Matlab, GPS Software, Circuit simulation, etc. for laboratories, KOHA Library management software for library, etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The college library is also equipped with computers having internet and LAN facility for learning purpose of the students. Library is sharing the resources of INFLIBNET (Information Library Network) through Internet. There are 1,99,500 plus e-book materials and 6000 plus e- journals under N-List Program and 6,00,000 plus e-books through NDL. The users of this library can

access and download all e-materials in free of cost. All Science departments have their own computers and laptop with internet facilities. The ICT Smart Class Rooms and the related systems are maintained by corresponding service provider as and when required.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.nndaycollege.com/maintenance-and-utilization/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

84

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

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

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

12

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://www.nndaycollege.com/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

NA

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

NA

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

26

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

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

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

2

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

5.3 - Student Participation and Activities

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

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

NA

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

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)

The Students Union of the College takes active role in maintaining the spirit of harmony among the students, also help in conducting extra-curricular activities and welfare programs. This representative body is democratically elected. The Union is an elected body taking part in various sub-committees, such as Cultural, Library, Sports etc. and contributes to the overall development of the Institution. They organize different programmes like Fresher's Welcome, College Foundation Day, Saraswati Puja Celebration, Annual cultural Fest, Annual Sports meet etc.. They act as a bridge between the students' community and the administration and play a vital role in effective functioning of the college and in the process of inculcation of values, morals, academic enlightenment, and cooperative work culture. They look after the welfare of the students and imbibe the sense of being an integral part of the institute, among the students. They help in mentoring the student community and at times undertake to inform the college authorities about the problems faced by the students. The college authorities and the Students' Union engage to work in constructive ways for the smooth functioning of the institution.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2020/08/prospectus2010-21.pdf
Upload any additional information	View File

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

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

9

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

5.4 - Alumni Engagement

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

The Alumni Association is yet to be formally registered. Nevertheless the Alumni Association of the college has contributed to its development, mainly in the form of fostering a healthy relationship between the present and past students. Several alumni are also attached directly to the college as employees (teaching and non-teaching). The Alumni Association organizes seminars, sponsors an event for childen of staff in the annual sports meet, participates in college foundation day celebration, as well as in other co-curricular and extra curricular activities organized at frequent intervals.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2021/08/PROSPECTUS-21-22_compressed-1.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution reflects effective leadership in tune with its vision and mission. The vision is to establish itself as a leading institution by providing not only well-resourced strongly academic but also holistic education to young learners. The mission is to impart knowledge to the maximum number of students from diverse socio-economic background. To promote the culture of participative management, teachers are given due representation in all sub- committees and thus actively participate in the decision making bodies. The topmost tier of management is the Governing Body -the main decision making statutory body. The inclusion of three elected teacher representatives in the Governing Body is reflective of the democratic nature of the institution. The Teachers' Council comprising of a Secretary and members holding substantive teaching posts has the power to recommend the names of teachers for the IQAC along with the name of a senior teacher as IQAC Co-ordinator. The Academic Sub-committee, Finance Committee, Library Sub-Committee and Planning & Development sub-committee all are constituted mainly with teachers as members. These are GB constituted statutory committees where teacher members are vested with the responsibility of decision -making which are placed before GB for final approval.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/governing-body/
Upload any additional information	View File

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

Keeping in view the operational autonomy, the management always tries to decentralize the governance of the institution. Teachers are vested with the responsibility of organizing institutional events like debate, annual exhibition, inter-college competitions, etc. In order to promote the culture of participative management, departments of Botany and Zoology were given the sole responsibility of organizing an inter-college competition in order to commemorate World Environment Day, 2021, in association with Muralidhar Girls' College. Keeping in view the pandemic scenario, the departments took the initiative of inviting online entries from undergraduate students during 5th June to 10th June, 2021.The departments jointly

decided to hold the competition in two segments: poster presentation and essay writing..Each participant was allowed entry in one segment only and was asked to send his/her presentation via email. The winner participants were felicitated with e-certificates and cash prizes were directly transferred to their bank accounts. In order to encourage all the participants, the departments took the decision of giving e-certificates to all of them. The programme was a grand success as it was very well organised with the wholehearted and untiring efforts of the faculty members of Botany and Zoology departments of the institution.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/governing-body/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is committed to the gradual process of quality enhancement through the implementation of institutional strategic plans. The distressed four storied building of Netaji Nagar Day College required extensive repair and re-strengthening through the construction of new columns with micro piling and grouting below column footings. It was a challenging task which has already been completed during 2020-21. Another strategic plan undertaken by the college is the construction of a new campus by utilizing the funds received under RUSA 2.0. As the premises are shared with Netaji Nagar College, space constraint poses a major hindrance to further expansion and development. Keeping in view the space constraint, Netaji Nagar Day College has taken the initiative of developing a new campus on the plot of land owned jointly with Netaji Nagar College, near the main campus. Out of the first instalment of RUSA 2.0 grant received by the College, Rs. 70 lakhs was transferred to the PWD ,Govt. of West Bengal for construction of new building in the second campus. This amount has been utilized in full and the foundation of the building and construction up to the plinth level of ground floor has been completed during 2020-21.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	<u>https://www.nndaycollege.com/wp-content/uploads/2022/04/6.2.1.-Documents-reg.-Srategic-plan-depolyment.pdf</u>
Upload any additional information	<u>View File</u>

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

The internal organizational structure is as specified for affiliated colleges under Statute 93 of the University of Calcutta. This structure is democratic and undoubtedly ensures participative management at various levels. The highest decision making authority is the Governing Body comprising of the President, Secretary(Principal), two representatives from University of Calcutta, two representatives from the Government of West Bengal, three teacher representatives, one representative from non-teaching staff and one student representative. The Principal as the academic and administrative head takes decisions (other than policy related matters) in consultation with the Teacher's Council, Academic sub-committee, elected student's representative on academic issues and student affairs. All financial matters are discussed in the Finance sub-committee meetings. The purchase related matters are dealt with by the Purchase sub-committee after being recommended by the Finance sub-committee.

The Principal is assisted in the day-to-day administration by the Head Assistant who allocates work to Group C and Group D employees and supervises the same. The college Library is run by the Librarian with the help of the library clerk and library peon. The Accountant prepares the accounts which are checked by the Bursar. The Cashier is entrusted with the disbursement of payments in cash or by cheque.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2016/05/complete-SSR.pdf
Link to Organogram of the Institution webpage	https://www.nndaycollege.com/wp-content/uploads/2022/04/6.2.2.-Additional-Information-Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has undertaken some effective welfare measures for both its teaching and non-teaching staff.

(i) An Employees' Cooperative Credit Society known as Netaji Nagar College Employees' Cooperative Credit Society Ltd., established on 27.01.1977, serves the teaching and non-teaching staff who are members by providing financial loan, financial assistance in case of major illness etc. The College has not only granted permission for this Body to function but has also allotted a room within the premises.

(ii) The College subscribes to the ESI scheme for the non-teaching staff on College pay.

(iii) A Staff Benefit Fund for the non-teaching staff on College pay is maintained where an employee deposits a minimum of 10% of salary with a matching contribution by the College. Employees can avail of financial loan from this Fund in case of need.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2022/04/6.3.1.-Bye-Laws-of-Netaji-Nagar-College-Employees-Co-op-Credit-Society.pdf
Upload any additional information	View File

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

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

5

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

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

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

1

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

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

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

08

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

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

The performance appraisal of the teaching staff is based on self-appraisal and student feedback. Self-appraisal is done through a structured format prescribed by the State Government in conformity with the UGC stipulated PBAS containing questions on curricular, co-curricular, extra-curricular as well as on research activities. Student feedback is obtained on a ten-point scale structured

questionnaire covering various aspects of teaching. The Principal reviews the performance appraisal reports of the faculty and communicates deficiencies, if any, to individual teacher suggesting improvement measures. Good performance by the faculty is also acknowledged by the management. The self-appraisal filled up by individual teachers is reviewed in detail especially at the time of their applying for promotion to the next higher scale of pay when the annual self-appraisal forms have to be placed before the Screening Committee duly authenticated by the IQAC Coordinator and the Principal.

Non-teaching staff are also subject to performance appraisal, though informally. Their sincerity and dedication in institutional work assigned to them is appreciated by the management. Lapses, if any, are pointed out immediately to the concerned staff and explanation is sought to prevent recurrence or any negligence in duty.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. The college ensures strict financial discipline by adhering to the financial rules of the Government. It has its own internal audit mechanism operated by the Internal Auditor who is assisted by the Accounts section of the college office. The internal mechanism for passing bills and making payments is strict and foolproof. All the financial decisions are taken by the Finance Sub-Committee and finally approved by the Governing Body to ensure strict financial discipline. The Accounts section of the college maintains all accounts through Tally. These are audited internally by the Internal Auditor. External Audit is conducted every year by the Government appointed Statutory Auditor. The Accountant prepares the accounts which are checked by the Bursar and then by the Internal Auditor. Finally, the Accounts are placed for audit by the Statutory Auditor. Annual audit has been completed till the Financial Year 2019-'20. There is no major audit objection. (wc-158)

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

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

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

NIL

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

Resource mobilization is mainly through student fees for UG and PG courses. The institution receives salary grant from the Government of West Bengal for teaching and non-teaching staff. The institution ensures effective and efficient use of available financial resources. Funds are allocated in the institutional budget for the maintenance and upgradation of existing facilities. The laboratory-based departments are provided with funds for meeting recurring expenses. There is also provision in the budget for meeting the non-recurring expenses of lab-based departments for continuous upgradation of laboratories. Allocation for library expenses is also made in the institutional budget. Funds received from the UGC and/or Higher Education Department, Government of West Bengal, are also utilized for the purchase of library books, laboratory equipments, computers, furniture and fixtures, sports equipments etc. During 2019-20, considerable amount of non-recurring expenditure has been made for the augmentation of physical, academic and support facilities from the grant received by the college under RUSA2.0. Extensive re-strengthening and renovation work of college building was entrusted to private agency selected through e-tender process.

The work started in March 2019 and completed in 2021. The institution ensures optimum utilization of physical, academic and support facilities.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/maintenance-and-utilization/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC has contributed significantly for institutionalizing the quality assurance strategies at every level - increased use of ICT, e-library, online admission system at UG and PG level, quality enhancement of available human resources through training/ re-training of staff, mentoring of students, participation of faculty in RC/ FIP/STC etc.

1: Mentoring of students:

IQAC has initiated student mentoring system in the institution. Students are in close contact with their teacher-mentors and share their problems, whether personal, academic or financial. Teachers as mentors extend support to their mentees which includes personal counselling, academic guidance and financial assistance as and when required. During the pandemic several students were given mental and financial support by their mentors.

2: Co-curricular activities of departments under the aegis of IQAC

The IQAC in close interaction with the departments organized webinars, awareness programmes, conferences, workshops, invited lectures, online quiz and debate competition even during the pandemic situation. The active participation of the faculty members and students was instrumental in ensuring quality sustenance and enhancement.

A notable achievement of the Department of Mathematics was the presentation of papers by Research Scholar/Research Associates of other Universities in the International Webinar organized by the department on 19th – 20th October, 2020.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2022/04/Mentor-Mentee-List.pdf
Upload any additional information	View File

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

Virtual platform of teaching was implemented during the Covid-19 pandemic. Teachers and non-teaching staff were oriented for using the digital mode for their respective assignments. Meetings were held using the Google Meet platform for coordinating teaching-learning and examination related activities. All departments submitted monthly report of online classes to the Principal through email. Students were given online assignments which were promptly evaluated by the respective teachers. The College library initiated a separate website https://centrallibrarynndc.wordpress.com/ to supplement online teaching-learning activities.

A notable achievement was the commencement of Communicative English as an add-on certificate course during 2020-21. The initial plan of using the Language Laboratory of the College had to be postponed due to the pandemic, and online Communicative English classes were conducted by teachers of the Dept. of English.

To encourage innovative skills and participative learning among students, the IQAC motivated the departments to organize inter-college essay writing and poster presentation competitions on World Environment Day. Students of the Dept. of Botany also delivered an audio-visual presentation on the importance of mangroves in reducing damage by cyclones, immediately after the super cyclone "Amphan" in mid-2020. Departments also organized webinars on curriculum related topics for further enrichment of students and faculty.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.nndaycollege.com/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution has a strong ethical work culture based on inclusivity and gender equity. Equal opportunities are provided to all students of this institution irrespective of their gender- which is reflected in the high percentage of girl student enrolment. The unique work culture, healthy traditions and ethos of this institution have led to the enrolment of impressive number of girl students in this institution. Among the teaching staff, 61% are women. Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern to the College. The institution conducts regular gender equity promotion programs. The most recent one was held on 22.10.2021 - webinar on "Legal Empowerment of Women" organized by the ICC of the College in association with the Electoral Literacy Club , 152 Tollygunge AC. International Women's Day was celebrated on 8th March 2021 to highlight the importance and contribution of women in the society. The teachers and Principal are always available for counselling of both male and female students for their academic and other problems. Separate common rooms have been allocated for girls and boys.

Additional initiatives ensure active participation of both male and female students in co-curricular and extra-curricular activities.

File Description	Documents
Annual gender sensitization action plan	https://www.nndaycollege.com/wp-content/uploads/2022/04/7.1.1.-Gender-Sensitization-Revised.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.nndaycollege.com/wp-content/uploads/2022/03/7.1.1.pdf

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

D. Any 1 of the above

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

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

Solid Waste management: The waste is segregated at each level and source. The block safai workers in each floor collect, clean, segregate and compile the waste in the dustbins (Green and Blue) provided at each floor.

The College has contacted an authorized vendor who collects the waste from the designated place, segregates them, recycles them and disposes them at the landfills authorized by the government.

Liquid Waste:

Liquid waste generated by the College are of two types:

1.Sewage waste

2.Laboratory waste

The above waste is disposed of as per regulation of Calcutta Corporation sewage system disposal plan.

E-Waste Management:

Flip flops, memory chips, motherboard, compact discs, cartridges etc generated by electronic equipments such as Computers,Printers, and Photocopy machines are recycled properly. Instead of buying a new machine buyback option is taken for technology upgradation. The e-waste generated from hardware which cannot be reused or recycled is being disposed off centrally through authorized vendors.

Our Institution discourages uses of plastic and has declared college campus as plastic free zone and promotes digital platform to reduce the usage of paper for communication and sharing documents.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.nndaycollege.com/wp-content/uploads/2022/03/7.1.3.pdf
Any other relevant information	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

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

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

A. Any 4 or all of the above

Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen   reading

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

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day, International Language Day, along with many regional festivals like Basantotshab (Festival of Spring), Saraswati puja are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of conducts for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

An online Awareness programme on Mental Health is organized by NSS unit of college for an inclusive environment in the institution.

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

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

Celebration of National Days: Every year Institute celebrates Republic Day and Independence day on January 26 and August 15 respectively. Flag hoisting with National anthem and oath of national integrity followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens.

Blood Donation: Every year institute organizes blood donation camp in association with student union.

Anti-tobacco campaign: The students are encouraged to participate in the activities of spreading the awareness among citizens on harmful and deadly effects of tobacco. The college premises and adjacent area has been declared as tobacco free zone by college authority.

Dengue/Covid awareness camp: NSS unit of our college arrange for regular awareness camp for Dengue . Students voluntarily participate in national health emergency programme implementation during COVID pandemic situation by supplying oxygen cylinders for critically affected covid patients .

10 HOURS (5 days 2 hours each) online programme- Kona Kona Shiksha – Financial education for young citizens in collaboration with NISM with the objective of creating awareness of employment opportunities among young citizens of India.

Online career counseling session by Magic Bus India Foundation (Under the Social Impact Implementation Bond by NSDC)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our Institution celebrates national and international commemorative days and festivals with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders.

The institution celebrates Republic Day and Independence Day on 26th January and on 15th of August respectively of every year to remind the students about the constitution of our country and to abide by it at all times.

Birth Anniversary of Netaji Subhas Chandra Bose is celebrated every year on 23rd January to understand his ideology. Foundation Day of University of Calcutta is observed on 24th January every year.

International Language Day is celebrated on 21st February with great enthusiasm . The initiative is aimed at preserving and promoting mother languages and to protect the diverse culture and intellectual heritage of different regions of our country. International Yoga Day is celebrated on 21st June. International Women's Day is celebrated on 8th March in the college premises to celebrate the social, economic, cultural and political achievements of women. Environment Day is celebrated on 8th June wherein the students are given awareness on their duties and rights for maintaining a sustainable environment as a committed citizen by conducting Inter college competition.

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

7.2 - Best Practices

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

BEST PRACTICE : A

1. Title : Inter -College Poster Presentation & Essay Writing Competition

2. Objectives : i) To promote the spirit of friendship, mutual understanding, cooperation among students

ii) To cultivate potential skills and creative ability among students

3. Context: To sustain the practice of promoting friendship, mutual cooperation, and environmental consciousness among undergraduate colleges of Kolkata, an online Inter-College Poster & Essay Competition was organised on World Environment Day.

4. Practice: Students from neighbouring Colleges were invited to participate in the online Poster Presentation & Essay Writing Competition, the themes being "Mangroves & Environment related issues" and "Restoration of Bio-Diversity" respectively. 60 entries

were received from different Colleges, out of which 19 were awarded e-certificates and cash prizes.

5. Evidence of success: The large number of participants from several Colleges was itself an evidence of success. Besides, the Principals of several participating Colleges also praised this endeavour of Netaji Nagar Day College.

6. Problems & Resources Required: The competition being online, the judgement took time involving patience and hard work on the part of judges. Fund allocation was needed to give cash prizes to the winners.

BEST PRACTICE : B

1.Title : Outreach activities in pandemic situation

2. Objectives : i)To reach out to those in need in the neighbourhood during pandemic situation.

ii) To inculcate the habit of community service among students.

3. Context: In pandemic situation, volunteers from Students' Union reached out for serving the distressed in the neighbourhood by i) helping COVID 19 patients, ii) supplying cooked food to pavement dwellers.

4. Practice:i) 05 Oxygen cylinders and 01 oxygen concentrator were procured and supplied free of cost to patients requiring oxygen support in the neighbourhood, during the period of severe crisis of oxygen cylinders.

ii) Cooked food was supplied to pavement dwellers for several days during the severity of the pandemic.

5. Evidence of success: The procurement of oxygen cylinders during severe crisis and carrying the same to the doorsteps of patients, and supplying cooked food to pavement dwellers, involved hard work and sincere efforts of the Students' Union, despite the risk of getting infected.

6. Problems & Resources Required: Procurement of oxygen cylinders proved very difficult during the crisis. Premium price had to be paid for them. The risk of student volunteers getting infected by

corona virus was very high.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	[View File]()

7.3 - Institutional Distinctiveness

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

Ensuring maximum access to students from the economically disadvantaged sections of societyby charging minimal fees from the students, has been a priority for the institution since its inception.During 2020-21, the College reduced further the fees charged from all existing students. Feesunder some heads were totally waived such as building development, laboratory charges. This decision was taken by the Governing Body in its meeting held on 23.12.2020, in which the Students'representative had placed a proposal for Fees exemption for students whose family income had dropped down significantly due to the parents becoming jobless in pandemic situation.

The fees reduction and fees waiver as mentioned above involved a significant amount of loss of revenue for the institution. Nevertheless, the institution has again distinctively proved its commitment to the vision and mission of its founders through this decision of fees reduction and fees waiver which was a great financial relief for many students.

In the postgraduate (self-financed)course in Commerce, students were given the option of fees payment in instalments in order to ease their financial burden during 2020-21 session.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College strictly maintains the curriculum, prescribed by the affiliating University. Academic Sub-Committee keeps an eye to ensure adherence to the University's stipulated academic calendar. The Principal, as a member of the Syndicate of the University of Calcutta is actively involved in the academic decision-making of the affiliating University. Two teachers are presently members of the UG/PG Board of Studies in their respective subjects. They actively participate in the framing of the undergraduate syllabus in their respective subjects. The College ensures budgetary allocation in every academic session for enhancing the endowments of the infrastructural provisions necessary. For continuous quality enhancement of the faculty, the college encourages research activities like Doctoral/ Post-Doctoral/Research Projects etc. Under the prevailing pandemic situation, teachers are providing study materials, assignments, pdf of reference books to the students through Email, WhatsApp, Google Class Room, Digital Board so that they can prepare themselves properly for the university examinations. Our teachers encourage the students to read the reference books, journals, academic magazines and make use of the e-resources available at the institution's open access library to update and enhance their knowledge. Students can log on to NLIST portal of INFLIBNET through individual login ID issued by the college library.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.nndaycollege.com/wp-content/uploads/2022/03/1.1.1-link-for-additional-information.pdf

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

The College conducts online Internal, Tutorial, Project and Practical examinations with respect to the University guidelines

during this pandemic situation. These examinations are conducted, evaluated as per the calendar of events. The internal examination timetable is prepared by the Examination Sub-committee and it is published in the notice board and also on the College Website. The Principal, through the Academic Sub-committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, college incorporates the necessary changes accordingly. The faculty are appointed as paper setters/moderators/evaluators by the University and they do their duty sincerely. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Calendar of events includes details like the total number of working days and holidays. Teachers from each department give multiple choice questions, assignments to the students and also discuss the correct answers with them. Special tests are arranged for the slow learners and more assignments are given for practice to the advanced learners to develop their skill and knowledge.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.nndaycollege.com/wp-content/uploads/2022/03/1.1.2-Link-for-AI.pdf

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

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

1.2 - Academic Flexibility

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

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

17

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

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

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

46

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

In the curriculum, the affiliating university prescribed Environmental Studies as a compulsory paper for the students. A national level webinar on biodiversity and climate change issue was organized by the Departments of Mathematics, Zoology and Environmental Studies Unit in collaboration with Hariharpur Friends of Environment Society on 3rd Sept, 2020. Students of the Dept. of Botany prepared a video presentation on Environmental sustainability with special reference to the mangrove forests of Sundarbans immediately after the Amphan cyclone in 2020. This has been uploaded on YouTube. World Environment Day was observed on 5th June 2021 by organizing Inter-College Poster and Essay Competition (online), in collaboration with Muralidhar Girls' College.

The college is a co-educational institution where male and female students, teachers, staff can undertake all activities together in a cohesive liberal spirit. Gender and Human Rights are a part of the curriculum in some subjects like English, Economics and Political Science. The college has Internal Complaints Committee, as well as a Grievance Cell and Equal Opportunity Centre to provide counselling to students, promote gender equity among students and also deal with related issues of safety and security of female students and staffs. The college campus is also under CCTV surveillance to ensure security for all the students and staff members.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

`05`

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

`760`

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	`C. Any 2 of the above`

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://www.nndaycollege.com/b-sc-semester/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1694

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

221

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

2.2 - Catering to Student Diversity

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

The college is a co-educational institution where students from different socio-economic and linguistic background participate in all activities together sharing a healthy relationship. A considerable number of students are first generation learners for whom the socio-economic background tends to influence their attendance and performance. Identification of such learners is given utmost priority by the teachers. At the beginning of the academic session, orientation programme is organised to provide information to the students. The college aims to promote learner centred pedagogy. On the basis of interaction with the students during classes and their active participation in discussions, as well as their performance in the continuous internal evaluation, the identification of slow and advanced learners is made. The advanced learners are provided with additional learning materials for in depth study. Individual attention is given to the slow learners by arranging special (remedial) classes for them. Audio-Visual modes of teaching are used by teachers during lectures. Students are encouraged to effectively utilise the college library. Advanced learners are encouraged to utilize the learning materials available under the N-list programme of INFLIBNET.

File Description	Documents
Link for additional Information	https://www.nndaycollege.com/wppg_photogallery/gallery10/
Upload any additional information	[View File]()

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

Number of Students	Number of Teachers
2417	41

File Description	Documents
Any additional information	[View File]

2.3 - Teaching- Learning Process

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

Our college has implemented various student centric techniques for effective teaching learning process and enhancing learning experiences among the students. Students are asked to give PPT presentation on any one topic out of several alternatives from their syllabus, other departments assign Project work, field trips and group assignments for their students as part of continuous internal evaluation and few other use continuous internal evaluation method including viva-voce. As Experiential learning methods, group assignments, projects, review based projects develop a research aptitude and to enhance their various technical and soft skills. Field Visits/Study Tours/Visit to Educational Institutes is undertaken by students to provide an experience outside classroom learning. Classroom teaching followed by outdoor activity help the students in clearing the concepts and results in more effective learning. Students of all departments participate in annual social, Fresher's welcome as a participative learning. Under problem solving methodologies group discussion/debate, assignments, quiz, essay competition, presentation through seminar, workshop, webinar, academic activities, wall magazines, college journal are organized which helps to enhance students' communication, reasoning, participative skills and logical thinking. Annual exhibitions are conducted where students display their creativity and learn team work.

File Description	Documents
Upload any additional information	[View File]
Link for additional information	https://www.nndaycollege.com/wp-content/uploads/2020/08/prospectus2010-21.pdf

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

Integration of ICT has enhanced the development speed in the entire education system. Many departments are fitted with LCD

Projectors, desktops, laptops and virtual classroom to facilities to promote effective teaching. The institution has been enabled with High Speed (100mbps) wi-fi access in the campus and have been subscribing to NLIST from 2011 onwards where the faculties and the students are registered NLIST users. The use of ICT enabled tools reached 100% during the Covid- outbreak where teachers extensively used ICT equipment and online platforms. Teachers used Google Meet, Google classroom and online teaching platform such as Campus Canvas, Open Board, Webex, Jamboard.. Teachers of some department used Teleconferencing for both formal and informal learning contexts to facilitate teacher-learner and learner-learner discussions, as well as to access experts and resource persons remotely and from abroad for online webinar, workshop, training programmes, online quizzs, etc. using the ICT tools. Online and offline Hands-on training workshops were conducted to train the Faculty, Academic and laboratory staff to learn and effectively use ICT tools. Digital cameras, Smartphones, SmartBoard, Geo-tagging of images, tablets, Stylus, Scanners, Printer, Photocopier, Laser/Light pen, Microphones, Pen Drive, I-pads, DVDs and CDs are used by teachers as per requirement.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.nndaycollege.com/wp-content/uploads/2022/03/2.3.2-ICT.pdf

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

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

24

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

547

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Institution is affiliated to the University of Calcutta, and ensures strict compliance with the rules and regulations regarding the students' internal assessment and evaluation process due to the introduction of the choice based credit system (CBCS) by the University of Calcutta for B.A./B.Sc./B.Com and PG course in Commerce. The academic calendar containing the timimg of internal assessmentsis displayed in the college website. The departments communicate directly with their respective students for providing all information relating to internal assessments.

An Examination sub-committee is constituted in every academic session to coordinate the internal assessments by scheduling the invigilation duties, seat arrangement for examinees etc. The question papers for internal assessments are prepared by the respective departments and circulated to the students on the scheduled dates of such assessment. In addition to the internal assessments as per university guidelines, the college ensures continupus internal evaluation of learners through class tests and home assignments. Students are given the opportunity to see their evaluated answer scripts. Teachers readily clarify the doubts ,if any, when raised by the students. Grievances of students, if any, in respect of internal evaluation are given due importance, treated sympathetically and explained to the satisfaction of students.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.nndaycollege.com/b-sc-semester/

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

The students are made aware of the continuous evaluation scheme throughinternal assessment examinations, class and home assignments as per the evaluation criteria, well in advance. The assessed internal test papers are shown to the students for transparency and self assessment and to improve their future performances. In case of any grievances the student can approach the concerned teacher and the Centre-in-charge and get it

resolved. The Examination Committee gives schedules regarding the time for application, evaluation, declaration of results and re-evaluation maintaining the prescribed timeline.This makes the process efficient and effective. The process is time bound as per the schedule of the University and College for which the notices, time tables are circulated well before time in the Notice Board, college portal and department. Question papers are generated by the College making sure that the process ensures maximum security is transparent among the faculty. At the time of answer sheet submission proper time schedule is maintained. Any unfair means at the time or during the examination are addressed by the Examination Committee for maintaining time, efficacy and transparency.

File Description	Documents
Any additional information	View File
Link for additional information	[NIL](NIL)

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.

Choice-Based Credit System is designed to make the learning system 'Student-Centric' by updating the teaching learning process, evaluating, and recording the progress of our students. The college aims to follow this systematic way of learning, and focuses on the University specified curriculum for teaching students. In addition, the teachers are eagerly and actively involved in executing innovative teaching methods. This model mainly aims at the progress of the students. Course outcomes are expected to prepare our students to gain properknowledge and ability at the end of a particular course. Course instructors mention the objectives and outcomes of the course to the students during the orientation programme. Our institution conducts career counselling programmes to make the students systematic, rational, and approachable for their better future. After completing graduation degree a student can appear in different competitive examinations. Students of Language department will be able to comprehend major texts and traditions of language and literature and appreciate their social, cultural and historical contexts successfully. Through the programme and course students would also be able to sit for the state and central sponsored competitive examination.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.nndaycollege.com/wp-content/uploads/2021/08/COURSE-OUTCOME-PROGRAMME-OUTCOME.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The college aims at the successful delivery of the curriculum prescribed by the affiliating University.The qualitative dimensions of the evaluation process prepare our students to increase their skill and knowledge at various levels of the programmes. The college aims to nurture skills and aptitude in students graduating from this institution for higher study and/oremployment. The assessment strategies of the institution, consisting of formative and summative assessments, serve to ensure that intended learning outcomes are optimallyachieved. The college emphasizes on the need of regular classes, remedial classes, practical classes, guidance in field work. Course instructors mention the objectives and outcomes of the course to the students during the orientation programme. The college organizes seminars, webinars, and invited lectures by eminent academicians to provide more exposure for students to new developments in their respective disciplines.Wall magazines are published by most of the departments, and the college magazine needs special attention in this context. Our institution conducts career counselling programmes tor the students.Teachers continuously guide their students for progression to higher studies and/or employmentso that they can makethe best use of their undergraduate learning.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.nndaycollege.com/wp-content/uploads/2021/08/COURSE-OUTCOME-PROGRAMME-OUTCOME.pdf

2.6.3 - Pass percentage of Students during the year

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

491

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

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

https://www.nndaycollege.com/wp-content/uploads/2022/03/1.4.1_Students-Feedback-Analysis-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

13

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

14

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

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

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

13

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

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 year

The college believes in holistic development through social responsibilities and campus outreach programmes, which are fulfilled through the active NSS units, IQAC, Science and Nature club, Students' Union and "Lets Spread Love": a social service unit of the college. During the last academic session i.e, from July,2020 to June 2021 a considerable number of extension and outreach programmes have been conducted through these above-mentioned units of this college.

In this pandemic scenario, the NSS units of the college organised an online awareness programme to discuss covid-protocol, general health and cleanliness on 9th August,2020. They also organized another online awareness program on Legal Remedies for Women against Domestic Violence in Contemporary Pandemic Situation.

The Students' Union of the college in guidance of NSS unit and IQAC of the college distributed Oxygen Cylinders and Oxygen concentrator to patients of nearby locality in crisis situation during pandemic. They also distributed cooked food packets at

Kuyemuri village, Patharpratima Block, South 24 Parganas after the cyclone Yaas.

The social welfare unit of the college "Lets Spread Love" in collaboration with a NGO Shilparghya Jhalkhura, distributed new clothes to under privileged and physically challenged people of Giletala village, Block - Falta, Dist. - South 24 PGS on 20th October,2020.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

NIL

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

296

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The physical facilities for teaching-learning in Netaji Nagar Day College comprises of adequate number of classrooms, well-endowed Library, well-equipped Laboratories and wi-fi/internet enabled learning spaces as stated below:

a) Classrooms

i. Large : 04

ii. Medium : 12

iii. Small : 12

b) Seminar Hall : 01

c) Technology-enabled learning spaces: 16

d) Laboratories: 11

e) Virtual classroom : 01

? Internet facilities are available for both teachers and students in the UGC Network Resource Centre in the Library,in different departments, IQAC and Principal's Room.

? The institution has a Central Library, with more than 20000 books. All usable books are tagged with BARCODE by using KOHA, an Integrated Library Management Open Source Software. Lending of books to the faculty and staff by using Barcode Reader. Users can access e-books, e-journals etc. from the institution's subscribed N-LIST (National Library and Information Services Infrastructure of Scholarly Content) e-Resources which is available in the INFLIBNET website www.inflibnet.ac.in since 2011.

The Central Library has its own website https://centrallibrarynndc.wordpress.comcontaininglinks for e-books, e-journals, newspapers,etc. Quick link of all Universities in West Bengal and IGNOU. Calcutta University question papers, syllabus etc. also available here.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://centrallibrarynndc.wordpress.com

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

Sports facilities are available in the college. There is a football ground adjacent to the College for outdoor games. The college believes that students develop better fitness habits and coordination if they are encouraged to participate in sports and various indoor or outdoor games. Each year the college organizes Annual Sports Programme, where the students and staff participate in different eventslike 100 metres, 200 meters, 400 meters Race, Riley Race, Long jump, High Jump, Musical chair, etc. For indoor games there are Table Tennis boards, as well as facilities for Carrom, Chess, etc. in both Boys' and Girls' common rooms. The College has an outstanding record of winning trophies and medals in various inter-college sports and games tournaments. Recently earth piling, fencing, and planting grass on college playground was undertaken with the funds announced for renovation ofCollege playground during Golden Jubilee celebration by Hon'ble MIC, Youth Affairs & Sports, Govt. of WB.Various cultural activities are organised in the College on the occasion of Foundation Day , Independence Day, Republic Day, Teachers' Day, Rabindra Jayanti, , Basanta Utsav, Women's Day and International Mother Language

Day.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.nndaycollege.com/sports-games/

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2022/04/4.1.3.-ICT-IMAGES.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

70

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

4.2 - Library as a Learning Resource

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

The details regarding Library automation are as follows:

- Name of ILMS software : KOHA
- Nature of automation (fully or partially) : Partially
- Version : KOHA Version: 3.04.02.000
- OS Version Linux kohaadmin-desktop 2.6.32-33-generic #72-Ubuntu SMP Fri Jul 29 21:08:37 UTC 2011 i686 GNU/Linux Perl Version: 5.010001
- MySQL Version: mysql Ver 14.14 Distrib 5.1.41, for debian-linux-gnu (i486) using readline 6.1
- Server Version: Apache/2.2.14 (Ubuntu)
- Zebra Version : Zebra 2.0.43 (C) 1994-2009, Index Data ApS Zebra is free software, covered by the GNU General Public License, and you are welcome to change it and/or distribute copies of it under certain conditions. SHA1 ID: abd433d1a315576cf1f4a53f2c70365f9a76477f Using ICU

All usable books have been barcoded. The cataloguing and circulation modules of KOHA software are being used. OPAC is accessible for in-house LAN system.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://centrallibrarynndc.wordpress.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

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

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

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

0.059

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

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

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

31

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

4.3 - IT Infrastructure

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

A smart classroom was setup in the year 2017. This smart classroom is equipped with Wi-Fi facility, projector and smart board. In this smart classroom our teachers conduct offline as well as online classes. We also use this smart classroom to conduct seminars. This smart classroom added offline class like environment to the online classes.

Our departments are also equipped with Wi-fi facility, laptop and graphic tablet. The combination of open source software like Open board and graphic tablet creates a classroom like environment where teachers do not need to prepare power point presentations for each topic. Instead of presenting the entire topic at once teachers can wait for students' response and discuss the topic in more collaborative way. In this way an online class can produce

the essence of offline class where students'- teachers' interaction creates the momentum of a class. During pandemic we successfully provided the best alternative of offline classes by using this method.

In November, 2021 we have setup Wi-Fi facility for the entire college. Now we have Wi-Fi facilities available in most of the classrooms. All our teachers can now conduct online classes while being present in the college premises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.nndaycollege.com/maintenance-and-utilization/

4.3.2 - Number of Computers

89

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

50.2

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

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

The physical facilities including Laboratories, Classrooms and Computers etc. are made available for the students . Separate recurring funds are allotted to all H.O.D of the respective departments for maintenance of the laboratories and the classrooms. The college has adequate number of computers with internet and Wi-Fi connections and the utility software distributed in different departments like MS-Office, Tally software for Accounts, Matlab, GPS Software, Circuit simulation, etc. for laboratories, KOHA Library management software for library, etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The college library is also equipped with computers having internet and LAN facility for learning purpose of the students. Library is sharing the resources of INFLIBNET (Information Library Network) through Internet. There are 1,99,500 plus e-book materials and 6000 plus e- journals under N-List Program and 6,00,000 plus e-books through NDL. The users of this library can access and download all e-materials in free of cost. All Science departments have their own computers and laptop with internet facilities. The ICT Smart Class Rooms and the related systems are maintained by corresponding service provider as and when required.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.nndaycollege.com/maintenance-and-utilization/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

84

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

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

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

12

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	https://www.nndaycollege.com/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

NA

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

NA

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

26

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

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

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

government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

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

NA

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

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)

The Students Union of the College takes active role in maintaining the spirit of harmony among the students, also help in conducting extra-curricular activities and welfare programs. This representative body is democratically elected. The Union is an elected body taking part in various sub-committees, such as Cultural, Library, Sports etc. and contributes to the overall development of the Institution. They organize different programmes like Fresher's Welcome, College Foundation Day, Saraswati Puja Celebration, Annual cultural Fest, Annual Sports meet etc.. They act as a bridge between the students' community

and the administration and play a vital role in effective functioning of the college and in the process of inculcation of values, morals, academic enlightenment, and cooperative work culture. They look after the welfare of the students and imbibe the sense of being an integral part of the institute, among the students. They help in mentoring the student community and at times undertake to inform the college authorities about the problems faced by the students. The college authorities and the Students' Union engage to work in constructive ways for the smooth functioning of the institution.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2020/08/prospectus2010-21.pdf
Upload any additional information	View File

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

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

9

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

5.4 - Alumni Engagement

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

The Alumni Association is yet to be formally registered. Nevertheless the Alumni Association of the college has

contributed to its development, mainly in the form of fostering a healthy relationship between the present and past students. Several alumni are also attached directly to the college as employees (teaching and non-teaching). The Alumni Association organizes seminars, sponsors an event for childen of staff in the annual sports meet, participates in college foundation day celebration, as well as in other co-curricular and extra curricular activities organized at frequent intervals.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2021/08/PROSPECTUS-21-22_compressed-1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution reflects effective leadership in tune with its vision and mission. The vision is to establish itself as a leading institution by providing not only well-resourced strongly academic but also holistic education to young learners. The mission is to impart knowledge to the maximum number of students from diverse socio-economic background. To promote the culture of participative management, teachers are given due representation in all sub- committees and thus actively participate in the decision making bodies. The topmost tier of management is the Governing Body -the main decision making statutory body. The inclusion of three elected teacher representatives in the Governing Body is reflective of the democratic nature of the institution. The Teachers' Council comprising of a Secretary and members holding substantive teaching posts has the power to recommend the names of teachers

for the IQAC along with the name of a senior teacher as IQAC Co-ordinator. The Academic Sub-committee, Finance Committee, Library Sub-Committee and Planning & Development sub-committee all are constituted mainly with teachers as members. These are GB constituted statutory committees where teacher members are vested with the responsibility of decision -making which are placed before GB for final approval.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/governing-body/
Upload any additional information	View File

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

Keeping in view the operational autonomy, the management always tries to decentralize the governance of the institution. Teachers are vested with the responsibility of organizing institutional events like debate, annual exhibition, inter-college competitions, etc. In order to promote the culture of participative management, departments of Botany and Zoology were given the sole responsibility of organizing an inter-college competition in order to commemorate World Environment Day, 2021, in association with Muralidhar Girls' College. Keeping in view the pandemic scenario, the departments took the initiative of inviting online entries from undergraduate students during 5th June to 10th June, 2021.The departments jointly decided to hold the competition in two segments: poster presentation and essay writing..Each participant was allowed entry in one segment only and was asked to send his/her presentation via email. The winner participants were felicitated with e-certificates and cash prizes were directly transferred to their bank accounts. In order to encourage all the participants, the departments took the decision of giving e-certificates to all of them. The programme was a grand success as it was very well organised with the wholehearted and untiring efforts of the faculty members of Botany and Zoology departments of the institution.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/governing-body/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is committed to the gradual process of quality enhancement through the implementation of institutional strategic plans. The distressed four storied building of Netaji Nagar Day College required extensive repair and re-strengthening through the construction of new columns with micro piling and grouting below column footings. It was a challenging task which has already been completed during 2020-21. Another strategic plan undertaken by the college is the construction of a new campus by utilizing the funds received under RUSA 2.0. As the premises are shared with Netaji Nagar College, space constraint poses a major hindrance to further expansion and development. Keeping in view the space constraint, Netaji Nagar Day College has taken the initiative of developing a new campus on the plot of land owned jointly with Netaji Nagar College, near the main campus. Out of the first instalment of RUSA 2.0 grant received by the College, Rs. 70 lakhs was transferred to the PWD ,Govt. of West Bengal for construction of new building in the second campus. This amount has been utilized in full and the foundation of the building and construction up to the plinth level of ground floor has been completed during 2020-21.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2022/04/6.2.1.-Documents-reg.-Srategic-plan-depolyment.pdf
Upload any additional information	View File

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

The internal organizational structure is as specified for affiliated colleges under Statute 93 of the University of Calcutta. This structure is democratic and undoubtedly ensures participative management at various levels. The highest decision making authority is the Governing Body comprising of the President, Secretary(Principal), two representatives from University of Calcutta, two representatives from the Government of West Bengal, three teacher representatives, one representative from non-teaching staff and one student representative. The Principal as the academic and administrative head takes decisions (other than policy related matters) in consultation with the Teacher's Council, Academic sub-committee, elected student's representative on academic issues and student affairs. All financial matters are discussed in the Finance sub-committee meetings. The purchase related matters are dealt with by the Purchase sub-committee after being recommended by the Finance sub-committee.

The Principal is assisted in the day-to-day administration by the Head Assistant who allocates work to Group C and Group D employees and supervises the same. The college Library is run by the Librarian with the help of the library clerk and library peon. The Accountant prepares the accounts which are checked by the Bursar. The Cashier is entrusted with the disbursement of payments in cash or by cheque.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2016/05/complete-SSR.pdf
Link to Organogram of the Institution webpage	https://www.nndaycollege.com/wp-content/uploads/2022/04/6.2.2.-Additional-Information-Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has undertaken some effective welfare measures for both its teaching and non-teaching staff.

(i) An Employees' Cooperative Credit Society known as Netaji Nagar College Employees' Cooperative Credit Society Ltd., established on 27.01.1977, serves the teaching and non-teaching staff who are members by providing financial loan, financial assistance in case of major illness etc. The College has not only granted permission for this Body to function but has also allotted a room within the premises.

(ii) The College subscribes to the ESI scheme for the non-teaching staff on College pay.

(iii) A Staff Benefit Fund for the non-teaching staff on College pay is maintained where an employee deposits a minimum of 10% of salary with a matching contribution by the College. Employees can avail of financial loan from this Fund in case of need.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2022/04/6.3.1.-Bye-Laws-of-Netaji-Nagar-College-Employees-Co-op-Credit-Society.pdf
Upload any additional information	View File

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

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

5

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

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

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

1

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

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

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

08

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

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

The performance appraisal of the teaching staff is based on self-appraisal and student feedback. Self-appraisal is done through a structured format prescribed by the State Government in conformity with the UGC stipulated PBAS containing questions on curricular, co-curricular, extra-curricular as well as on research activities. Student feedback is obtained on a ten-point scale structured questionnaire covering various aspects of teaching. The Principal reviews the performance appraisal reports of the faculty and communicates deficiencies, if any, to individual teacher suggesting improvement measures. Good performance by the faculty is also acknowledged by the management. The self-appraisal filled up by individual teachers is reviewed in detail especially at the time of their applying for promotion to the next higher scale of pay when the annual self-appraisal forms have to be placed before the Screening Committee duly authenticated by the IQAC Coordinator and the Principal.

Non-teaching staff are also subject to performance appraisal, though informally. Their sincerity and dedication in institutional work assigned to them is appreciated by the management. Lapses, if any, are pointed out immediately to the concerned staff and explanation is sought to prevent recurrence or any negligence in duty.

File Description	Documents
Paste link for additional information	<u>NIL</u>
Upload any additional information	<u>View File</u>

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. The college ensures strict financial discipline by adhering to the financial rules of the Government. It has its own internal audit mechanism operated by the Internal Auditor who is assisted by the Accounts section of the college office. The internal mechanism for passing bills and making payments is strict and foolproof. All the financial decisions are taken by the Finance Sub-Committee and finally approved by the Governing Body to ensure strict financial discipline. The Accounts section of the college maintains all accounts through Tally. These are audited internally by the Internal Auditor. External Audit is conducted every year by the Government appointed Statutory Auditor. The Accountant prepares the accounts which are checked by the Bursar and then by the Internal Auditor. Finally, the Accounts are placed for audit by the Statutory Auditor. Annual audit has been completed till the Financial Year 2019-'20. There is no major audit objection. (wc-158)

File Description	Documents
Paste link for additional information	<u>NIL</u>
Upload any additional information	<u>View File</u>

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

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

NIL

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Resource mobilization is mainly through student fees for UG and PG courses. The institution receives salary grant from the Government of West Bengal for teaching and non-teaching staff. The institution ensures effective and efficient use of available financial resources. Funds are allocated in the institutional budget for the maintenance and upgradation of existing facilities. The laboratory-based departments are provided with funds for meeting recurring expenses. There is also provision in the budget for meeting the non-recurring expenses of lab-based departments for continuous upgradation of laboratories. Allocation for library expenses is also made in the institutional budget. Funds received from the UGC and/or Higher Education Department, Government of West Bengal, are also utilized for the purchase of library books, laboratory equipments, computers, furniture and fixtures, sports equipments etc. During 2019-20, considerable amount of non-recurring expenditure has been made for the augmentation of physical, academic and support facilities from the grant received by the college under RUSA2.0. Extensive re-strengthening and renovation work of college building was entrusted to private agency selected through e-tender process. The work started in March 2019 and completed in 2021. The institution ensures optimum utilization of physical, academic and support facilities.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/maintenance-and-utilization/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC has contributed significantly for institutionalizing the quality assurance strategies at every level - increased use of ICT, e-library, online admission system at UG and PG level, quality enhancement of available human resources through training/ re-training of staff, mentoring of students, participation of faculty in RC/ FIP/STC etc.

1: Mentoring of students:

IQAC has initiated student mentoring system in the institution. Students are in close contact with their teacher-mentors and share their problems, whether personal, academic or financial. Teachers as mentors extend support to their mentees which includes personal counselling, academic guidance and financial assistance as and when required. During the pandemic several students were given mental and financial support by their mentors.

2: Co-curricular activities of departments under the aegis of IQAC

The IQAC in close interaction with the departments organized webinars, awareness programmes, conferences, workshops, invited lectures, online quiz and debate competition even during the pandemic situation. The active participation of the faculty members and students was instrumental in ensuring quality sustenance and enhancement.

A notable achievement of the Department of Mathematics was the presentation of papers by Research Scholar/Research Associates of other Universities in the International Webinar organized by the department on 19th – 20th October, 2020.

File Description	Documents
Paste link for additional information	https://www.nndaycollege.com/wp-content/uploads/2022/04/Mentor-Mentee-List.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

Virtual platform of teaching was implemented during the Covid-19 pandemic. Teachers and non-teaching staff were oriented for using the digital mode for their respective assignments. Meetings were held using the Google Meet platform for coordinating teaching-learning and examination related activities. All departments submitted monthly report of online classes to the Principal through email. Students were given online assignments which were promptly evaluated by the respective teachers. The College library initiated a separate website https://centrallibrarynndc.wordpress.com/ to supplement online teaching-learning activities.

A notable achievement was the commencement of Communicative English as an add-on certificate course during 2020-21. The initial plan of using the Language Laboratory of the College had to be postponed due to the pandemic, and online Communicative English classes were conducted by teachers of the Dept. of English.

To encourage innovative skills and participative learning among students, the IQAC motivated the departments to organize inter-college essay writing and poster presentation competitions on World Environment Day. Students of the Dept. of Botany also delivered an audio-visual presentation on the importance of mangroves in reducing damage by cyclones, immediately after the super cyclone "Amphan" in mid-2020. Departments also organized webinars on curriculum related topics for further enrichment of students and faculty.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or	C. Any 2 of the above

international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.nndaycollege.com/
Upload e-copies of the accreditations and certifications	[View File]()
Upload any additional information	[View File]()
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution has a strong ethical work culture based on inclusivity and gender equity. Equal opportunities are provided to all students of this institution irrespective of their gender- which is reflected in the high percentage of girl student enrolment. The unique work culture, healthy traditions and ethos of this institution have led to the enrolment of impressive number of girl students in this institution. Among the teaching staff, 61% are women. Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern to the College. The institution conducts regular gender equity promotion programs. The most recent one was held on 22.10.2021 - webinar on "Legal Empowerment of Women" organized by the ICC of the College in association with the Electoral Literacy Club , 152 Tollygunge AC. International Women's Day was celebrated on 8th March 2021 to highlight the importance and contribution of women in the society. The teachers and Principal are always available for counselling of both male and female students for their academic and other problems. Separate common rooms have been allocated for girls and boys. Additional initiatives ensure active participation of both male and female students in co-curricular and extra-curricular activities.

File Description	Documents
Annual gender sensitization action plan	https://www.nndaycollege.com/wp-content/uploads/2022/04/7.1.1.-Gender-Sensitization-Revised.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.nndaycollege.com/wp-content/uploads/2022/03/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

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

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

Solid Waste management: The waste is segregated at each level and source. The block safai workers in each floor collect, clean, segregate and compile the waste in the dustbins (Green and Blue) provided at each floor.

The College has contacted an authorized vendor who collects the waste from the designated place, segregates them, recycles them and disposes them at the landfills authorized by the government.

Liquid Waste:

Liquid waste generated by the College are of two types:

1.Sewage waste

2.Laboratory waste

The above waste is disposed of as per regulation of Calcutta Corporation sewage system disposal plan.

E-Waste Management:

Flip flops, memory chips, motherboard, compact discs, cartridges etc generated by electronic equipments such as Computers,Printers, and Photocopy machines are recycled properly. Instead of buying a new machine buyback option is taken for technology upgradation. The e-waste generated from hardware which cannot be reused or recycled is being disposed off centrally through authorized vendors.

Our Institution discourages uses of plastic and has declared college campus as plastic free zone and promotes digital platform to reduce the usage of paper for communication and sharing documents.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.nndaycollege.com/wp-content/uploads/2022/03/7.1.3.pdf
Any other relevant information	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day, International Language Day, along with many regional festivals like Basantotshab (Festival of Spring), Saraswati puja are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of conducts for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

An online Awareness programme on Mental Health is organized by NSS unit of college for an inclusive environment in the institution.

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

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

Celebration of National Days: Every year Institute celebrates Republic Day and Independence day on January 26 and August 15 respectively. Flag hoisting with National anthem and oath of national integrity followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens.

Blood Donation: Every year institute organizes blood donation camp in association with student union.

Anti-tobacco campaign: The students are encouraged to participate in the activities of spreading the awareness among citizens on harmful and deadly effects of tobacco. The college premises and adjacent area has been declared as tobacco free zone by college authority.

Dengue/Covid awareness camp: NSS unit of our college arrange for regular awareness camp for Dengue . Students voluntarily participate in national health emergency programme implementation during COVID pandemic situation by supplying oxygen cylinders for critically affected covid patients .

10 HOURS (5 days 2 hours each) online programme- Kona Kona Shiksha – Financial education for young citizens in collaboration with NISM with the objective of creating awareness of employment opportunities among young citizens of India.

Online career counseling session by Magic Bus India Foundation (Under the Social Impact Implementation Bond by NSDC)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

`A. All of the above`

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

`Our Institution celebrates national and international commemorative days and festivals with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders.`

`The institution celebrates Republic Day and Independence Day on 26th January and on 15th of August respectively of every year to remind the students about the constitution of our country and to abide by it at all times.`

Birth Anniversary of Netaji Subhas Chandra Bose is celebrated every year on 23rd January to understand his ideology. Foundation Day of University of Calcutta is observed on 24th January every year. International Language Day is celebrated on 21st February with great enthusiasm . The initiative is aimed at preserving and promoting mother languages and to protect the diverse culture and intellectual heritage of different regions of our country. International Yoga Day is celebrated on 21st June. International Women's Day is celebrated on 8th March in the college premises to celebrate the social, economic, cultural and political achievements of women. Environment Day is celebrated on 8th June wherein the students are given awareness on their duties and rights for maintaining a sustainable environment as a committed citizen by conducting Inter college competition.

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

7.2 - Best Practices

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

BEST PRACTICE : A

1. Title : Inter –College Poster Presentation & Essay Writing Competition

2. Objectives : i) To promote the spirit of friendship, mutual understanding, cooperation among students

ii) To cultivate potential skills and creative ability among students

3. Context: To sustain the practice of promoting friendship, mutual cooperation, and environmental consciousness among undergraduate colleges of Kolkata, an online Inter-College Poster & Essay Competition was organised on World Environment Day.

4. Practice: Students from neighbouring Colleges were invited to participate in the online Poster Presentation & Essay Writing Competition, the themes being "Mangroves & Environment related issues" and "Restoration of Bio-Diversity" respectively. 60 entries were received from different Colleges, out of which 19 were awarded e-certificates and cash prizes.

5. Evidence of success: The large number of participants from several Colleges was itself an evidence of success. Besides, the Principals of several participating Colleges also praised this endeavour of Netaji Nagar Day College.

6. Problems & Resources Required: The competition being online, the judgement took time involving patience and hard work on the part of judges. Fund allocation was needed to give cash prizes to the winners.

BEST PRACTICE : B

1.Title : Outreach activities in pandemic situation

2. Objectives : i)To reach out to those in need in the neighbourhood during pandemic situation.

ii) To inculcate the habit of community service among students.

3. Context: In pandemic situation, volunteers from Students' Union reached out for serving the distressed in the neighbourhood by i) helping COVID 19 patients, ii) supplying cooked food to pavement dwellers.

4. Practice:i) 05 Oxygen cylinders and 01 oxygen concentrator were procured and supplied free of cost to patients requiring oxygen support in the neighbourhood, during the period of severe crisis of oxygen cylinders.

ii) Cooked food was supplied to pavement dwellers for several days during the severity of the pandemic.

5. Evidence of success: The procurement of oxygen cylinders during severe crisis and carrying the same to the doorsteps of patients, and supplying cooked food to pavement dwellers, involved hard work and sincere efforts of the Students' Union, despite the risk of getting infected.

6. Problems & Resources Required: Procurement of oxygen cylinders proved very difficult during the crisis. Premium price had to be paid for them. The risk of student volunteers getting infected by corona virus was very high.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Ensuring maximum access to students from the economically disadvantaged sections of societyby charging minimal fees from the students, has been a priority for the institution since its inception.During 2020-21, the College reduced further the fees charged from all existing students. Feesunder some heads were totally waived such as building development, laboratory charges. This decision was taken by the Governing Body in its meeting held on 23.12.2020, in which the Students'representative had placed a proposal for Fees exemption for students whose family income had dropped down significantly due to the parents becoming jobless in pandemic situation.

The fees reduction and fees waiver as mentioned above involved a significant amount of loss of revenue for the institution. Nevertheless, the institution has again distinctively proved its commitment to the vision and mission of its founders through this decision of fees reduction and fees waiver which was a great financial relief for many students.

In the postgraduate (self-financed)course in Commerce, students were given the option of fees payment in instalments in order to ease their financial burden during 2020-21 session.

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

7.3.2 - Plan of action for the next academic year

The College has planned to introduce/implement/undertake the following during the academic year 2021-22:

1. ERP system for e-governance in administration and coordinating the same with other areas of institutional operation.
2. Physical infrastructure augmentation in the form of new campus development and renovation of main campus subject to the availability of second instalment of infrastructure grant under RUSA 2.0(already sanctioned).
3. Student sensitization programmes in offline mode, for gender issues, Thalassemia and AIDS awareness, women health and hygiene, etc.
4. Career counselling and placement initiatives for the final semester UG and PG students, on a larger scale.
5. Staff Development programmes with special focus on re-training and motivating the non-teaching staff for the continuous enhancement in quality of services delivered at the front-desk, in cleanliness and house-keeping, in accounts and overall functioning of the College office and departments.
6. Research activities of the faculty with focus on inter-disciplinary exchange of knowledge at the intra and inter-institutional leveland institutional publications with ISBN.
7. Green Audit for the institution by certified auditor, as well as awareness programmes for the students and staff for conservation of water and electricity, and waste management.