



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>NETAJI NAGAR DAY COLLEGE</b>
• Name of the Head of the institution	<b>DR. SONALI BANERJEE JASH</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>033-2971-1874</b>
• Mobile No:	<b>08961072139</b>
• Registered e-mail	<b>netajinagardaycollege@gmail.com</b>
• Alternate e-mail	<b>sbjash@nndc.ac.in</b>
• Address	<b>170/436 N.S.C. BOSE ROAD</b>
• City/Town	<b>Kolkata</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>700092</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>Grants-in aid</b>

• Name of the Affiliating University	UNIVERSITY OF CALCUTTA				
• Name of the IQAC Coordinator	DR. KRISHNA GANGOPADHYAY				
• Phone No.	033-2971-1874				
• Alternate phone No.	09239446502				
• Mobile	09239446502				
• IQAC e-mail address	iqac.nndc@gmail.com				
• Alternate e-mail address	gangopadhyaykrishna71@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>					
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="#">Yes</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B++	2.76	2017	Nil	Nil
<b>6.Date of Establishment of IQAC</b>			14/03/2011		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	NA	NA	NA	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes				
• Upload latest notification of formation of IQAC	<a href="#">View File</a>				
<b>9.No. of IQAC meetings held during the year</b>	2				

<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. A new and dynamic website <a href="http://www.nndc.ac.in">www.nndc.ac.in</a> has been launched and College management software (ERP system) has been introduced		
2. The College has been allotted ISBN by the RRRNA for ISBN, Dept. of Higher Education, GOI, on 13.04.22 and two books have been published thereafter on 15.07.22 and 21.07.22.		
Staff Development programmes were organised on 11.12.21 and on 19.02.22 in collaboration with two other Colleges.		
AsAs a part of ISR, awareness campaign was held against the use of plastics, and cloth bags distributed in the neighbouring Bansdroni market on 31.05.22, in collaboration with Nari Shakti Foundation (NGO).		
Two Add-on certificate courses have been organised- i) Communicative English through the Sri Aurobindo Language Lab of the College, ii) A ten hour online certificate course in collaboration with National Institute of Securities Market (NISM) during during 10.12.21 to 14.12.21		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
ERP system for e-governance in administration and coordinating the same with other areas of institutional operation.	new and dynamic website <a href="http://www.nndc.ac.in">www.nndc.ac.in</a> has been launched and College management software (ERP system) has been introduced	

<p>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).</p>	<p>The 2nd instalment of RUSA grant has not been received by the College. Nevertheless the essential maintenance of College infrastructure has been done through budget allocation in the institutional budget</p>
<p>Student sensitization programmes in offline mode, for gender issues, Thalassemia and AIDS awareness, women health and hygiene, etc.</p>	<p>Programmes have been organised on Thlassaemia control &amp; prevention on 13.08.22, yoga workshop held on 21.06.21 , and environmental awareness programmess programme</p>
<p>Career counselling and placement initiatives for the final semester UG and PG students, on a larger scale.</p>	<p>Career counselling sessions held on 31.05.22 and 06.08.22</p>
<p>Staff Development programmes with special focus on retraining 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 th</p>	<p>ff Development programmes were organised on 11.12.21 and on 19.02.22 in collaboration with two other Colleges.</p>
<p>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.</p>	<p>Green Audit has been done and environmental awareness programmes organised on 22.04.22 and 31.05.22,</p>
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Body	31/03/2023

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-21	27/02/2022

**15. Multidisciplinary / interdisciplinary**

The College is determined to offer multidisciplinary/interdisciplinary courses to enable the students to opt for specialized certificate courses in addition to the core courses for which they are enrolled. For instance, the students enrolled in Political Science or History Honours can opt for a certificate course in Environmental Impact Assessment or in Environmental Law. The existing linkages with other HEIs will be enhanced and utilized to offer multidisciplinary courses, subject to the approval of the affiliating University and within the guidelines of NEP 2020.

**16. Academic bank of credits (ABC):**

The College will adhere to the system of Academic Bank of Credits (ABC) as soon as the same is introduced by the affiliating University in tune with the requirements of NEP 2020. The College offers credit based courses in humanities, science and commerce, under the Choice Based Credit System (CBCS) of the University of Calcutta. Therefore, adherence to the system of ABC will be done. This will impart greater flexibility to the students to undertake and complete their preferred courses of study in more than one institution.

**17. Skill development:**

To develop soft skills among the students, the College has been conducting certificate courses in Communicative English and Computer Literacy. Students are also encouraged to participate in seminars, debate and extempore competitions, Youth parliament competition, to develop the power of self-expression and for confidence building. Yoga training is also imparted to the students for the development of life skills. Invited lectures/ seminars are organized for imparting value-based education. These efforts of the institution will be further strengthened in association with the NSDC. Appropriate integration of Indian Knowledge

system (teaching in Indian Language, culture, using online course):

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

The College offers undergraduate honours course in Bengali and also offers Bengali as an elective subject. The majority of students opt for Bengali as the compulsory language paper in first semester. The institution has plans to offer add-on course in Sanskrit in the online mode in association with other linked HEIs where Sanskrit is taught. Teachers deliver classroom lectures in Bengali and English as the bilingual mode of instruction conforms to the University regulations. This practice serves to promote and preserve Bengali as an Indian language. Delivery of ancient traditional knowledge, and teaching Indian culture and traditions has always been an inherent part of of the curriculum in general, and in particular for the students of Bengali, History, Education and Philosophy.

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

The College ensures outcome -based education through effective learner-centric curriculum transaction and delivery, invited lectures by experts, and through add-on courses. The programme outcomes and course outcomes for all the courses offered by the institution are displayed on the institutional website. This helps the young learners and their parents/guardians to choose their appropriate course of study according to their preferences and the career options available

**20.Distance education/online education:**

Facilities for the blended online-offline mode of education have been developed in the institution. This mode has actually been used in the pandemic situation when social distancing had to be maintained. The classrooms and laboratories are wi-fi enabled. The ERP platform acquired by the College also enables online teaching-learning. The College library allows remote access to users for the online resources under NLIST , and also has a separate website.

**Extended Profile**

**1.Programme**

1.1	17
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	2116
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	763
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	605
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	42
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	42
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	29
4.2 Total expenditure excluding salary during the year (INR in lakhs)	23.88
4.3 Total number of computers on campus for academic purposes	120

## 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 ensures strict adherence to the curriculum prescribed by the affiliating University for all courses offered through a well defined approach to the teaching-learning process. Meetings of the Academic Sub-Committee, University nominees in the Governing Body and all the HoDs are held to ensure adherence to the University stipulated curriculum and the academic calendar. Teachers always provide study materials and reference notes to the students. In each session, a budget relevant to the demand is allocated by the college to fulfil the recurring and non-recurring needs of each department. The open access library launched by the central library can be accessed free of cost from off-campus location. Users can also log on to NLIST portal of INFLIBNET from off-campus locations. The college encourages ICT based teaching for effective delivery of the curriculum. The college collects feedback from students, teachers, alumni through structured questionnaire. 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 faculty are members of the UG BoS in their respective subjects. The College is itself a book publishing house with ISBN. Two books have already been published from this house.



File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.nndc.ac.in/images/uploads/1.1.1%20Supporting%20Docu.pdf">https://www.nndc.ac.in/images/uploads/1.1.1%20Supporting%20Docu.pdf</a>

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

The College conducts Internal, Tutorial, and Practical examinations as per the University guidelines in every academic session. 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 discharge their duties sincerely. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. 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. The library and the departments maintain the semester-end question papers. Courses like Environmental Studies, Political Science, Physiology, Geography have project base papers. Internal assessment of the projects are done by the faculty members.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.nndc.ac.in/images/uploads/1.1.2_Supporting%20Documents_compressed.pdf">https://www.nndc.ac.in/images/uploads/1.1.2_Supporting%20Documents_compressed.pdf</a>

**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.**

**A. All of the above**

**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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

96

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

96

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

**Environment and Sustainability:** In the undergraduate curriculum, **Environmental Studies** is a 100 marks compulsory paper for UG Semester II students. This course helps to create awareness among the students about the importance of the green and pollution free environment. College organizes seminar to create awareness about the environments: Celebration of Earth Day on 22nd April, 2022. Distribute Jute bags among common people.

**E-Waste Management:** An awareness session on e-waste recycling circular economy and sustainable life style was conducted by Hulladek Recycling Pvt. Ltd on 22.04.2022. Our Institution discourages the uses of plastic and has declared college campus as plastic free zone. To aware the pernicious side of plastics among the common people, college staff distributed Cottonbags in neighboring market place in collaboration with Nari Shakti Foundation on 31.05.2022.

**On Gender:**

The college has Internal Complaints Committee, as well as a Grievance Cell, and Equal Opportunity Centre to provide counseling to students and to promote gender equity among students and staff. The college campus is secured with CCTV coverage and high level security.

**Human Values and Professional Ethics:**

Departments organize educational excursions/field works.The newcomers can easily get important messages related to cleanliness of the college premises,gender equality, human values etc from the Notice Boards.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

5

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

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

673

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 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**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.nndc.ac.in/feedback_analysis.php">https://www.nndc.ac.in/feedback_analysis.php</a>

#### 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

42

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

256

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 in which students from all socioeconomic and linguistic backgrounds participate in all activities together in a positive and productive environment. A significant percentage of students are first generation learners, and their socioeconomic background has an impact on their attendance and performance. Teachers place a significant emphasis on identifying such students. An orientation event is organized at the start of each academic session to provide details to students. The college aspires to develop learner centric pedagogy. The identification of slow and advanced learners is made based on interactions with students during courses and their active engagement in debates, as well as their performance in the continual internal evaluation. Advanced learners receive additional learning resources for deeper learning. Those with learning difficulties are individually supported through special (remedial) lessons. Teachers use audiovisual teaching media at lectures. Students are encouraged to use the college library efficiently. Advanced learners are encouraged to use the learning resources, which can be accessed through INFLIBNET's N-List program.

File Description	Documents
Link for additional Information	<a href="https://www.nndc.ac.in/photo_gallery.php">https://www.nndc.ac.in/photo_gallery.php</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2347	42

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

To improve learning experiences, student-centered strategies such as experiential learning, participatory learning, and problem-solving methodologies are employed. Our college has used a range of student-centered strategies to improve the teaching-learning process and enhance students' learning experiences. Students are required to produce PPT presentation on just about any particular topic out of different options from their curriculum, other departments as conduct project, report writing, field trips and group assignments for their students as part of continuous internal evaluation and few other department conduct viva-voce. Group assignments, projects, and review-based projects enable students increase their research aptitude and improve their varied technical and soft attributes as experiential learning approaches. Students go on field trips, study tours, and visits to educational institutions to get experience outside of the classroom. The combination of classroom teaching with outdoor learning enables a learner understands topics more clearly and promotes more efficient learning. Students participate in annual social, Fresher's welcome as a participative learning. In order to enhance students' communication, reasoning, involvement, and logical reasoning, problem-solving strategies include group discussions and debates, assignments, quizzes, essay competitions, presentations through seminars, workshops, and webinars, academic activities, wall magazines, youth parliament and college magazines. Students participate in annual shows where they showcase their talents and develop teamwork skills.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.nndc.ac.in/prospectus.php">https://www.nndc.ac.in/prospectus.php</a>

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

The pace of advancement across the whole academic system has increased because of blended learning mode. To support efficient teaching, several departments are equipped with LCD projectors, desktop computers, laptops, and virtual classroom devices. Since 2011, our institution has had High Speed (100mbps) Wi-Fi connectivity across the campus and has subscribed to NLIST, where the faculty and students are registered subscribers. During the Covid pandemic, instructors made substantial use of ICT resources and digital platforms where the adoption of ICT-enabled tools achieved 100%. Teachers made use of Google Classroom, Google Meet, Zoom, and online learning tools including Canvas, Open Board, Webex, and Jamboard. Teachers employed teleconferencing to facilitate interactions, to connect experts and resource persons remotely and from other countries for online webinars, workshops, training programmes, online quizzes, etc. Faculty, academic, and laboratory personnel were trained in ICT tool usage through online and offline hands-on training courses. Teachers also employ a variety of devices depending on their needs, including digital cameras, smartphones, smartboards, geotagging for photographs, tablets, styluses, scanners, laser/light pens, microphones, iPads etc. To maintain benefits and the effectiveness of the educational system, several ICT tool approaches are still regularly employed offline. These methods comprise projectors, smart classes, e-books, e-journals, the library system portal, and quicker access to notifications.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.nndc.ac.in/2_Teaching_Learning_and_Evaluation.php">https://www.nndc.ac.in/2_Teaching_Learning_and_Evaluation.php</a>

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**

72

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

42

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

**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**

574

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

Our institute has improved its implementation and consistency in implementing the standards and guidelines regarding the students' internal evaluation and assessment practices since the B.A., B.Sc., B.Com, and PG programmes in Commerce affiliated with the University of Calcutta adopted the University of Calcutta's choice-based credit system. Our college website and notice board display the academic calendar, which also lists the schedule of the internal assessments. For the objective of offering all information on internal assessments, the departments directly communicate with the students in their respective disciplines. In order to schedule the invigilation tasks, seat arrangements for examinees, and other internal assessments, an Examination Sub-committee is established for each academic session. The relevant departments prepare the question paper for internal evaluations, which are distributed to the students on the specified exam days. The institution guarantees continuous internal evaluation of students through class tests and home assignments in addition to the internal assessments as per university guidelines. The assessed answer scripts for each student are accessible for viewing. In the event that students have any inquiries, teachers promptly answer them. Any grievances students may have regarding internal evaluation are considered seriously, dealt sensitively, and promptly reviewed.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.nndc.ac.in/2_Teaching_Learning_and_Evaluation.php">https://www.nndc.ac.in/2_Teaching_Learning_and_Evaluation.php</a>

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

Through internal assessment tests, in-class exercises, and home assignments that meet the evaluation criteria, the students are informed about the continuous evaluation system. The graded internal exam papers are made available to the students for transparency, self-evaluation, and continual improvement. The student can address any grievances with the appropriate faculty and the center-in-charge to get them addressed. The Examination Committee publishes schedules for registration, applications, examinations, reviews, results announcements, and reassessments which comply with the specified schedule on the college website and notice board, as well as by direct notification from department heads and teachers. This improves the process' effectiveness and efficiency. The practice is time efficient in accordance with the University's and College's schedules, for which announcements and timetables are published well in advance on the Notice Board, the college site, and the department. The College prepares question papers while making sure that the procedure emphasizes security and is open to faculty members. The acceptable time schedule is maintained at the time the answer sheet is submitted. The Examination Committee addresses any unfair tactics used before, during, or after the examination to preserve timeliness, effectiveness, and transparency.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.nndc.ac.in/2_Teaching_Learning_and_Evaluation.php">https://www.nndc.ac.in/2_Teaching_Learning_and_Evaluation.php</a>

## 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.

By modernising the teaching and learning process and assessing and documenting our students' progress, the Choice-Based Credit System strives to transform the learning system "Student-Centric." Our college focuses on educating students in accordance with the university-specified curriculum in an attempt to adhere to this rigorous approach to education. Furthermore, teachers are enthusiastically and actively involved in installing new teaching techniques into practise. The learners' development is the key focus of this approach. Course outcomes would position students to graduate from a given course with the necessary abilities and

knowledge. During the orientation programme, college teachers provide students with information about the course's objectives and results. To enable students become systematic, logical, and equipped for a prosperous future, our college offers career counselling programmes. A student may compete in many professional examinations following graduation. Significant literary and language traditions will be effectively understood by language department students, who will also be able to understand their social, cultural, philosophical and historical aspects. Students would also be eligible to take the state and centrally sponsored competitive exams through the programme and courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.nndc.ac.in/co_po/COURSE-OUTCOME-PROGRAMME-OUTCOME.pdf">https://www.nndc.ac.in/co_po/COURSE-OUTCOME-PROGRAMME-OUTCOME.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Our college strives to effectively offer the curriculum laid out by the affiliated University. The assessment process' qualitative elements provide our students the tools they need to advance in competence and knowledge at different programme settings. The college wants its graduates to have the abilities and skills necessary for further education or employment. In order to guarantee that the specified learning goals are successfully attained, the institution uses both formative and summative evaluation approaches. The college places a strong emphasis on the importance of regular classes, remedial classes, practical classes, and fieldwork supervision. During the orientation programme, course professors discuss the course's goals and results with the students. To introduce students to much more recent advancements in their fields, the institution hosts seminars, webinars, and presentations by distinguished intellectuals. The majority of departments issue wall magazines, and in this context, the college magazine deserves special consideration. For the students at our college, career counselling programmes are offered. To make the most of their undergraduate studies, teachers regularly advise their students on how to advance to further education and/or career.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.nndc.ac.in/co_po/COURSE-OUTCOME-PROGRAMME-OUTCOME.pdf">https://www.nndc.ac.in/co_po/COURSE-OUTCOME-PROGRAMME-OUTCOME.pdf</a>

### 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

406

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.nndc.ac.in/images/uploads/2.6.3.2.%20Annual%20Report%20For%20Pass%20Percentage%202021-2022.pdf">https://www.nndc.ac.in/images/uploads/2.6.3.2.%20Annual%20Report%20For%20Pass%20Percentage%202021-2022.pdf</a>

### 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.nndc.ac.in/images/uploads/2.7%20Students%20Feedback%202021-2022.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)

0

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

### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
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

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

In 2022, the blood donation camp was held in collaboration with Netaji Nagar Day College Students' Union, and Department of Health, Government of West Bengal. Earth Day 2022 was celebrated on 22.04.2022. As a part of this celebration there was an awareness session on e-waste recycling, circular economy and sustainable lifestyle. It was conducted by Hulladek Recycling Private Limited. On 13.08.2022, a thalassaemia awareness camp was jointly organised by Netaji Nagar Day College, Rotary club of Calcutta Endeavour, RID 3291, Nari Shakti Foundation and Thalassaemia Control Unit of School of Tropical Medicine. On 13th September, 2022 an awareness programme on 'Women Health and Hygiene' was organised by the Equal Opportunity Centre of the college. On 13.11.2022, an awareness rally was jointly organised by Netaji Nagar Day College and 'Anubhav', an environmental organisation. There were also poster competition and essay competition. . The social welfare unit of the college "Lets

Spread Love" in collaboration with a NGO Shilparghya Jhalkhura and Jogindrapur Vidyasagar Asram and Nari Shakti Foundation distributed new clothes to under privileged children of Patharpratima village of South 24 PGS district and to the children of Renia orphanage in the year 2021 and 2022 respectively .

File Description	Documents
Paste link for additional information	<a href="https://nndc.ac.in/Criteria_3_Research_Innovation_Extension.php">https://nndc.ac.in/Criteria_3_Research_Innovation_Extension.php</a>
Upload any additional information	<a href="#">View File</a>

### 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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

5



File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

407

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

5

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

## 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.

All curricular and co-curricular activities the following infrastructural facilities are available:

a) Classrooms

i. Large : 03

ii. Medium : 05

iii. Small : 07

b) Seminar Hall : 01

c) Classroom inside the laboratories: 11 (Geography, Physics, Chemistry, Botany, Zoology, Physiology, Mathematics, Electronics, Computer Science and Commerce)

d) Computer Centre : 01

e) Virtual classroom : 01

\* Internet facilities are available for both teachers and students in the UGC Network Resource Centre inside the library as well as in different Departments, Office and Principal's Room.

\*The institution has a Central Library, with more than 21000 books. All usable books are tagged with BARCODE by using KOHA, an

Integrated Library Management Open Source Software. Lending of books to the faculty staff and students by using Barcode Reader. Users can access e-books, e-journals etc. from our 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](http://www.inflibnet.ac.in) since 2011.

\*The Central Library has an own website <https://centrallibrarynndc.wordpress.com> which contains various links of e-books, e-journals, newspapers etc. Quick link of all Universities in West Bengal and IGNOU and Calcutta University question papers, syllabi are also available here.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://nndc.ac.in/library_home.php">https://nndc.ac.in/library_home.php</a>

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 faculty members (teaching as well as non-teaching) participate in different sports activities like 100 meters, 200 meters, 400 meters Race, Riley Race, Long jump, High Jump, Musical chair, along with different cultural activities like Quiz contest, Debate, Recitation, etc. For indoor games there are Table Tennis boards, as well as facilities for Carom, Chess, etc. in both Boys' and Girls' common rooms. The College has won the Inter Collegiate Football Tournament 2022 organized by Sports Board, University of Calcutta on 9th Sept, 2022. The college organizes various cultural activities on the Foundation Day (Netaji Group of Colleges), Independence Day, Republic Day, International Yoga Day, Rabindra Jayanti, International Language Day, International Women's Day, Annual Social Function, Fresher's Welcome Programme, and Annual Picnic etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://nndc.ac.in/sports.php">https://nndc.ac.in/sports.php</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.nndc.ac.in/images/uploads/4.1.1.%20Infrastructure%20&amp;%20Physical%20Facilitie%20s.pdf">https://www.nndc.ac.in/images/uploads/4.1.1.%20Infrastructure%20&amp;%20Physical%20Facilitie%20s.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

- Name of ILMS software : KOHA
- Nature of automation (fully or partially) : Partially
- Version : KOHA Version: 21.11.11.000
- OS Version Linux NNDCL-H410M-S2-V2 5.15.0-48-generic #54~20.04.1-Ubuntu SMP Thu Sep 1 16:17:26 UTC 2022 x86\_64
- Perl Version: 5.030000
- MySQL Version: mysql Ver 15.1 Distrib 10.3.37-MariaDB, for debian-linux-gnu (x86\_64) using readline 5.2
- Server Version: Apache/2.4.41 (Ubuntu)
- Zebra Version : Zebra 2.1.4 (C) 1994-2017, Index Data 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: 45c729bb18ecdd3e0455f47765700b1c9754b1ce Using ICU
- Year of Automation: 2005 to July 2012 through WINISIS software Aug 2012 onwards through KOHA software

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.nndaycollege.com/library_home.php">https://www.nndaycollege.com/library_home.php</a>

### 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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 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)**

0.634

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

**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**

24

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The College Library, Departments, Laboratories, Office, Accounts section, and Principal's room are all equipped with internet connectivity . The bandwidth is 100 Mbps. There is sufficient number of computers for the students, teachers and staff in the institution. The IT facilities are updated at frequent intervals. Funds are allocated in the annual budget of the institution for maintenance and upgradation of IT facilities. A Virtual classroom equipped with projector, smart board and wi-fi facility was set up in the College with the Govt. funds received for that purpose , in 2017. In addition, the Departments are well-equipped for audio-visual presentations. The latest version of softwares like GIS are procured for the concerned Department(s).The College has set up a Language Laboratory in 2021 by procuring Wordsworth English Language software with the funds received as infrastructural grant under RUSA 2.0 . Desktop computers and laptops have also been procured with the RUSA grant. The IT facilities were further extended in the College in November 2021 when the necessity of blended (offline & online)

mode of teaching-learning arose. All Departments are provided with Wi-Fi facility from November 2021 onwards. Most of the classrooms are wi-fi enabled now.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.nndc.ac.in/images/uploads/2.3.1.%20(c)%20Bandwidth,%20Server%20and%20wireless%20related%20supporting%20document.pdf">https://www.nndc.ac.in/images/uploads/2.3.1.%20(c)%20Bandwidth,%20Server%20and%20wireless%20related%20supporting%20document.pdf</a>

#### 4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

23.88

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 the entire HODs' 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, 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.nndc.ac.in/images/uploads/4.1.1.%20Infrastructure%20&amp;%20Physical%20Facilitie%20s.pdf">https://www.nndc.ac.in/images/uploads/4.1.1.%20Infrastructure%20&amp;%20Physical%20Facilitie%20s.pdf</a>

## 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

338

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

### 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

53

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

**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**

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="https://www.nndc.ac.in/">https://www.nndc.ac.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

35

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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**

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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.**

05

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 college is a co-educational institution where male and female students and staff undertake all activities together in a cohesive liberal spirit. The Students' Union ensures that girl students can participate in academic, co-curricular and extracurricular activities with honor and dignity. The college organizes annual sports, seminars, cultural events, blood donation camp, annual exhibitions, quiz/debate competitions, awareness programmes, extension activities through NSS. The students are encouraged to participate in sports and various indoor or outdoor games. Additional initiatives ensure active participation of both male and

female students in co-curricular and extra-curricular activities. The College organizes Annual Sports where the students participate in different events like Race, Long jump, High Jump, Musical chair, etc. For indoor games there are Table Tennis boards, as well as facilities for Carrom, Chess, etc..Inter-class indoor games competitions as well as Inter-class Cricket and Football tournaments are organized every year.The College has an outstanding record of winning trophies and medals in various inter-college sports and games tournaments.Various cultural activities are organised on the occasion of Foundation Day , Independence Day, Republic Day, Teachers' Day, Rabindra Jayanti, , Basanta Utsav, Women's Day and International Mother Language Day, within the College premises.

File Description	Documents
Paste link for additional information	<a href="https://www.nndc.ac.in/images/uploads/PROSPECTUS%2021-22.pdf">https://www.nndc.ac.in/images/uploads/PROSPECTUS%2021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

24

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

College has a prominent Alumni Association (169 members) which obtained official registration (S0027163 of 2022-2023) under the West Bengal Societies Registration Act 1961 on May 9, 2022 specified by section 4(2) of the Societies Registration Act of 1961 that, contributes substantially towards its development through financial and other support activities.

File Description	Documents
Paste link for additional information	<a href="https://www.nndc.ac.in/images/uploads/5.4.1.%20(a)%20Memorandum%20of%20Association%20Supporting.pdf">https://www.nndc.ac.in/images/uploads/5.4.1.%20(a)%20Memorandum%20of%20Association%20Supporting.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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	<a href="https://www.nndc.ac.in/mission_vision.php">https://www.nndc.ac.in/mission_vision.php</a>
Upload any additional information	<a href="#">View File</a>

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, the cultural sub-committee comprising teachers and members of students' union were given the sole responsibility of organising an inter-college debate competition on 21st February, 2022 in order to commemorate International Mother Language Day. The teachers took the initiative of selecting the topic of the debate and getting in touch with different colleges, requesting for their active participation. The teachers of cultural sub-committee took the decision of felicitating the winner participants with books, certificates and cash prizes. The programme was a grand success as several colleges namely, Rani Birla Girls' College, Vijaygarh Jyotish Roy College, Netaji Nagar College and Netaji Nagar College for Women participated in the competition.

File Description	Documents
Paste link for additional information	<a href="https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php">https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College is committed to quality sustenance and gradual quality enhancement through the implementation of institutional strategic

plans. Before implementation, all strategic and development plans are placed before the Governing Body for approval. In recent years, the very crucial strategic plan was in respect of re-strengthening one of the College buildings. 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 been completed during 2020-21. To overcome 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.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php">https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php</a>
Upload any additional information	<a href="#">View File</a>

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 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 subcommittee, elected student's representative on academic issues and student affairs. All financial matters are dealt with by Finance subcommittee. The appointment and service rules are strictly in compliance of UGC regulations and relevant Act of the Govt. of West Bengal. Appointment of teachers is made on the recommendation of the



West Bengal College Service Commission. Based on such recommendation, and subsequent Governing Body resolution, appointment letters are issued by the Principal. For promotion of teachers under CAS, Selection Committee is duly constituted comprising of subject expert recommended by the University of Calcutta, Govt. nominee recommended by the Education Directorate , Govt. of West Bengal, and the Principal.

File Description	Documents
Paste link for additional information	<a href="https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php">https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php</a>
Link to Organogram of the Institution webpage	<a href="https://www.nndc.ac.in/images/uploads/SSR%20328.pdf">https://www.nndc.ac.in/images/uploads/SSR%20328.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 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	<a href="https://www.nndc.ac.in/images/uploads/6.3.1.%20Additional%20information%20Final.pdf">https://www.nndc.ac.in/images/uploads/6.3.1.%20Additional%20information%20Final.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **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**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

2

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

### **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**

6

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

### **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. Selfappraisal 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 of any negligence in duty.

File Description	Documents
Paste link for additional information	<a href="https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php">https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php</a>
Upload any additional information	<a href="#">View File</a>

#### 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. All the financial decisions are taken by the Finance Subcommittee 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 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 by the Statutory Auditor has been completed till the Financial Year 2019-'20. There is no major audit objection. The accounts for the FY 2020-21 have been audited by the Internal Auditor, and will be placed before the Statutory Auditor as soon as the name is

recommended by the Education Directorate, Govt. of West Bengal. The internal audit for 2021-22 is under process.

File Description	Documents
Paste link for additional information	<a href="https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php">https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

0

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

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

The College applied for building grant from the Dept. of Higher Education, Govt. of West Bengal and received Rs. 32 lakhs in the FY 2019-20 . This fund was effectively utilized for repair and maintenance of the College building, through E-tender process as per Govt. norms. An additional amount of Rs. 2,89,740/- was provided for this repair work from the internal resources of the College. The utilization of the building grant received from the Govt. has been audited by the Statutory Auditor and the audited U/C submitted to the Dept. of Higher Education, Govt. of West Bengal. An infrastructural grant of Rupees One Crore was received by the College under RUSA 2.0. An amount of Rs. 70 lakhs from this grant was transferred to the PWD, Govt. of West Bengal, for development of a second campus. The remaining Rs. 30 lakhs was utilized for procurement of Books, Laboratory equipments, computers, etc. as per DPR submitted for RUSA grant. The utilization certificate has been duly submitted to the RUSA Cell of the Dept. of Higher Education,

Govt. of West Bengal. Page 56/69 14-02-2023

File Description	Documents
Paste link for additional information	<a href="https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php">https://www.nndc.ac.in/6 Governance Leadership and Management.php</a>
Upload any additional information	<a href="#">View File</a>

## 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 - increased use of ICT, e-library, online admission system at UG and PG level, quality enhancement of available human resources through training/ retraining of staff, mentoring of students, participation of faculty in RC/FIP/STC etc. and in research work. 1.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.

2.The IQAC in close interaction with the departments organizes webinars, awareness programmes,workshops, invited lectures, quiz and debate competitions. The active participation of the faculty membersand students was instrumental in ensuring quality sustenance and enhancement.Inter-college Essay and Poster competitions have been organized in collaboration with other HEIs like Muralidhar Girls' College.

3.Virtual platform of teaching was promptly implemented by the IQAC 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. The College library initiated a separate website <https://centrallibrarynndc.wordpress.com/> to supplement online teaching-learning activities.

File Description	Documents
Paste link for additional information	<a href="https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php">https://www.nndc.ac.in/6_Governance_Leadership_and_Management.php</a>
Upload any additional information	<a href="#">View File</a>

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

The Teaching-Learning process and its outcomes are reviewed periodically by the institution through departmental meetings and Academic Sub-committee meeting. The IQAC reviews the entire process periodically and suggests measures for improvement. The performance of the students in the University examinations are discussed in detail in the IQAC meetings. Unsatisfactory performance of the students in any course(s) is taken up seriously and the reasons for such performance are analyzed so that remedial measures can be taken.

Feedback of individual teachers is also obtained from the students through a structured questionnaire. The responses of students are examined carefully by the HOI. Unsatisfactory performance of teachers, if any, are dealt with at the individual level by the HOI.

Teachers are encouraged to participate in Faculty Induction Programme, Refresher and Orientation courses, Short Term Courses for continuous upgradation of knowledge base and teaching skills. The encouragement from the IQAC has been fruitful as five teachers have been awarded Ph.D. during 2021-22.

The IQAC also motivates the departments to organize invited lectures, Seminars/Webinars, Student presentations, etc. for enrichment of the teaching-learning process.

File Description	Documents
Paste link for additional information	<a href="https://www.nndc.ac.in/2_Teaching_Learning_and_Evaluation.php">https://www.nndc.ac.in/2_Teaching_Learning_and_Evaluation.php</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the**

**C. Any 2 of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://nndc.ac.in/aqar.php">https://nndc.ac.in/aqar.php</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 fast changing scenarios of Higher Educational Institutes in India reflect a diverse population on the campus resonating with the ideals of equality in all aspects. Creating opportunity and space for equality and ruling out discrimination against caste, religion, sect and sex will herald the total scenario of education and transformation in our country. The need to have a safe working space for students, staff and other stakeholders on the campus is one of the significant aspects. The Institution has a strong ethical work culture based on inclusivity and gender equity. Equal opportunities are provided to all students. The unique work culture, healthy traditions and ethos of this institution have led to the enrolment of impressive number of girl students. Among the teaching staff, 61% are women. Safety, security and well-being, along with gender equity and friendly working atmosphere are prime concern to the College. The institution conducts regular gender equity promotion programs, felicitation, counselling and cultural programme. The Equal Opportunity Cell involves NGO (SWAYAM) representatives for their guidance and support. Separate common rooms have been allocated.



File Description	Documents
Annual gender sensitization action plan	<a href="https://www.nndc.ac.in/images/uploads/Gender-Sensitization-Revised.pdf">https://www.nndc.ac.in/images/uploads/Gender-Sensitization-Revised.pdf</a>
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	<a href="https://www.nndc.ac.in/images/uploads/7.1.1.pdf">https://www.nndc.ac.in/images/uploads/7.1.1.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**The solid waste is segregated at each level and source. The block 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 properly.**

**Liquid waste generated by the College is 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.**

**An awareness session on e-waste recycling conducted by the college**

with Hulladek Recycling Pvt. Ltd on 22.04.2022.

Motherboard, compact discs, cartridges etc generated by electronic equipments such as Computers, Printers, and Photocopy machines of college are recycled properly by the help of Hulladek.

The Institution discourages uses of plastic, 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	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://www.nndc.ac.in/images/uploads/7.1.3.%20Degradable,%20non%20degradable%20waste.pdf">https://www.nndc.ac.in/images/uploads/7.1.3.%20Degradable,%20non%20degradable%20waste.pdf</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**C. Any 2 of the above**

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

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 lays down 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 is celebrated in the college. A Yoga Workshop was held on 21st June, 2022 to commemorate World Yoga Day. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievanceredressal 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 have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

A Staff Development Programme organized by IQAC, Netaji Nagar Day College, in collaboration with New Alipore College and Netaji Nagar College was held on 11.12.2021 and 19.02.2022 to aware the staff about the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

**Thalassemia awareness camp and Free Thalassemia screening** in collaboration with Thalassemia Control unit of School of Tropical Medicine was arranged.

The Career Counselling and Placement cell of Netaji Nagar Day College has organized different seminars and Career counselling session with different organizations with the objective of creating awareness of employment opportunities and challenges among young citizens of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers,**

**B. Any 3 of the above**

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

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 and importance of these days 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)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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.

**Title :** Inter -College Poster Presentation & Essay Writing Competition

**Objectives :** To promote the spirit of friendship, cooperation among students

**Context:** An online Inter-College Poster & Essay Competition was organised on World Environment Day.

**Practice:** Students from neighbouring Colleges were invited to participate , themes being "Only One Earth" and "Only One Earth :Living sustainably in Harmony with Nature" respectively.

**Evidence of success:** The large number of participants from several Colleges was itself an evidence of success.

**Problems, Resources Required:** Time management for judgement and fund allocation was needed to give cash prizes to the winners.

B.

**Title :** Thalassemia Screening .

**Objectives :** To avert thalassemia-related deaths in future generations.

**Context:** Thalassemia screening test for our students and staff was organized by Netaji Nagar Day College in association with Rotary club of Calcutta, and Nari Shakti Foundation on 13th August, 2022.

**Practice:** Students and staff voluntarily participated in the screening test and attended the counselling session.

**Evidence of success:** The large number of students actively took part in screening test and awareness programme.

**Problems, Resources Required:**

Time management amidst the ongoing classes for preparation and conducting the screening test was a problem.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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 society by 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. Fees under 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. Annual Endowment Lecture by distinguished academician/researcher
2. Academic linkages with more HEIs
3. To motivate all Students to use ERP through student login, Teachers through Department login
4. To organize Inter-College Cultural & Games Competition "Utkarsha", inter-college debate competition
5. To introduce the practice of awarding the highest achievers in the University examinations ( based on the performance of six semesters in case of UG, and four semesters in case of PG).
6. To publish books with the newly awarded ISBN by the RRRNA of the Govt. of India.
7. To publish the College magazine "Suswan" after a gap of two years due to the pandemic.
8. To procure new laboratory instruments for the Departments of Botany, Computer Science, and Physics for laboratory upgradation.
9. Maintenance of building especially in the form of painting of the exterior surfaces.
10. To establish a linkage for regular waste management for obtaining the recycling and waste management services of a reputed agency.
11. To organize Health Check-up camps in association with the Alumni Association.