



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

NETAJI SUBHAS ASHRAM MAHAVIDYALAYA

VILLAGE AND POST OFFICE -- SUISA, DISTRICT-- PURULIA
723212

www.nsamsuisa.org.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Netaji Subhash Ashram Mahavidyalaya is a West Bengal Government Aided Degree College affiliated to Sidho-Kanho-Birsha University. The college was established on 25th August 1985 with the objective of providing quality higher education at affordable cost to the marginalized population of the area. The college was incorporated under the UGC Act, 1956 on 9th April, 2003 under Section 2(f) and 12(b).

The institute is located at Suisa village of Baghmundi block in Purulia district of West Bengal. It is located at 23° 11'54" North latitude and 85°54'19" East longitude. It is situated at an altitude of 218 meters above the mean sea level. Physiographically, Suisa is an upland area and uneven descends from the Ranchi Plateau. The river Subarnarekha flows 3 km from the college and the river acts as a natural boundary between the states of West Bengal and Jharkhand. It is 18 km from its block headquarter Baghmundi, 80 km from district headquarter Purulia and 28 km from the nearest municipal town Jhalda. It is approximately 83 km from Sidho-Kanho-University. The Tata-Ranchi (via Chandil-Muri) railway line, under the South Eastern Railway passes just outside the college gate and the railway station is a stone's throw away from the college.

It has a campus area of 6.66 acres with a built-up area of 2084.42 square meters where academic buildings, administrative block, playground and hostel are located. The college has 08 arts departments with facilities for Hons/Major courses in all subjects. From the academic year, 2017-18 College has implemented the CBCS curriculum and 2023-24 NEP 2020 curriculum of Sidho-Kanho-University.

Vision

The vision of Netaji Subhash Ashram Mahavidyalaya is to provide inclusive education for all categories of students including SC, ST, and OBC and religious minorities with human values, professionalism and scientific installations with special attention to female students. Our vision is to transform our college into a center of excellence in the field of higher education and contribute to the inclusive development of the country by producing quality human resources despite the many challenges. The college aims at holistic development of young students and hopes to make them into young citizens of nations who are reliable, honest, committed and have a proper value system.

Mission

1. To promote value-based education and provide students with relevant knowledge of higher education.
2. To create a permanent teaching-learning environment.
3. To cultivate knowledge for complete development of the personality of the learners.
4. To enable our students to be competitive in the outside world as well as to be good people in their area and society.
5. To promote education on ecological and environmental issues in local, regional, national and global contexts.
6. To promote a loving understanding of various tribal beliefs, faith, rituals, folk life and religion.
7. To spread education and awareness in the surrounding area of the college for the elimination of social

evils and superstitions.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Thirty-eight (38) years of distinguished service in higher education and women empowerment
2. Supportive, dynamic and motivated principal and dedicated faculty members and non-teaching staff.
3. Friendly student-teacher relationship.
4. Decentralization and transparency in administration and e-governance in important areas.
5. The college campus is green and spacious with potential for future development and free from pollution and environmental hazards.
6. A large number of students get scholarships under various schemes of West Bengal Government.
7. The NSS wing of the college is active and conducts several programs and community services throughout the year.
8. CBCS at the undergraduate level was implemented in the academic year 2017-18 and NEP in the academic year 2023-24.
9. The central library of the college has adequate collection of books, e-books and e-journals and is automated.
10. The college campus is under CCTV surveillance and Wi-Fi is available throughout the campus.
11. A safe and secure environment is maintained for girl students and the grievance redressal cell is responsive to the grievances of the students.
12. The college is peaceful and free from party politics.
13. Well-equipped and modern geography laboratory for students.
14. Provision of adequate drinking water for students and staff.
15. Hostel facility for boys' students.

Institutional Weakness

1. The college is located in a rural and economically backward area of West Bengal. Majority of students are from poor financial background and this affects their learning environment.
2. The source of income for the college is very limited.
3. The teacher to student ratio is not adequate which sometimes hinders the achievement of good performance. Sufficient numbers of teaching posts are yet to be created by the government to address the gap.
4. The college has only arts stream and the students aspiring for higher studies in science and commerce have no option other than going to other institutions.
5. There is no residential facility for teaching and non-teaching staff.
6. Road connectivity in the feeding area is very poor.
7. The attendance of our students is low because they are from poor families and they have to work to support their families.
8. Inability to harness renewable energy resources.
9. Infrastructural facilities for games and sports are still beyond the mark.
10. Limited research publications by faculty.
11. Incomplete boundary wall.
12. Incomplete boundary wall.

13. Dropout among students is visible. This happens every year because most of the college students are from poor economic background.
14. No significant activities and support from alumni.
15. Lack of girls' hostel.
16. There is no full-time post for librarian, the library is managed by a library clerk.
17. ICT capability of non-teaching staff is not up to the mark.
18. Shortage of classrooms and smart/ technology enabled classrooms with respect to student strength and subjects offered.
19. The limited scope of resource generation.
20. The student-computer ratio is low.

Institutional Opportunity

1. Conducting extension activities for development of neighboring rural areas in phases.
2. Opportunity to open PG courses in Bengali, English, History and Geography in a phased manner.
3. Opportunity to introduce base vocational courses, add-on courses and self-employment training parallel to degree courses.
4. The college can develop more strategies for active alumni participation for the overall progress of the college.
5. Opportunity to provide modern infrastructure/facilities on indoor and outdoor games and cultural front as the students of this area have talents in various fields.
6. The college has an opportunity to work in developing small scale and cottage industries based on local resources in innovative ways.

Institutional Challenge

1. People in the surrounding rural areas are not economically well off. Most people are below the poverty line. They mostly depend on agricultural income (poor cultivators). They cannot afford all the expenses of higher education.
2. Reluctance among parents and alumni to participate in developmental activities of the college.
3. The CBCS/NEP system has increased the administrative and academic workload of teachers which will ultimately affect the quality of teaching.
4. For the proper implementation of NEP 2020, the institution is facing various problems.
5. Shortage of classrooms and infrastructure to meet growing demand.
6. Reducing the dropout rate of students.
7. Lack of adequate teaching staff sometimes makes it difficult to run programs smoothly.
8. Lack of adequate funds is another challenge of the college due to which the overall development of the college could not be done as desired.
9. Construction of a girl's hostel in near future.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Since 2017, the college has adopted the Choice Based Credit System (CBCS) in line with Sidho-Kanho-Birsha

University's guidelines. To facilitate this, an academic calendar and detailed timetables are published online and on notice boards. Syllabi links are available on the website, and faculty distribute topics evenly during departmental meetings. Diverse teaching methods, including digital tools and audio-visual aids, are employed to enhance learning. Additionally, study materials are shared, and teachers engage with students via WhatsApp for support and feedback, ensuring a comprehensive and interactive educational environment.

The university's curriculum integrates key issues such as professional ethics, gender equality, human values, and environmental sustainability. Teachers incorporate these topics into lessons, supported by various programs to sensitize students. Adherence to UGC's professional ethics code is paramount, with a focus on mentoring. Gender equality and freedom of expression are upheld, with dedicated cells addressing gender issues. Environmental Studies is a mandatory course, emphasizing the importance of environmental awareness through events like World Environment Day and cleanliness drives, aligning with the 'Swachh Bharat' mission.

During this period about 09 number of certificate / values added courses have been arranged by the college in which the students of the institution have enrolled and successfully completed. About 46.98 percent students are doing project work/field work during this period.

To obtain feedback on the academic and overall services provided by the college from stakeholders such as students, teachers, parents, alumni etc.; Directing and redirecting action based on the reports received, the college looks back at the activities it has performed and takes measures to further fulfill them.

Teaching-learning and Evaluation

The total number of seats sanctioned year-wise in the last five years was 3293. In the last five years, students have been admitted to 64.5 percent of the seats. During this time a total of 1484 seats were reserved for the reserved category. Out of this, 859 have been admitted to the reserved category (57.88 per cent). The student-full-time teacher ratio is 1:40.12 as per the last completed academic year.

The Department of Geography organizes annual educational excursion, allowing students to engage in fieldwork relevant to their studies and prepare reports. Other departments visit historical sites, while environmental studies require mandatory project work. The CBCS curriculum includes home assignments, and the English and Bengali departments screen films for deeper understanding. Practical labs, group discussions, seminars, and workshops enhance skills and knowledge. Students contribute to the 'Subarnarekha' magazine and departmental wall magazines, fostering creativity and teamwork. Participation in cultural and environmental events, along with NSS activities, promotes social engagement and leadership development. Cleanliness drives and inter-college events further encourage active involvement.

100 per cent full time teachers were employed against sanctioned posts during the last five years. The percentage of full-time teachers with NET/SET/Ph.D. was 71.05.

Sidho-Kanho-Birsha University conducts internal and external evaluations following CBCS/NEP guidelines. Internal assessments for alternate semesters involve project work or examinations, with details communicated via multiple channels and marks uploaded to the university portal. External assessments are held at designated venues with both internal and external examiners, followed by spot-evaluation. Grievances are addressed promptly, ensuring accuracy in the assessment process. Results are ultimately published by the university.

Program Outcomes (POs) and Course Outcomes (COs) for all programs offered by the institution are

described and displayed on the website. Evaluation of attainment levels includes classroom engagement, assignments, tests, and feedback from the college community, all overseen by the IQAC to enhance teaching standards and resolve issues.

Research, Innovations and Extension

Over the past five years, the college has fostered an environment that promotes awareness and innovation, encouraging students to engage with the curriculum and beyond. Initiatives include publishing the annual magazine 'Subarnarekha' and departmental wall magazines, facilitating field visits, and endorsing project work through the CBCS curriculum to enhance research skills. The research committee supports faculty scholarly pursuits, while seminars and creative workshops further knowledge acquisition. Training in cultural arts and sensitization programs also contribute to student development and societal engagement.

A total of 20 programs including workshops/seminars/conferences have been conducted in the last 5 years. A total of 45 articles have been published in books or journals by college professors.

The college actively engages in community extension activities, including tree planting and clean-up drives, to foster a plastic-free, organic environment. Its NSS unit, with 100 student members, conducts annual camps promoting health, hygiene, and social accountability. Regular blood donation camps and support for financially deprived students reflect the institution's commitment to social responsibility and student development. These initiatives aim to sensitize students to social issues and encourage proactive community involvement.

Faculty of our college have received various awards and recognitions for extension activities from Government/Government recognized bodies.

The number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with community involvement was 13 in the last five years. In the last five years the institute has signed 6 functional MoUs with other institutions for student/faculty exchange and collaborative research.

Infrastructure and Learning Resources

The college boasts 16 well-equipped classrooms, a computer lab with 20 PCs and high-speed internet, and specialized geography lab facilities. It also has essential amenities like printers, projectors, and power backup. Comfortable common rooms for staff and students, including a girls' room with sanitary facilities, are available. The institution supports extracurricular activities with a playground and garden, and ensures maintenance through dedicated committees. Additionally, it provides safe drinking water and canteen facilities on campus.

The college boasts advanced ICT facilities, including a smart classroom, seminar hall, and a computer lab with GIS software, all supported by high-speed Wi-Fi. Electronic communication is prioritized, leveraging tools like PPT, YouTube, and WhatsApp for educational purposes. The library is digitalized with SOUL 2.0 and offers e-resources through N-LIST. Administrative tasks are conducted online, under comprehensive CCTV coverage. The website, maintained by AIDNI Web Solutions, and ICT infrastructure, serviced by Royal Infotech, ensure up-to-date technology and security. According to the data of the last completed academic year,

the student-computer ratio is 1: 34

Student Support and Progression

The percentage of students benefiting from scholarships and freeships provided by institution and government in the last five years is 99.55 per cent. A total of 09 programs are organized in the college to enhance soft skills, language and communication skills, life skills and ICT/computing skills. The percentage of students benefited by guidance for career counseling provided by the institution in the last five years was 20 percent. The institution is always vigilant for redressal of student complaints including sexual harassment and ragging cases and is determined to take action where necessary. The placement percentage of outgoing students who progressed to higher education in the last five years was 5.35 percent. The percentage of students qualifying the state/national level examinations in the last five years was 0.49 percent. The average number of sports and cultural events in which the students of the institution participated in the last five years was 13. Netaji Subhash Ashram Mahavidyalaya, founded in 1985 in Purulia, has significantly contributed to educating first-generation rural students. Its alumni, notable in various fields, await the formal registration of their association, which actively fosters connections between past and present students and supports underprivileged ones. The college and the Internal Quality Assurance Cell (IQAC) work closely with the association, which is involved in social welfare activities and aims to financially aid the institution's progress.

Governance, Leadership and Management

The institution is driven by a vision of quality education for all, overseen by a Governing Body that includes diverse members and a student representative. This body, along with the principal, ensures democratic, participatory decision-making, managing finances, policy, and staff. Supporting councils and committees, particularly the IQAC, work towards maintaining and enhancing educational quality.

The institution's perspective plan outlines its vision and operational strategies, integrating policies on e-governance, research, student support, ICT, and quality assurance. The governing body, along with the principal and various councils, ensures effective policy implementation, administrative efficiency, and continuous quality enhancement, reflecting the dynamic educational landscape and stakeholder expectations. *Institution implements e-governance in its operations.*

The institute employs PBAS for faculty appraisal, with IQAC overseeing promotion eligibility and advising on CAS proposals. DPI approval is sought post-verification. Non-teaching staff performance is evaluated by the Principal and Governing Body. Welfare measures include provident fund, insurance policies, and cooperative society loans. Festival advances and bonuses are provided, with casual workers' pay reviewed annually. Teachers receive duty leave for professional development. Percentage of teaching and non-teaching staff participating FDP, RC, OP, or administrative training programs during the last five years was 25.69.

The college, supported by the West Bengal government, funds salaries through state aid and student fees. It's exploring self-financed courses for financial stability. Governed by a body following state and national norms, it ensures proper fund allocation and adheres to strict financial protocols for expenditures and savings.

The IQAC has significantly enhanced institutional quality by standardizing assurance strategies and processes. Initiatives include orientation programs, library introductions, and regular student-teacher communication. Modern technology is integrated into teaching, with smart classrooms and automated libraries.

Additionally, the Career Counselling Cell provides employment guidance, ensuring comprehensive educational support. The institution has taken appropriate initiatives for quality assurance initiatives.

Institutional Values and Best Practices

The Institute fosters gender equality and safety through curricular and co-curricular activities, emphasizing rights, empowerment, and awareness. It ensures representation in committees, offers counselling, and encourages participation in sports and the NSS. Comprehensive security measures, including functional cells for harassment and ragging prevention, safeguard female students and staff, maintaining a secure campus environment.

Institutions have alternative sources of energy, various types of degradable and non-degradable waste management, water conservation and disability-friendly, barrier-free environments. Environmental and energy quality audits are conducted by the institution on a regular basis by appropriate agencies.

The institute fosters inclusivity through activities promoting peace, tolerance, and harmony, celebrating cultural diversity. Annual events like freshers' welcome, Saraswati Puja, and Rakhi Bandhan emphasize regional heritage and national unity. International observances like Mother Language Day and Women's Day highlight respect and gender equality. A socio-economic survey extends the institute's social impact, sensitizing students to constitutional duties and socio-economic challenges.

Financial assistance to financially needy students and clean and green campus are two best practices of the college during this period. Founded in 1985, the college aimed to enhance higher education in West Bengal's underdeveloped areas. Initially, female enrollment was low due to social barriers and economic challenges. However, concerted efforts over the years have increased female participation, now surpassing male students. The institution actively supports "Beti Bachao, Beti Padhao," fostering academic, social, and political women's empowerment. It also emphasizes career guidance and health, contributing significantly to altering the educational landscape for women in the region.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NETAJI SUBHAS ASHRAM MAHAVIDYALAYA
Address	Village and Post office -- SUISA, DISTRICT-- PURULIA
City	PURULIA
State	West Bengal
Pin	723212
Website	www.nsamsuisa.org.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	HARIPRIYA PANDA	03254-8250965127	8250965127	-	nsamtic@gmail.co m
IQAC / CIQA coordinator	Chandan Poddar	03252-9903887859	9903887859	-	cpoddarju@gmail.c om

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
West Bengal	Sidho-Kanho-Birsha University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	09-04-2003	View Document
12B of UGC	09-04-2003	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Village and Post office -- SUISA, DISTRICT-- PURULIA	Rural	6.66	2208.42

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Co	Duration in Months	Entry Qualificatio	Medium of Instruction	Sanctioned Strength	No.of Students

	urse		n			Admitted
UG	BA,Bengali, MAJOR	48	Higher Secondary	Bengali	145	130
UG	BA,Bengali, HONOURS	0	0		0	0
UG	BA,English, MAJOR	48	Higher Secondary	English	45	26
UG	BA,English, HONOURS	0	0		0	0
UG	BA,Hindi,M AJOR	48	Higher Secondary	Hindi	13	0
UG	BA,Kudmali, MAJOR	48	Higher Secondary	Bengali	50	40
UG	BA,Kudmali, HONOURS	0	0		0	0
UG	BA,Geograp hy,MAJOR	48	Higher Secondary	Bengali	35	15
UG	BA,Geograp hy,HONOU RS	0	0		0	0
UG	BA,History, MAJOR	48	Higher Secondary	Bengali	143	126
UG	BA,History, HONOURS	0	0		0	0
UG	BA,Philosop hy,MAJOR	48	Higher Secondary	Bengali	95	71
UG	BA,Political Science,MAJ OR	48	Higher Secondary	Bengali	104	97
UG	BA,Social Sc ience,Bengali English Hindi History Philosophy Political Science Geography Kudmali	0	0		0	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				2				21			
Recruited	0	1	0	1	2	0	0	2	18	3	0	21
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				2			
Recruited	0	0	0	0	0	0	0	0	1	1	0	2
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	9	1	0	10
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	1	0	0	3	0	0	5
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	15	3	0	18
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	222	0	0	0	222
	Female	283	0	0	0	283
	Others	0	0	0	0	0
Diploma	Male	34	0	0	0	34
	Female	19	0	0	0	19
	Others	0	0	0	0	0
Certificate / Awareness	Male	101	0	0	0	101
	Female	52	0	0	0	52
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	9	25	17	14
	Female	9	4	9	6
	Others	0	0	0	0
ST	Male	15	17	22	19
	Female	19	19	20	23
	Others	0	0	0	0
OBC	Male	59	53	77	62
	Female	41	53	42	64
	Others	0	0	0	0
General	Male	94	136	124	158
	Female	116	117	147	120
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		362	424	458	466

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The college, affiliated with Sidho-Kanho Birsha University, adheres to UGC guidelines and offers a flexible, multidisciplinary/interdisciplinary curriculum under the CBCS and NEP systems, introduced in 2017 and 2023 respectively. Students can choose from a variety of courses including major, minor electives, value added, ability enhancement and skill enhancement, with the freedom to select subjects as per university norms. The institution supports multiple entry and exit points in undergraduate programs and encourages participation in events and community services, aiming to expand into Science and Commerce streams to enhance the CBCS framework. Regular multidisciplinary</p>
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	workshops and seminars are also organized.
2. Academic bank of credits (ABC):	The institution has embraced the NEP 2020 initiative by integrating with the Academic Bank of Credits, enabling students to benefit from a flexible academic structure. Registration with ABC is now mandatory for examination enrolment, and the college is actively facilitating this transition. Collaborative efforts are underway with various institutions to enhance academic mobility and credit transfer. Additionally, the college will promote the use of online educational platforms and include internships and projects in graduate programs to enhance the learning experience.
3. Skill development:	The College integrates skill development with NEP-compliant Skill Enhancement Courses across various departments, fostering competencies at multiple levels. Diverse SE Courses, add-on courses, and collaborations like Mahindra Pride Classroom enhance soft skills, while Yoga and the Computer Literacy Programme develop life skills. Research projects promote analytical abilities. These initiatives aim to equip students with cognitive, transferable, and employable skills, preparing them for societal changes. Plans for more skill and job-oriented courses are underway, emphasizing compulsory skill subjects with flexible departmental choices.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College provides Indian knowledge through undergraduate courses in Bengali, Hindi, Kudmali, and History to foster an understanding of India's traditions and history, with MIL as a mandatory subject. It fosters cultural heritage appreciation via Chhou Dance, Mask Making, and Jhumur, with an add-on course and annual events. Workshops on Yoga and a medicinal plant garden highlight traditional learning and health practices. The library supports this with literature on Indian religion, art, and culture, aligning with NEP's integration of Indian Knowledge Systems.
5. Focus on Outcome based education (OBE):	The college aims to equip students with skills to excel in the post-graduation job market. Adhering to the CBCS curriculum set by the University and the Government of West Bengal, it offers additional certificate and add-on courses to enhance student competencies. Although it lacks autonomy in altering the core curriculum, the institution ensures that

	program and course outcomes are well-communicated, aligning various college events with these educational objectives.
6. Distance education/online education:	Currently the college does not offer its own distance education courses. Online education gained popularity during the covid pandemic and online classes were conducted very effectively by all the faculties. College has more opportunities to strengthen blended learning approaches.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1043	983	834	772	819

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 26

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
26	26	24	23	15

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
13.18	126.94	12.6	10.27	14.19

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The college has implemented Choice Based Credit System (CBCS) in all departments as per the regulations of Sidho-Kanho-Birsha University, Purulia in 2017. To ensure effective implementation and timely delivery of the curriculum prescribed by the University, the institution has systematically implemented the following measures:

The academic calendar is designed at the commencement of each academic session and thereafter it is uploaded on the college website. The college prepares the time table in advance before the commencement of each semester session and it is displayed on the notice board and uploaded on the college website. The departmental time table is prepared by each department based on the master time table and is available in the departmental notice board. Download link of syllabus of all subjects taught in college is uploaded on college website. At the beginning of every odd and even semester class, the teachers of each respective department hold a departmental meeting to allocate the syllabus. The topic of the syllabus is distributed equally among the teachers by the concerned HOD of the department and copies of the allotted topics are given to the teachers.

Teaching plans are prepared by each faculty member at the beginning of an academic year. Class lectures, demonstrations, group discussions, presentations, practical classes, educational tours, etc. are teaching methods used for teaching. The faculty uses charts, maps, models and specimens along with chalk and board. Social sites such as YouTube, WhatsApp etc. are used for effective teaching. Internet, Computer, LCD projectors and other Audio- visual aids are utilized on regular basis. Study materials, notes and question banks are provided in the class and through WhatsApp. Teachers are available in dedicated WhatsApp groups formed for all classes to solve problems and queries raised by students. Teachers take regular feedback from students during class to make teaching practice more student-centered. For conducting practical classes, the college has well-equipped geography laboratory with computers, internet connectivity and GIS software to meet the needs of the students. Exposure trips and field studies are conducted as per curriculum requirements.

Students are sensitized and encouraged to make use of the resources available by the college library. Each department maintains a departmental library so that students can access the latest books available on the respective subjects and topics. The required books are purchased by the authority every year to keep up with the curriculum. The principal always inquiries about the amount of syllabus completion from each Head of Department. The principal makes surprise visits to ensure that classes are held regularly. Remedial classes are conducted for slow learners.

In the pandemic situation, classes, assignments and sessional examinations and its continuous

evaluation were conducted in online mode. Class tests are conducted department wise. The internal examinations are conducted centrally and the marks obtained are uploaded on the university website as per the university rules. The university examination is held in other college as per the time table published by the university.

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

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 09

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 0.2

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
8	1	0	0	0

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

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The cross-cutting issues of professional ethics, gender, human values, environment and sustainability are well integrated into the curriculum of the affiliated university. During the teaching and learning process, as and when the situation arises, our teachers bring up the relevant topics from our curriculum. To develop such sensibility among students, the college tries to address cross-cutting issues by organizing various programs and activities.

All teaching fraternities are aware and adhere to UGC guidelines on code of professional ethics. Efforts are made to achieve professionalism by providing intensive care and mentoring to needy students. The successful attainment of PO reflects the value of professional ethics.

The college offers equal rights and opportunities, freedom of speech and expression in all matters of the institution irrespective of gender, nationality, sex, background and religion. The views and opinions of all constituent individuals/groups are heard before decisions are made. Internal issues are resolved through open discussion. Women's Cell and Grievance Cell have been constituted to look after gender related issues.

The affiliated university has introduced a compulsory subject 'Environmental Studies' in all Majors / Honours and Programme courses. Students of Major / Honours and Programme courses are required to study the subject compulsorily as part of their curriculum. On 'World Environment Day' students and public are sensitized about environmental issues through lectures, tree plantation programs etc. organized by faculty members and students. The NSS unit of the college is playing an important role in keeping the campus environment friendly. The NSS unit of the college organizes cleanliness drives not only in the college campus but also in public places like adopted village, hospital, railway station roads, and neighborhood grounds in line with the "Swachh Bharat" mission in which teachers and students actively participate. The college campus has been declared green, plastic free and no-smoking zone. Environmental field work and projects are conducted by the faculty to give students a better understanding of environmental studies.

File Description	Document
Upload Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 46.98

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 490

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

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 64.5

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
466	458	424	362	414

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
730	700	621	621	621

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 57.88

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
188	187	171	152	161

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

2022-23	2021-22	2020-21	2019-20	2018-19
329	315	280	280	280

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 40.12

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Every year educational excursions are organized by the Department of Geography where students get an opportunity to gain first-hand experience related to their curriculum. They also prepared a field report after the visit. On the other hand, departments which do not have fieldwork as part of their curriculum conduct field visits to various historically significant local places. Project and field work is mandatory in environmental studies of 1st Semester Honours/ Major & 2nd Semester Programme and all students take part in it. Student projects are assigned at home as part of the CBCS curriculum. Film and documentary are screened by the Department of English and Bengali to provide an insight to the study.

Geography students are encouraged to apply various concepts practically through their laboratory work. Group discussions are held in many departments to encourage spontaneous thinking and improve communication skills among students. Students are regularly encouraged to attend seminars and workshops related to their curriculum as well as other relevant subjects.

Students are encouraged to write stories, poems and essays for the college magazine 'Subarnarekha'. Students are encouraged to use their writing skills, their creative talents and teamwork to contribute to editing, writing and designing departmental wall magazines.

Students are encouraged to participate in various activities like the celebration of Saraswati Puja, Annual Functions, Teachers Day, World Environment Day, etc. The NSS unit enables students to actively engage in various youth and nation building programs within and outside the campus. It gives students the opportunity to contribute to society, learn social skills and develop their leadership skills. Under the Swachh Bharat Abhiyan, cleanliness drives depict active student-teacher cooperation and participation. Students participate in various inter-college events organized by government and private organizations such as quiz competitions and youth parliaments which create awareness among them about social issues. Annual sports competitions are organized by the college. College-level winners are encouraged to participate in university and higher-level competitions. Students are encouraged to enroll in certificate courses offered by the college in Computer Applications, Chou Dance, and Communicative English/Kudmali. Assignments are given and evaluated regularly.

Teachers take classes in existing smart classroom in the college. The seminar hall is equipped with ICT equipment for conducting various programs and classes. On various occasions faculties use available online platforms like YouTube, Google Meet, Google Forms, WhatsApp groups, e-mail etc. to conduct teaching, deliver study-materials as well as conduct assessments. The Department of Geography is equipped with a LED TV screen, computer, GPS, GIS software and printer for smooth running of all academic activities. The college has a computer lab for conducting diploma courses as well as other classes related to computer skills smoothly. The college has installed Wi-Fi connections for the students and teachers on the college campus. The library provides accessibility to e-resources through INFLIBNET to teachers and students.

File Description	Document
Upload Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years**Response:** 100**2.4.1.1 Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
26	26	24	23	15

File Description**Document**

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 71.05**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
20	18	15	14	14

File Description**Document**

List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.

[View Document](#)

Institution data in the prescribed format

[View Document](#)

Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities

[View Document](#)

2.5 Evaluation Process and Reforms**2.5.1**

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The internal and external evaluation of the college is conducted as per the CBCS/NEP guidelines of Sidho-Kanho-Birsha University.

Internal Assessment:

Internal assessment of second, fourth, and sixth semesters is based on project work. Students are informed in advance about project work schedule and topics on central and departmental notice boards, college website and departmental WhatsApp groups. Project work topics for internal assessment are formulated by the faculty of the respective subject. Students are given specific time for submission. Internal assessment of first, third, and fifth semesters is done through examination. Project work or examination evaluation is conducted by the respective subject faculty and the marks obtained by each student are uploaded on the portal provided by the controller section of SKB University. The evaluated project work or answer script is shown to the students so that they can note the comments written by the respective teachers for further improvement.

External Assessment:

External assessment is conducted centrally by the affiliated university. Students have to face this assessment process which is conducted at external venues. The practical examination is conducted in accordance with all the rules of the parent university. Practical examination is conducted in the presence of external and internal examiners at external venues appointed by the university. After the examination, the question papers are evaluated by subject teachers under the supervision of university officials through spot-evaluation process in which our college teachers also participate regularly. Finally, the results of these evaluations (internal and external) are published by the university.

Redressal of grievances:

Grievances related to internal and external assessment are handled with special care. For internal assessment, if there is any discrepancy in the marks, the faculty members immediately make necessary corrections. Students who fail to submit the project report or appear for the examination under unavoidable circumstances are given a second chance to submit the project report or appear for the examination.

If any discrepancy or grievance is found, appropriate action is taken regarding registration, form filling, admit card and marksheet distribution. These are done on the university portal through the college and the non-teaching staff are responsible for carrying out the task efficiently. The principal forwards most of the applications addressed to the University Controller regarding any grievance or discrepancy. After the publication of examination result by the university, students can apply for reassessment or scrutiny of any number of papers through the university web portal by paying the required fee. If the student is still dissatisfied, he can apply for a copy of the answer scripts as per RTI Act. The college has competent staff members to handle exam related issues in a transparent and efficient manner within the stipulated time.

Grievance Redressal Cell maintains a complaint /suggestion box for student grievances. Apart from the

above, the college has both online and offline feedback mechanisms through which students can submit their grievances. The instant response system enables authority to connect with students' grievances and complaints without revealing the student's identity.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

A Program Outcome (POs) represents the knowledge, skills and attitudes of students at the end of a degree program and Course Outcomes (COs) are the resulting knowledge skills that students acquire at the end of the course. It provides a course that defines cognitive processes. The college's IQAC prepares program outcomes and course outcomes in alignment with the university's prescribed curriculum, core values ??and objectives of the college and related departments. These give students a preconceived idea of what to expect from a particular course or program. These help the students to select papers in optional subjects.

At the beginning of the session the teachers orientate the students on all course programme outcomes and course outcomes. The programme outcomes and course outcomes have been made available on the college website for ready reference. Hard copies of syllabi and learning outcomes are available in all departments for teachers and students' ready reference. The faculty prepares the course plan for each department. It is designed to incorporate teaching, learning and assessment strategies in such a way that considerable emphasis is placed on achieving each specific learning activity and outcome.

Smart board, ICT tools, projectors, fully automated library with text books, reference books and e-resources are used along with prescribed curriculum and traditional teaching methods like lectures, assessments, quizzes, note sharing, assignments etc. The continuous internal assessment system comprising of sessional tests, attendance and assignments in the college helps the students to improve their performance. After completing the program some students go on to higher education, some students get jobs in different sectors and some start their own businesses.

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

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The college offers 14 number of programs in arts through which students can acquire quality knowledge, skills and abilities. At the beginning of the academic session, teachers orient the students to make them aware of the programme outcomes. Students are made aware of the benefits and prerequisites of the undergraduate program and the various academic and employment avenues arising from it. Students are also oriented with the CBCS program and discussed about the semester procedure and examination pattern (sessional examination, attendance and home assignment) in the undergraduate program. Programme outcomes and course outcomes are also made available on the college website for the convenience of students.

The procedures for evaluating the level of attainment of POs and COs in the institution are as follows:

Students' performance in the classroom is observed through their level of engagement in classroom activities such as their ability to answer questions posed by teachers on a specific topic in the course.

Assignments, class-tests, projects and field works are also good indicators. Teachers analyze how well students apply their knowledge of the program and outcomes when students write answers. All departments maintain evaluation records and on the basis of this, the level of attainment of course outcomes are obtained.

The marks obtained by the students at the end of each semester and at the end of the course as a whole are a means of exemplifying the pattern of achievement offered by the course.

Feedback is sought from students, alumni, parents, and teachers to improve the overall teaching learning environment as well as maintain the existing standards. The responses are analysed by IQAC, reported to the college authority for clarification and resolution.

An important parameter for measuring the outcome of the programme is the educational progress of the students to the higher level in different institutions of the state and country. After completing the UG Programme the students who pass out from the college pursue their master's degree in various institutes of the nations. Students of our college, after their post graduations, join various institutes for Ph. D programme or project assistantships. Moreover, many students qualify for NET, SET and other competitive examinations as conducted by the Central or State Agencies.

Analysing the record of recruitment and progress of students in higher education in various public,

private and non-governmental sectors and start-ups in various sectors reflects the success and realization of the Programme Outcomes.

File Description	Document
Upload Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 68.26

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
95	209	141	95	47

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

2022-23	2021-22	2020-21	2019-20	2018-19
210	217	163	126	144

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

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

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The college provides a conducive environment for promoting awareness, innovation and incubation of knowledge. Following are the initiatives taken by the college during the last five years for knowledge creation and transfer.

The college encourages students to acquire knowledge from the syllabus as well as generate new knowledge and ideas. Activities undertaken by students have created an eco-system for innovation and knowledge transfer. The college regularly publishes Magazine to encourage creativity among students. The college magazine 'Subarnarekha' is published once in a year. Most of the departments also publish their departmental wall magazines.

The field visits and study tours are arranged to provide a hand-on experience and exposure of the concepts, ideas or facts and students are asked to write a report on the same. The CBCS curriculum

prescribes project work for various courses which encourage independent thinking and research abilities among the students.

The college has a research committee which encourages the faculty to pursue research work for pursuing doctorate degree, getting MRP from UGC and ICSSR or other funding agencies and publishing quality research papers in UGC CARE listed journals or journals of national or international repute.

The college organizes seminars, workshops, mock-parliaments, debate competitions etc. from time to time which provide opportunities for students and teachers to acquire new knowledge.

In order to develop the skills of the students as well as to increase their economic self-sufficiency in the future, the college provides training in 'Chow Dance' and Mask Making.

College faculties are involved from time to time to sensitize and aware students on various issues. The college has organized sensitizing programme for students by inviting experts.

NSS conducted various outreach activities and participated in cleanliness drives, campaigns, rallies, health checkups, Republic Day and Independence Day parades and other community services. It inculcates a sense of social responsibility which leads to overall development.

The “Meteorological Observatory” in collaboration with West Bengal Pollution Control Board has been established to create a meteorological data bank for the benefit of the students for their academic purposes.

The college has subscribed to the UGC scheme N-List which allows faculty to access a wide range of online journals, books, data and resources to support students and faculty members in their studies or research activities.

The college plans to create an Intellectual Property Law Cell in the near future which will motivate faculty members for independent and multi-disciplinary research.

File Description	Document
Upload Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 20

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3	7	0	3	7

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

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.15

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
10	3	8	5	4

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Institutional data in the prescribed format	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.58

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
5	2	6	1	1

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college is actively engaged in various extension activities involving the students in the surrounding community from time to time. Extension activities are conducted through various teaching departments, various committees, NSS unit and college teaching unit.

The institution undertakes tree plantation programs on various occasions. Saplings are planted along roadsides, college campus and in adopted village. To make plastic free area with organic approach, frequent cleaning drives (as part of Swachh Bharat Abhiyan) are conducted within college campus, in various public places and in adopted village.

The college has an NSS unit with a trained faculty member as Program Officer. 100 students are enrolled in the unit. The NSS unit of the college organizes a 7-day annual camp at the adopted Raidih village, where various awareness programs on health and hygiene, garbage disposal, water conservation and cleanliness are conducted. It helps students to experience village life and understand village level issues. As a result, students are not only sensitive to social issues but also develop a sense of accountability in their minds. Organizing blood donation camps in the college and blood donation to patients from time to time in various hospitals of the district by the students and teachers of the college is a regular feature. Some college students are involved in animal rescue and rehabilitation. The college undertakes to help financially deprived students by providing half free/full free facility for their admission.

Sometimes, programs are organized by the college on various social and medical issues like health and hygiene, anti-dowry campaign, discrimination, ill effects of child marriage, domestic violence, blood donation camp, thalassemia test, International Day of Yoga, Teacher's Day, Mother Language Day,

Raksha Bandhan etc.

We believe that all these activities sensitize the students and motivate them to come forward towards selfless service to the society with the dedication and tireless service of the Program Officer. Apart from the students, these programs witnessed the inclusion and active participation of locals, who came forward with a helping hand. These programs help the students to develop leadership qualities, thereby greatly promoting the growth of a responsible citizen.

File Description	Document
Upload Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The extension activities of the college focus on taking initiatives for a better, rewarding life for the members of its neighboring communities. It is the duty of any educational institution to enlighten people around with the beauty of real knowledge. Our college does the same by disseminating knowledge to the community living in the surrounding area.

Over the past five years some of the faculty, students and NSS unit of the College have received recognition and appreciation from various Government and Government recognized organizations for undertaking various extension activities.

NSA Mahavidyalaya was awarded as one of the best performing colleges in respect of target fulfilment of Kanyashree Prakalpa in the Purulia district during the Academic year 2017-18.

Dr. Haripriya Panda (Principal, NSA Mahavidyalaya) and Dr. Enamul Haque (Assistant Professor, Department of Geography) were awarded Participate Certification by MGNREO on 21 June, 2022 for their active participation in the World Environment Day Celebration.

The college has received recognition from the Headmaster of Sasho High School (adopted school) for organizing free classes in Sasho High School in 2022 by some teachers of the college.

The principal of the college was awarded a certificate of recognition by the Krishi Vigyan Kendra, Kalyan for the institute's efforts in organizing training for neighboring area farmers as well as organizing a workshop on farm advisory services.

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 13

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3	3	0	1	6

File Description**Document**

Photographs and any other supporting document of relevance should have proper captions and dates.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency

[View Document](#)

3.5 Collaboration**3.5.1**

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 6

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college has a total of 16 classrooms for classes. Adequate number of classrooms are available for conducting examination process and seating students in classrooms. All classrooms are provided with lighting and ventilation for the health and cleanliness of the students. The classrooms are equipped with adequate teaching materials to meet the needs of the students. A total of 12 class rooms are equipped with green boards. The institute has a computer laboratory which is jointly maintained by the Department of Geography and WEBEL. The laboratory has 20 number of computers and internet connection of bandwidth up to 75 Mbps. Computers are equipped with GIS and Remote Sensing software. There is a laboratory room for the Department of Geography. The laboratory room is well equipped with geographical equipment and instrument. The college has 6 printers including 2 xerox machines and 1 ink jet color printer. There is a projector and a smart board for classes and seminars. Power backup for offices, libraries and department rooms is provided by inverters or generators.

There is a teacher's common room with a seating capacity of 30 people. The college has a spacious girl's common room with attached toilet facilities and sanitary vending machines. There is a boy's common room with separate washroom. Each of these common rooms has a bed and a first aid kit. The institution has a separate room for IQAC. There are two (02) official chambers for NCC and NSS

Canteen is available inside the college campus. The college provides safe drinking water to students and teaching and non-teaching staff. College authority has constituted various committees for proper maintenance of infrastructure and physical facilities.

The college has adequate facilities for sports and other extra-curricular activities including a playground within the campus for sports activities. There is a beautiful flower and herb garden in front of the college. Equipment for various games is available so that students can develop their potential in sports activities apart from class time. As sports equipment we have carrom board, badminton set, cricket set, volleyball set, weight throw, discus throw etc. For cultural events we have guitar, harmonium, tabla etc. In the absence of a well-equipped auditorium, the college uses the seminar hall to conduct various cultural activities of the college. The college also has an open stage called " Oikatan Muktamanch" for cultural and literary activities.

As there is no separate Yoga center, the seminar hall is used for yoga sessions. Sometimes the college also organizes yoga workshops. The institute has organized various health related programs with the help

of Health Centers of West Bengal Government and NSS unit of colleges. The college has sufficient number of closed-circuit cameras to monitor campus activities.

File Description	Document
Upload Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 13.82

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
11.28	8.39	1.40	0.92	2.49

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The present building in which the library is functioning has an area of 307.617 square feet. The college is using Soul version 2.0 ILMS software and the library is fully automated. The library has a collection of over 7809 books including text books, reference books, journals and some special book collections.

Books of different genres are arranged by subject and an index is affixed to each rack. Files relevant to the library and library services are well maintained and labeled for easy access by any library staff. Average number of visitors per day is 40-50. Three newspapers, 5 journals/magazines and N-LIST, INFLIBNET, NDLI, NPTEL, E-PGPATHASLA connections are subscribed. The library has a reading room with a seating capacity of 40 people with very good ventilation within the library. Students-teachers use the library well and regularly. The library has a teacher's corner where teachers can sit and read.

The college has one permanent library assistant and one casual assistant. The library staff is student-friendly and the library is open from 10:00 am to 5:00 pm. Students can borrow 2 books for 15 days; faculty members can borrow 3 books for a month and other staff can borrow 2 books for a month. Photocopying, scanning and printing facilities are provided to the students in the library. The library has two computers, a printer cum scanner and internet facility. Bharat Sanchar Nigam Limited Internet connectivity of 75Mbps via LAN and Wi-Fi is assessable in the library where e-resources can be accessed. College students are connected with the library through WhatsApp groups. Information about the library is shared in this group.

The college has a library committee to monitor the performance and functioning of the library. The library committee evaluates and recommends measures to be taken for the enrichment and maintenance of the library. Library purchases new books as per requisition made by faculty members and students.

Apart from the central library, we have four departmental libraries which have small collections of books. Departmental teachers do the work of providing and returning books to students from these libraries. Books are also purchased for the departmental library as per the needs of the students.

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college has one (01) smart classroom and one (01) seminar hall with ICT facilities. The college has a well-equipped computer laboratory under the supervision of Geography department and Webel. Computers have GIS software. The entire college building is facilitated with high-speed Wi-Fi connectivity (75 Mbps) through Bharat Sanchar Nigam Limited. The college has two (02) xerox machines, four (04) LaserJet printers and one (01) ink-jet color printer.

Departments also use up-to-date technological innovations like PPT, YouTube, WhatsApp etc. for conducting classes and sharing notes, notices and other information. The college has prioritized communicating electronically through SMS, mail, WhatsApp etc. and less use of paper.

The library of the college is automated with the software SOUL 2.0. The library has subscriptions of e-books and e-journals by N-LIST.

Most of the office work is done with the help of ICT. Admission of students, examination form filling, fee collection and other administrative and academic processes are done through online mode. The entire campus is under CCTV surveillance.

The college website is designed and developed by AIDNI Web Solutions and is regularly updated. All information related to teaching-learning and administration is updated regularly on the website.

The college has tied up with Royal Infotech, Purulia for maintenance and regular updates of ICT facilities. The institution takes utmost care to maintain and replace ICT equipment whenever required. Apart from this, tasks like anti-virus installation, formatting of computer in case of corrupt operating system, replacement of old computer hardware and purchase of new computer are done periodically every year.

File Description	Document
Upload Additional information	View Document

4.3.2

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

Response: 34.77

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 30

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 872650.41

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

2022-23	2021-22	2020-21	2019-20	2018-19
468810	396929	162508	223867	294048

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 99.55

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1218	1116	819	731	547

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 22.51

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

2022-23	2021-22	2020-21	2019-20	2018-19
1002	0	0	0	0

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

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 5.35

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
39	3	0	4	0

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
210	217	163	126	144

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.49

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
4	0	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 1

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	1

File Description**Document**

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**5.3.2**

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

Response: 13.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
14	19	9	13	12

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

Our college, Netaji Subhash Ashram Mahavidyalaya, was established in 1985 and many alumni have received education from this renowned institution. Although this institution is located in a remote area of Purulia, it has made a great contribution to the educational development of the first-generation rural students. Our college has alumni association. The association has not received the registration yet. It is expected to be registered in a few days. Many alumni of this college are well known in their respective fields like politics, education, literature, sports, agriculture, business and industry, social work and public speaking. The college organizes general meetings and reunion events in the college to give alumni an opportunity to interact and share experiences. IQAC maintains close correspondence with the Alumni Association and helps in regularizing its activities. Being alumni of the college, some of the faculty members are also members of the alumni association of the college. Those members hold the administrative positions of the association. As part of the initiative to strengthen the Alumni Association, the Alumni have both online and offline registration system. The registration process of the association is still going on and the existing members have taken the initiative to register. The main objective of the Alumni Association is to create a bridge between the present and past students of the college and to provide financial assistance to the economically backward students of the college as most of the members of the association come from socio-economically backward families. The Alumni Association is optimistic enough to lend its helping hand for the betterment of the college either by providing financial support to the college or by organizing social welfare activities like tree plantation, blood donation camps, free medical health check-up or various types of awareness programs in the college premises. We still have some limitations in the smooth functioning of the association but in the near future the management will do the necessary work to overcome these limitations.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The institution has a clear and coherent vision and mission that guide its governance and leadership. The vision and mission of the institution is based on providing quality education to all students regardless of background, ability or interest.

The Governing Body is the highest policy and decision-making body of the college administration. It consists of teaching and non-teaching members, university and government nominees and student representative. The Governing Body as the policy making authority meets at regular intervals and resolves the policies and gives directions to the college. It deals with financial management, grants leave to employees as per State Government leave rules, recruits new teachers for vacant posts as per UGC and State Government guidelines, takes up all developmental matters including infrastructural development strategy, analyzes and approves new proposals submitted by the principal, takes disciplinary action where required.

As the head of the institution, the principal is responsible for the day-to-day academic and administrative activities and plays a key role in the smooth running of the college. She also implements the policies adopted by the University, Government and UGC.

The IQAC, Staff Council, Academic Council, Teachers' Council, Heads of Departments and several committees assist the principal in carrying out the academic, financial and other supporting functions of the college. The IQAC plays a vital role in quality assurance, maintenance and enhancement of the institution's qualitative and quantitative matrix. It encourages teaching faculty, non-teaching staff and students to enhance their performance through various processes at regular intervals. Various councils and committees take their decisions about co-curricular, extra-curricular and extension activities in consultation with the principal. Thus, the decision-making process is highly democratic, participatory and transparent.

The institution strives to implement the National Education Policy (NEP) in a holistic and effective manner ensuring quality education for all. Leadership is created at different levels by assigning responsibility to teachers and students. The institution encourages students to participate in various institutional activities and initiatives such as innovation, social service and leadership. The institution also fosters a culture of continuous improvement and innovation with a focus on decentralization and participation of all members in the decision-making process. The institution has a well-defined institutional perspective plan for its development that outlines its short-term and long-term goals and

strategies, aligned with its vision and mission. The institution regularly monitors and evaluates its progress and achievements and takes corrective action as needed. The institution regularly collects and analyzes feedback from students and other stakeholders and uses it for improving its policies and practices.

These have resulted in excellent teaching-learning processes and has influenced student outcomes in terms of average pass percentage above 68.25 per cent, placements, advancement in higher education and clearing competitive examinations such as NET/SLET during the assessment period. Thus, the institution's governance and leadership reflect its commitment to excellence, fairness and social responsibility.

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The institutional perspective plan is a strategic document that outlines the institution's vision, mission, goals, and objectives for a specific period of time. The institutional perspective plan is effectively deployed and the effectiveness and efficiency of the institutional bodies are visible from various aspects, such as policies, administrative setup, appointment, service rules, and procedures.

Policies:

The institution has well-formulated policies on e-governance, research and publications, student support and welfare measures, information and communication technology infrastructure, and quality assurance with specific code of conduct. Policies are adopted by the Governing Body, the Government and the University. Policies are consistent with the institutional perspective plan and are regularly reviewed and updated to reflect the changing needs and expectations of stakeholders.

Administrative setup:

The governing body is the highest decision-making body of the college administration. All important decisions related to finance, policy making, administrative and infrastructural development are taken by the governing body. The principal is responsible for the main administrative and academic activities of the institution. The principal is empowered and responsible for implementing the policies and decisions

of the statutory bodies, management and higher bodies.

The IQAC, Staff Council, Academic Council, Faculty Council, Heads of Departments and several committees assist the principal in carrying out the academic, financial and other supporting functions of the college. The IQAC plays a vital role in quality assurance, maintenance and enhancement of the institution's qualitative and quantitative matrix. It encourages teaching faculty, non-teaching staff and students to enhance their performance through various processes at regular intervals. Various councils, nodal officers, program officers and various committees are empowered with clearly defined responsibilities. They take their decisions about co-curricular, extra-curricular and extension activities in consultation with the principal in a democratic manner.

Appointment:

West Bengal College Service Commission recommends candidates for the post of Assistant Professors and college recruits Assistant Professors following the guidelines of WBCSC. In case of State Aided College Teachers (SACT) the said college appoints the SACT with the approval of the Government of West Bengal. The college sends requisition to the Higher Education Department for recruitment of non-teaching staff. Against this requisition, once the department concerned approves the proposal; the college constituted a selection committee consisting of persons nominated by the government. Interview is conducted and panel is prepared from which qualified candidates are recruited.

Service rules:

The institution has followed the service rules framed by the Government of West Bengal and Sidho-Kanho-Birsha University. All service rules specify rights, duties, obligations, benefits, incentives and disciplinary measures for employees. Service rules are also communicated and effectively enforced.

Procedures:

The institution has standardized and streamlined procedures to manage its day-to-day operations and activities. The administrative system of the college regarding office work, salary of employees, admission, examination form filling, library work etc. has been fully digitized. Procedures are also periodically evaluated and improved to enhance quality and efficiency.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institute follows the Performance Based Appraisal System (PBAS) for faculty members as per circulars of Higher Education Department and UGC. IQAC verifies the eligibility of the teacher concerned for promotion. Once satisfied with the eligibility criteria for promotion, the IQAC advises the teacher concerned to prepare his/her proposal for obtaining CAS. University subject experts and DPI nominee are then invited to verify and evaluate the CAS papers. Finally, the proposal is forwarded to the DPI for approval and all CAS benefits are provided to the teacher concerned in due course. The Principal and Governing Body evaluate the performance of non-teaching staff before each promotional benefit. Moreover, regular up keeping of service book records of employees is another important means of performance appraisal.

Effective welfare measures for the teaching and non-teaching staff are one of the positive measures as taken by the college. The college follows the Government Employees Provident Fund Scheme for teaching and non-teaching staff. The college has Group Insurance policy for teaching and non-teaching staff. It follows the life insurance policy scheme, through which an employee can avail maximum benefits with minimum contribution. Netaji Subhas Ashram Mahavidyalaya Employees' Credit Cooperative Society Limited, registered under the West Bengal State Cooperative society, was formed in the year 2008. It provides financial loans to any employees as per need subject to repayment by deducting simple interest (12 percent) from their monthly salary. The college provides festival advance in equal installments at 0 percent interest to SACT and non-teaching staff. Non-teaching employees get festival bonus every year as per government order. Remuneration of casual workers is increased annually

by the Governing Body.

Teachers are allowed duty leave to attend faculty development programs, seminars, workshops and conferences. Non-teaching staff are also given duty leave. Under the State Health Scheme, employees can take medical benefits if they wish. The SACT can avail the benefits under 'Swasthya Sathi' scheme of West Bengal. The college governing body provides emergency loans to the employees at 0 percent interest from the college fund subject to deduction in equal monthly installments.

14 days of casual leave, 20 days of medical leave, 15/30 days of earned leave, 180 days of maternity leave and "child care leave", and 30 days of paternity leave are provided to both teaching and non-teaching staff as per the leave rules of West Bengal Government. Clean drinking water, sanitary napkin vending machine, ramp, canteen, separate women toilet facilities etc. are available in the college for the faculty members. With the help of the NSS Unit of the college, every year different awareness programmes and health check-up camps are organized for teachers, non-teaching staff, and students.

File Description	Document
Upload Additional information	View Document

6.3.2

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 25.69

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
25	2	7	1	2

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
10	10	3	3	4

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Since the college is a government-aided college, the salaries of permanent faculty members and non-teaching staffs come from the West Bengal government. Therefore, the government meets the bulk of the financial needs in terms of salaries. Funds are also mobilized from admission fees and other ancillary charges collected from students at the time of admission. The college is trying to generate funds from self-financing and add-on courses to strengthen the financial position of the college. The fee structure is reviewed every three years. All the money collected from the students are deposited in different bank

accounts according to the expenditure head. No transfer of funds from one head to another is allowed. 50% of the tuition fee collected from students is deposited into the government treasury every month as per government guidelines. Other expenses for running and maintaining the academic activities of the institute include general overheads, general maintenance, library and database etc. The excess of income over expenditure is created as a corpus to take care of contingencies.

The college is governed by a Governing Body duly constituted by the Government of West Bengal. It is the highest decision-making body of the college. All financial plans along with financial estimates are placed before the governing body for necessary approval. The governing body scrutinizes these financial plans and gives necessary approvals. The college strictly follows the financial norms of the Government of West Bengal as well as the financial norms of the Government of India. The college has various committees to implement the decisions of the Governing Body. The construction committee and the tender and purchase committee determine the procedures to be followed for any construction and procurement. After the final approval of the budget, the procurement process is initiated by the tender and purchase committee, accordingly e-tenders are invited and purchase orders are issued. Tenders are also published on the college website and circulated in regional and/or national newspapers as per government norms. Purchases on demand are preferred. The contract is awarded to the lowest qualified bidder. After successful completion of work, payment is made. All payments are made by check except for minimal expenses.

Financial audit is conducted regularly. Internal audit of the College is conducted every year by a reputed Chartered Accountant. Internal auditor is appointed every year by College Governing Body. The task of conducting the internal audit of the college is currently entrusted to the firm Agarwal Prasad & Co. of Kolkata, West Bengal. After the internal audit report is prepared, it is placed before the Governing Body for necessary approval. The institution has completed its internal audit till the financial year 2022-23.

The college is a government aided college. Therefore, external statutory audit has to be done by auditors sent by West Bengal Government. No auditor from the Higher Education Department of West Bengal Government has come to finalize the external audit of the college till now. Hence the external audit from 2018-19 is pending.

File Description	Document
Upload Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC has played a significant role in institutionalizing the quality assurance strategies and processes in the institution. It has contributed in various ways for institutionalizing all the quality assurance strategies and processes. Some of the practices institutionalized in the college as a result of IQAC's initiatives are:

Orientation programs for first-semester students are conducted to familiarize them with the syllabus, discipline, code of conduct, and program and course outcomes. Library orientation introduces students to the library's facilities. Regular communication between students and teachers is maintained through departmental notices. The college prospectus, academic calendar, and master class routine are created to inform students about academic and extracurricular aspects, ensure precise execution of the teaching-learning process, and plan timely syllabus completion. The IQAC evaluates the final semester results annually. Teachers prepare individual teaching plans and distribute the syllabus among themselves to enhance curriculum delivery. Departments are encouraged to conduct remedial classes for slow learners, provide mentoring, and organize excursions and field trips.

The IQAC has been enhancing quality assurance by integrating modern technology into the teaching-learning process. All teachers are required to use ICT tools, supported by a smart classroom and a seminar hall with ICT facilities. Additionally, the central library has been automated with SOUL 2.0 software, and four departmental libraries have been established. Departmental teachers manage book issues and returns, and new books are purchased annually to align with the CBCS curriculum introduced in 2017-18.

The Career Counselling Cell conducts sessions to acquaint students with diverse employment opportunities. Regular assessments and reviews of cell and committee activities are performed, with follow-up actions suggested. During the COVID-19 pandemic, faculty were encouraged to adopt online teaching methods. The IQAC has organized various workshops, seminars, and talks for the benefit of teaching and non-teaching staff, as well as students. Teachers are encouraged to publish research articles in UGC-listed journals and participate in Orientation and Refresher courses from UGC-HRDC centres. Additionally, the IQAC informs teachers about the Career Advancement Scheme (CAS) guidelines.

The Internal Quality Assurance Cell (IQAC) has been proactive in organizing Parent-Teacher and Alumni meets, collecting feedback from various stakeholders, and addressing identified issues. This feedback process is transparently shared on the college website. The IQAC also participates in the All-India Survey of Higher Education (AISHE) and has initiated MoU's with other institutions. Outreach programs include adopting a village and feeder school. The IQAC promotes activities on gender sensitivity, employability, community service, and personality development. It has conducted Academic, Administrative Audit, Green Audit and Energy Audit. The IQAC ensures the college website is regularly updated and encourages departments to maintain their profiles. Green initiatives are also in place to keep the campus clean and pollution-free. Additionally, the IQAC has identified the institution's strengths, weaknesses, opportunities, and challenges, formulating action plans for quality enhancement.

File Description	Document
Upload Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The Institute continues to do the necessary work to promote gender equality and provide a safe, secure and supportive environment to female students, faculty and non-academic staff of the Institute. The college demonstrates gender equality and gender sensitivity in the following areas:

Curricular activities:

Crosscutting topics related to gender are included in the curriculum of various honors subjects. Some departments offer papers on gender equality and gender sensitivity topics such as Gender Rights, Human Rights, Domestic Violence, Feminism, Eco-Feminism, Women's Education, Inequality, and Women's Empowerment.

Co-curricular activities:

1. The college orientation program held at the beginning of each session emphasizes the college's gender awareness, anti-ragging and anti-sexual harassment practices.
2. All major cells and committees have female faculty representation with male counterparts
3. Women's cell of the college mainly organizes various sessions and discussions on gender issues like violence against women, women empowerment etc. to make the students aware.
4. College faculty also provide individual counseling to students on gender equality and gender sensitivity when required.
5. A significant number of female students participate in NSS which definitely helps in developing confidence and leadership qualities in them.
6. The college always encourages female students to actively participate in various sports and events.

Safety and security:

1. The college provides identity cards to all students and faculty for security purposes. Students are not allowed to enter the campus without ID card.
2. College security prevents intruders from entering the college premises.
3. Sexual Harassment Cell, Women Cell and Anti Ragging Cell are fully functional in the college for the safety and security of girls. There is no record of any untoward activity in the last five

years.

4. A complaint box has been provided in front of the principal's chamber and if any girl student is facing any sensitive situation, she has an opportunity to complain and the college has a mechanism to resolve such issues.
5. CCTV cameras have been installed in the campus to ensure the safety and security of the students.

Facilities on Campus

1. Grievance Redressal Cell is functioning for redressal of grievances of students.
2. Besides, Women Cell, Anti Ragging and Sexual Harassment Cell, Internal complaints Committee, etc. are always active in creating an environment of equity and dignity for women.
3. The college has separate common room for girls. The common room is well ventilated and has a sick bed, first aid box, dressing table and attached washroom and toilet with a sanitary pad vending machine which is functional. Separate washrooms and toilets have been arranged for the female staff of the college.
4. The institution has arranged separate common room for male students. Sufficient number of toilets are available separately for male students.
5. Health camps for students are conducted by NSS units.

Special Activities:

Gender audit is conducted in college to ascertain the status of girl students in terms of participation in various activities, facilities for girl students, scholarship etc.

File Description	Document
Upload Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The institute takes necessary initiatives to provide an inclusive environment for students. The objective of taking such steps is to inculcate a sense of peace, tolerance and harmony among the students. Various activities/events are organized in our institution to increase awareness about tolerance and harmony.

These activities were focused on cultural, religious, regional, linguistic, communal and socio-economic diversity.

Every year the college organizes freshers welcome and college social. These programs on college campus usually include music and singing, recitals, and dances. These cultural programs provide their cultural entertainment. Moreover, these programs give them the opportunity to showcase their creative talents and respond to their cultural diversity.

College authority along with students organize Saraswati Puja every year to promote regional cultural heritage. All students, teachers and non-teaching staff of the college participated in the program.

The institute organizes "Rakhi Bandhan" festival to inculcate the values of tolerance, communal harmony, secularism and national integration among the students and teachers.

The college celebrates International Mother Language Day every year to make everyone proud of their mother tongue and create an environment of mutual respect.

The college also celebrates International Women's Day to raise awareness about gender equality among faculty, non-teaching members and students of our college.

The college conducted a socio-economic survey among the people of the surrounding area to understand their specific needs and problems which helped to inculcate the sensitivity towards socio-economic values among the students.

It organizes various activities to sensitize its students and employees about constitutional obligations. The college is not only renowned for its academic contribution but also for its social contribution. The faculty and students of the institution take many initiatives to help and support the local people and surrounding villages of the institution.

Teachers and students celebrate 'World Environment Day' together. To commemorate the day, teachers and students organized tree plantation programs in the institute and surrounding areas.

The NSS unit also organizes blood donation camp in the college to create awareness through teamwork and sense of responsibility towards society.

To make students aware of social duties and responsibilities, the institution has adopted a village so that students can practically learn to serve the villagers. NSS cadres conduct door-to-door campaigns to make them aware of their constitutional rights and responsibilities as citizens of India.

National Service Scheme (NSS) unit and women's cell of college take various initiatives to create awareness about health and hygiene.

Independence Day, Republic Day, Netaji Subhash Chandra Bose's birthday, National Voter's Day and Youth Parliament are celebrated every year. Lectures delivered on these days remind students and staff about civic responsibilities, constitutional duties, fundamental rights, socio-economic responsibilities and obligations.

The college takes steps to maintain cleanliness in the college campus. Various measures are in place in

the college to keep the premises clean.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1

Title of the Practice: Financial assistance to financially needy students

Objective of the practice:

Extending financial assistance to students from economically weaker families.

The Context:

The students enrolled in the college are mainly from nearby villages with rural background and there are some students who are not able to pay the admission fees due to unfavorable financial condition of their families. To help these needy students, the college has assistance scheme for this purpose.

The Practice:

One of the best culture and practices of our college is to extend financial assistance to needy students from poor student fund in all sessions. Sometimes, faculty members voluntarily extend financial aid to needy students from their own pockets. Our college has a financial assistance program for orphans and students from underprivileged sections of society. At the beginning of the session, applications are invited from students who are orphans or from underprivileged sections of the society for awarding scholarships. The concerned students have to fill the application form and submit the required documents like BPL card, ration card, income certificate duly issued by Gram Panchayat Pradhan, admission fee receipt, etc. to the college principal. After verifying the genuineness of the student's claim, the student does not have to pay this fee at the time of re-admission and filling the examination form. In this way, this fee is waived off during the re-admission and examination form filling of the students.

This fee is refunded by the college to the student in cash if the student chooses to withdraw in cash. Furthermore, the Government of West Bengal has a scholarship program for Scheduled Castes,

Scheduled Tribes, Other Backward Classes, and Minority Communities or meritorious students or women students. To avail such scholarship, students have to fill the prescribed application form and submit the duly filled application along with necessary documents to the principal of the college so that the scholarship is forwarded to the concerned government department for processing and release.

Evidence of the success:

Financial assistance provided by faculty members, college and the government acts as a good motivation to encourage students from economically weaker sections of the society to study hard and pursue their dreams. Many students have benefited from such assistance. It proves to be very beneficial for the hardworking students whose family members cannot pay the fees due to their adverse financial condition.

Problem encountered and resources required:

Identifying students from financially weak families is a very difficult task. Some students hesitate to reveal their family's financial situation.

Best Practice 2

Title: Clean and Green Campus

Context:

The college campus is spread over 6.66 acres of which 52.11% is open space. Grasslands and vegetated areas cover 7% of the campus. The garden area covers 2.71% of the campus. The institution promotes environmental awareness among students, teachers and local residents and takes initiatives such as minimum use of plastic, switching off lights/fans, waste management and maintaining a clean campus.

Objectives:

The main objectives are:

1. Organizing and promoting environmental awareness and environmental sustainability programs in the college and surrounding areas.
2. Protecting and conserving environmental systems and resources within the campus.
3. Plantation of perennial, seasonal and medicinal plants in the campus.
4. Making the campus tobacco and plastic free and looking at proper disposal of various wastes.
5. Encouraging use of alternative sources of energy.
6. Reducing the use of paper in administration.
7. Promoting the use of organic fertilizers in campus gardens.

The Practice:

1. Various species of medicinal and seasonal plants are planted and maintained in the college campus. Plantation drives are organized to involve the students.
2. Solar energy panels have been installed and are being used to run pumps for drinking water and lights.
3. Tube lights and bulbs have been replaced with CFL and LED tube lights or bulbs.
4. Campus plants are irrigated without wasting water and rainwater is harvested.
5. A separate unit has been set up for biodegradable waste management.
6. Dustbins are segregated for biodegradable, plastic and hazardous waste.
7. The college has been declared as "Plastic Free Zone" and "Tobacco Free Zone".
8. Celebrating World Environment Day and promoting awareness.
9. Arrangements for environmental field visits.
10. Adoption of e-governance policy.

Evidence of Success:

The green campus concept adopted by the college has not only helped in conserving the environment but also in beautifying the campus. Environmental awareness has increased among students. The amount of tobacco and pan masala chewing has been greatly reduced. Installing LED tube lights and bulbs has gradually reduced electricity consumption. Water from the harvesting unit is used for irrigation of plants. Ban on plastic materials along with proper disposal of waste has made the campus clean and green. Digitalization has reduced the use of paper.

Problems Encountered and Resource Required:

Due to financial constraints, it is not possible to appoint a caretaker for the regular maintenance of the college. So, government initiative is needed. Occasional power outages force college authorities to use diesel powered generator leading to air pollution.

Notes:

Environmental awareness slogans are displayed on the campus to successfully promote the green campaign. The use of paper cups and plates is encouraged and the use of plastic bags and plastic tea cups is prohibited. Paperless communication and correspondence are practiced regularly. Communication is encouraged through email, e-notice board and social media.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

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

The college was established in 1985 by some local philanthropists keeping in mind the expansion of higher education in this plateau, semi-arid and backward area of West Bengal. It is a co-educational institution. The number of female students in this institution was very less. Here they could not easily enter higher education due to various social restrictions. Most of them belonged to financially weak families. Majority of them were first generation students. Child marriage was a nightmare for their lives. Child marriage often results in a girl ending her schooling prematurely. As these girls were forced to marry at a young age, they were usually forced to give up their studies. It curtails their education, hinders their personal development and reduces their chances of economic self-reliance. The communication system of the area was very poor. Girls were not allowed to ride bicycles here. Still communication problem prevails in the area and it hampers students a lot. But over the years we have prioritized the development of girl students. Through various discussions and campaigns, we have been able to bring girls to higher education. Currently the number of girl students is more than boys.

This distinctive feature of the college gives us ample opportunity to carry out and promote the Government of India's "Beti Bachao, Beti Padhao" campaign, to create awareness and promote women's empowerment, not only at the academic level, but also at the social and political levels. Faculty members of our college encourage girl students to compete for various state/central Government jobs or to find employment in the private sector. Through counselling, the faculty members try to instil self-confidence in them. The career counselling cell also provides the much-needed impetus in this direction. The College also gives due importance to the health and hygiene of the girl students. Medical experts are invited to give expert advice to the girl students on health issues. The Women Cell of the College organizes International Women's Day, and on that day teachers of various department and invited guest speakers give lectures on women emancipation and empowerment. Through the programs, the female students are made aware of various social evils which can only be eradicated by education. The Women Cell stresses on financial independence of women which also contribute towards decreasing issues pertaining to domestic violence. The Girls Common Room of the college has facilities for the girl students. It has toilet facilities and a sanitary napkin vending machine too. Moreover, there is a Kanyashree Scholarship programme for all female students. The College gives special importance to the girl student on the cultural and sporting front also. During annual college social special co-curricular activities are conducted for the girl students only, such as flower decoration, mehendi competition, rangoli making, etc. The college authority as well as the disciplinary and anti-ragging committees keeps a strict vigil on the security and well-being of the girl student. Till date there has been no incident of ragging or any kind of misbehaviour against female students of the college. The girl students feel safe and secure within the college campus. Some teachers mostly counsel the girl students about the adverse effects of early marriage and dissuade them from taking such steps. Our teachers also motivate the girl-students to continue their studies even after their marriage (if in case they are married before their graduation). Another important feature in this regard is that over the years the number of girl students enrolling themselves in NSS has increased significantly. The girls of our college participate in all the activities conducted by NSS.

Girl students can place their grievances (if any) in the complaint box outside the principal's chamber

titled “Complaint Box”. The College also has a grievance redressal cell to safeguard any kind of harassment related to girls in the campus. In this context, the college is distinct in the entire Purulia district, as the number of girl students enrolling in the college has increased significantly. This uniqueness of the college is not only viewed as an institutional achievement but it is a step of the society towards women empowerment.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The college was established in 1985 by some local philanthropists and social workers keeping in mind the expansion of higher education in this plateau, semi-arid and backward area of West Bengal. It is a co-educational institution. Most of the students belong to financial weak sections. Majority of them were first generation learners. The communication system of the area was very poor. Still communication problem prevails in the area and it hampers students a lot. But over the years we have prioritized the development of students.

Concluding Remarks :

The college strives to promote quality education to students by providing adequate infrastructure and facilities to enable them to meet the challenges of society. We cherish the vision of empowering women to develop their capacity to think, lead and transform society. The college has been serving the society for the last 38 years by imparting holistic education through high values and liberal education. It will continue to strive for knowledge acquisition and extension activities as per the needs of the society as a whole. Our mission is to "create a friendly environment that enables students to excel in many activities" so we ensure our best to achieve the mission and make this institution a notable institution in the entire Purulia district.