YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution NEW ALIPORE COLLEGE

- Name of the Head of the institution Dr. Jaydeep Sarangi

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 03324452131

- Mobile No: 9477807031

- Registered e-mail newaliporecollege@yahoo.co.in

- Alternate e-mail jaydeepsarangi@gmail.com

- Address L-Block New Alipore

- City/Town Kolkata

- State/UT West Bengal

- Pin Code 700053

2.Institutional status

- Type of Institution Co-education

- Location Urban

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University

  Calcutta University

- Name of the IQAC Coordinator

  Dr. Samyabrata Das

- Phone No.

  9433388794

- Alternate phone No.

  03324452131

- Mobile

  7980883907

- IQAC e-mail address

  iqac.nac@gmail.com

- Alternate e-mail address

  jaydeepsarangi@gmail.com

3.Website address (Web link of the AQAR (Previous Academic Year)

https://newaliporecollege.ac.in/uploads/1641553658.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

  https://newaliporecollege.ac.in/page/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**75.55**	**2007**	**31/03/2007**	**31/03/2012**
Cycle 2	**B+**	**2.68**	**2016**	**16/09/2016**	**16/09/2021**

6.Date of Establishment of IQAC   **28/07/2007**

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

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

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

  View File

9.No. of IQAC meetings held during the year   **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

1. Fully digital examination system during pandemic

2. Providing counselling to the students during the tough time of pandemic

3. Online Library access to the students and teachers

4. Maintaining COVID-19 Protocol strictly

5. Hosted 'e-Adhayan' workshops for teachers

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

Plan of Action	Achievements/Outcomes
Provision for LMS Portal	LMS Portal created and study materials, question papers etc uploaded for students
Digitisation of Examination system during pandemic	Examination system digitised
Counselling	Principal-on-call facility introduced to listen to the problems of the students and counselling done
Organising Webinars at regular intervals	Webinars organised by different departments
Making all teachers familiar with ICT facilities	All teachers used ICT facilities during online teaching and other activities
Maintenance of COVID-19 Protocol	COVID-19 Protocol as declared by the Government from time to time strictly adhered to
Organising training programmes for teachers to become effective teachers through the online mode	Hosted 'e-Adhayan' workshop for teachers

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	NEW ALIPORE COLLEGE
• Name of the Head of the institution	Dr. Jaydeep Sarangi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03324452131
• Mobile No:	9477807031
• Registered e-mail	newaliporecollege@yahoo.co.in
• Alternate e-mail	jaydeepsarangi@gmail.com
• Address	L-Block New Alipore
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700053
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Calcutta University
• Name of the IQAC Coordinator	Dr. Samyabrata Das
• Phone No.	9433388794
• Alternate phone No.	03324452131

• Mobile	**7980883907**
• IQAC e-mail address	**iqac.nac@gmail.com**
• Alternate e-mail address	**jaydeepsarangi@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://newaliporecollege.ac.in/uploads/1641553658.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://newaliporecollege.ac.in/page/academic-calendar

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**3**
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10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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Organising training programmes for teachers to become effective teachers through the online mode	Hosted 'e-Adhayan' workshop for teachers

13. Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	27/02/2022

15. Multidisciplinary / interdisciplinary

We are a Multidisciplinary College but Interdisciplinary Courses are not taught.

16.Academic bank of credits (ABC):

Not Applicable

17.Skill development:

The CBCS system provides for SKILL ENHANCEMENT COURSES for every subject taught at the College both in the Honours and General Levels. These courses help in equipping students with requisite skills beyond the theoretical knowledge systems.

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

As most of our students are from Bengali Medium Schools , most of the lectures are delivered in the Vernacular (Bengali) with English as a supporting Language. We teach Bengali , Sanskrit, Indian Philosophy as well as many English Translations of texts originally written in Indian Languages (In the Eng Lit syllabus).

Celebrations of customs and traditions that reflect the vibrant Indian Culture as well as commemoration of the Birth Anniversaries of poets and thinkers are organized. These occasions become opportunities for students to be aware of the beautiful and vibrant Indian Culture and tradition.

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

Not Applicable

20.Distance education/online education:

The lockdowns and the restrictions on the physical classes during the pandemic had obliged us to move overnight to the ONLINE mode of teaching. All classes in all Departments were taken online. Doubt clearing and interactive session along with various other activities with students were carried on in the online mode.

Extended Profile

1.Programme

1.1   38

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1   **1148**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **1121**

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

File Description	Documents
Data Template	View File

2.3   **533**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **98**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **88**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**38**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1148**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1121**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**533**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**98**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**88**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**16 & 1**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1748866**
4.3 Total number of computers on campus for academic purposes	**90**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our institution believes in the holistic education of the students emphasizing the education beyond the confined classroom. At the beginning of the academic session, the college publishes a detailed prospectus and routine. Departmental meetings are held before every session to plan effective curriculum delivery. Various teaching methods are done by online and chalk and blackboard method, ICT enabled teaching-learning method, use of different scientific chart, model and software, distribution of class notes. Every department has a proper and adequate instrumentation facility to conduct practical classes. Fieldworks and educational tours are conducted by different departments. Project work, dissertations are conducted for the accomplishment of their degrees. Seminars and special talks by national and international eminent academicians are also arranged regularly. Regular class tests, Internal examinations, Mid-semester examinations, regular assessment in practical classes, viva-voce, are done.

We have a very rich open accessed central library and many departments have their rich departmental libraries. Every year our central library organizes a library orientation program for the new students.

Our College has also introduced its own LMS platform during COVID-19 pandemic period. The different department have conducted Special lectures in a virtual platform such as Google meet, Zoom, Google classroom.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	1. https://newaliporecollege.ac.in/lms/ 2. https://newaliporecollege.ac.in/downloads/prospectus 3. https://newaliporecollege.ac.in/uploads/1593782096.pdf 4. https://newaliporecollege.ac.in/page/online-resources 5. https://newaliporecollege.ac.in/department/commerce 6. https://newaliporecollege.ac.in/department/mathematics 7. https://newaliporecollege.ac.in/page/academic-calendar

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

The New Alipore College prepares their academic calendar based on the calendar of Calcutta University. These included in the college prospectus and are also uploaded on the college website. It includes various timelines such as dates of beginning and end of the session, mid-semester breaks, distribution of classes, preparatory leave, and tentative dates of practical and theory examinations. The academic calendars also include proposed guest lectures, seminars/conferences/workshops, educational trips, project work, and other academic activities for the session.

At the beginning of the session, the departments allocate papers to the faculty members. The Departmental timetables are prepared well in advance based on the master timetable and are uploaded on the website. They are also displayed at the departmental notice board which helps in monitoring the regularity of

classes. Timely completion of syllabus, revision, and internal evaluation is carried out in compliance with the schedule listed in the academic calendar.

The performance of students is assessed continuously. Tests, assignments, presentations, and internal exams are held in a time-bound manner. The criteria for internal evaluation are displayed on the college website and college notice board. Students are also apprised of the same on the departmental orientation day and it is reiterated in classes as well. The departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently.

All faculty members participate in the central evaluation process to ensure timely declaration of results of university examinations. This facilitates the commencement of the new session as per schedule.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://newaliporecollege.ac.in/uploads/1614098769.pdf 2. https://newaliporecollege.ac.in/uploads/1602224348.pdf 3. https://newaliporecollege.ac.in/uploads/1613744976.pdf 4. https://newaliporecollege.ac.in/uploads/1606641123.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

20

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

1

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

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The institution prepares students to meet the challenges of gender inequity, environmental crisis, and erosion of human values in society. Some subjects already have such topics in their syllabi, but all students are sensitized regarding the imperatives of sustainable environmental practices and Gender equality through celebrations like World Environment Day and International Women's Day. West Bengal is impacted by global warming with severe cyclones battering its coastline. To educate students about the cause of such powerful cyclones and how to stay safe at times of natural disasters webinars were organized. Foodgrains and other necessary items were distributed to the affected people through various organizations. Due to the pandemic, everyone was under great stress, Webinars were organized on Nutrition and Wellness for all stakeholders. Our N.S.S team visited slums and distributed masks and sanitizers after explaining to them how they could protect themselves from the virus. The NCC unit carried out a cleanliness drive as part of a community outreach initiative. For moral upliftment and character formation a webinar on "How to Lead a Good Life' was organized. As part of inclusive education, students reached out to the especially abled under the "Breaking Barriers" initiative.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

8

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

200

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows   **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://newaliporecollege.ac.in/feedback_system/fms/view-allinone-report.php?feedback_type_id=1&session=2020-21&qus_report_submit=qus_report_submit https://newaliporecollege.ac.in/feedback_system/fms/view-allinone-report.php?feedback_type_id=2&session=2020-21&qus_report_submit=qus_report_submit https://newaliporecollege.ac.in/feedback_system/fms/view-allinone-report.php?feedback_type_id=4&session=2020-21&qus_report_submit=qus_report_submit https://newaliporecollege.ac.in/feedback_system/fms/view-allinone-report.php?feedback_type_id=3&session=2020-21&qus_report_submit=qus_report_submit

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution is sensitive to the fact that not all students have the same level of academic competence or aptitude. Every Department conducts screening tests for newly admitted students to assess their level of competence in the subject. The classroom teaching is aimed at guiding each student according to his or her standard and capability. Teaching strategies are fine tuned to cater to both the advanced and slowlearners.

For Advanced learners the following methods areadopted.

 # Advanced learners are encouraged to participate in student seminars .

 # Advancedlearnersare encouragedto make poster and PPT presentations.

 # Advanced Learnersare provided with links to various on line learning resources .

 # They are advised to consult reference bookson the subject.

 # Advanced learnersare involved in peer teaching.

 # Carrere prospects and opportunities for further studies are discussed with Advanced learners .

Programmer for Slow learners

 # Remedial classes and doubt clearing c lasses are arranged for Slow learners.

 # Guardians are informed regarding the performance of their wards and advised on the course of action.

 # Peer teaching and group study is arranged for Slow learners.

 # Teachers administer special tests.

 # Students are guided regarding test taking strategies.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
2122	**88**

File Description	Documents
Any additional information	**No File Uploaded**

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

The institution believes in the motto."Learningfor life" Towards thisend all effort is taken to involve the students in active participatory learning.

All departmentsengage students in experiential learning best suited to their course. In addition to theoretical and practical classes, science studentsare taken on industrial tours to

factories and research laboratories. The anthropologyand geographystudents visit excavation sites and sites which are of geographical or geological significance. Students are taken to natural history museums and other historical places.Commmerce students visit the stock market for a real life experience.

Film shows and plays are screened/ performance for the students

Mock parliaments are held and national voters day is celebrated to acquaint students with the democratic process Stunts are encouraged to participate in in terc-college festivals and volunteer for seminars etc.

Films based on texts in the syllabus are screened by the language departments.

The learning experience is enriched by extensive use of ICT tools - ppts,LCD, quizzes and online testing..

Projects, excursions, conferencesadd to the learning experience.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The college has invested substantiallyin digital learning.

Most teachers use ppts and links to digital resources are shared with the students.

The faculty member are encouraged to attendworkshops on digital delivery .

Assignments, quizzes and tests are now conductedon- line.

The library has a number of on line journals and reference books which can be viewedonline through OPAC and West Bengal College Libraries Online Resources.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

88

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

88

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

23

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college has a dedicated Examination Committee to deal with all matters related to internal and University Examinations.

Large exams involving the all students are conducted centrally through OMR sheets and evaluation is also done online..

Answer scripts of internal exams are shown to students and their doubts are cleared. .

Any complaint is immediately addressed to the satisfaction of the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college has a dedicated Examination Committee to deal with all matters related to internal and University Examinations.

Large exams involving the all students are conducted centrally through OMR sheets and evaluation is also done online..

Answer scripts of internal exams are shown to students and their doubts are cleared. .

Any complaint is immediately addressed to the satisfaction of the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The institution has framed programme outcomes for Humanities, Science and Commerce.

The Departmental Teachers along with the members of the IQAC formulate the learning outcomes keeping in mind the UGC guidelines and the directives of the National Education Policy.

Teachers spell out the learning outcomes of the course at the beginning of each semester. Thus students are made aware of the expectations of the course at the very outset.The course outcomes are also given to the students at the time they are given the class schedules.Thus every student is aware of the course outcome.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The Programme and the course outcomes are designed to equip the students for either further studies or gainful employment.. Feed back from students is collected and analyzed to assess how far the institution has succeeded in fulfilling its stated outcomes.

The institution also holds meetings with the Departments after the publication of every Semester Examination to ascertain how far the outcomes are being achieved and what further measures need to be adopted to ensure that the learning outcomes are better achieved.

Through regular classroom teaching, Internal exams and University exams at the end of each semester the teachers can assess whether the objectives of the stated outcomes are being achieved.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

466

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://newaliporecollege.ac.in/naac_sss/administrator/final_report.php?session=2020-21

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

33

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

23

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Education is not restricted to the confines of the classroom. After all the aim of education is to carve outfrom a student a better human being who is sensitive, both to the needs of society and aware of his/her own duties as a responsible young citizen. With a raging pandemic it became necessary to help students extend hands of assistance and support to the needy. Not only did such acts of help and support strengthen the target groups but it was also instrumental in making the students realise the true value of philanthropy. Giving happiness to others especially those who are less fortunate (either economically or socially or medically) is the least one can do. Our students came up and willingly and sincerely participated in the extension activities. Celebrating days that are very important and close to the hearts and souls of every Indian was also done as they remind us of our identity and heritage. Our students were happy to do everything they could on these occasions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

3.3.2.1 - Total number of awards and recognition received for extension activities from

Government/ government recognized bodies during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

5

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

212

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

8

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has 17 spacious, well lit, clean and ventilated classrooms. College laboratories use high-quality advanced equipment and fixtures. The toilets at every floor for the students and those for the teachers are cleaned and maintained by cleaners at regular intervals. The College assures to sustain hygiene in the campus. The seminar halls used for conducting workshops, seminars, conferences and special lectures by eminent academicians from all over the globe, are IT enabled with dedicated set up of projector facilities, sound system, and unrestricted Wi-Fi access.

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File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

The College provides immense importance to extra-curricular activities. Apart from winning the prestigious University of Calcutta Shield in Football, the students excel in multifarious co-curricular activities. The college has an open air stage for performances. And for sports and games , the college has a field within the campus where students play crickets and badmintons. The boys' common room has some indoor games facilities like the Table tennis board and the Carrom board. The College had organized morning yoga sessions too.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.445

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library is fully automated with Integrated Library Management Software KOHA.The circulation process is fully automated since year 2017. The library has computerised catalogue OPAC. Since 2019 library provides remote search facility through WEBOPAC. All the books were barcoded and users are provided with barcoded library membership cards to ensure seamless automated circulation through barcode scanners. Maintenance of the KOHA software is provided by Listed Service Provider of KOHA through AMC (Annual Maintenance Contract). In

2020-2021 RFID technology implemented in the library. RFID security gates are installed and circulating books are tagged with RFID stickers for better management of resources. In pandemic RFID system minimizes human contacts daily. The entire library premise is under CCTV surveillance as library provides open access. The Library has a 'Library Manual' for ensuring S.O.P. in housekeeping activities, collection development policies and other rules and regulations. The Librarian organizes Library Orientation Program at the beginning of the Academic session and also whenever necessary. Library notices are displayed in all the notice boards within the college, scrolled on electronic notice board in library and uploaded on college website as and when required. Feedbacks and suggestions are sought through suggestion box

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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

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

1.00852

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words

The college is wifi enabled campus. There is internet connectivity in the Principal's room, College Offices, Teachers' Staff Rooms, Library, Departments & its Laboratories, and Students' Council Room. The service provider is Alliance Broad band providing service since April 2016. The speed is 50mbps.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

165

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

13.57648

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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

Maintaining the laboratory, library, sports complex, computers, and classrooms are a continuous procedure andseparate budgetary allocations are made for this purpose.

The major equipment, fixtures and amenities are preserved and maintained through a range of annualmaintenance contracts (AMCs)

with several agencies. These are in addition tothe in-house
staff and offices taking care of the smaller and more routine
maintenance work.

The college has a number of committees which are entrusted with
regular and intermittent review of the status ofthe facilities.
To name few such committees are the the Finance Committee,
Library Committee, BuildingCommittee, Sports committee,
Beautification Committee. With an aim to maintain the hygiene of
the campus,

The college has separate cleaning staffs for the constant upkeep
of the campus. This year was the year of pandemic and the
college has appointed people who sanitized the campus regularly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

211

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

299

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
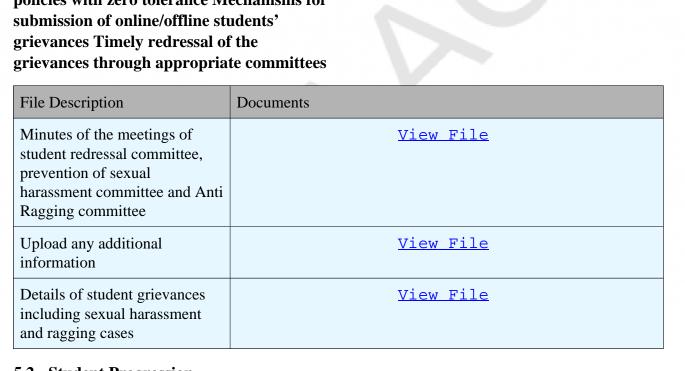
940

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

940

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

23

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

111

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

1

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students are duly represented, by the student representatives in different committees and administrative bodies. Such as Academic, Admission, Magazine, Cultural and Sports Committees. They take part in the decision-making process of the college. They play a vital role in the implementations of the various decisions taken and in materializations of the plans and programme. They enthusiastically take part in co-curricular and extra-curricular activities, such as sports, culture events and in the smooth functioning of the institution.

File Description	Documents
Paste link for additional information	https://newaliporecollege.ac.in/page/students-council
Upload any additional information	**No File Uploaded**

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

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

2

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Registration of Alumni Association is under process.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is Include, Ignite, Innovate.The mission of the college is

- **To impart quality education for all round development of students.**
- **To develop community sense through extension work.**

- To inculcate moral values and leadership qualities among students.
- To promote peace and harmony for better work.
- The onset of the pandemic and transition to digital teaching platform posed a tremendous challenge for the teaching community and students during 2020-2021.In order to enable a smooth transition to the virtual mode of instruction, the Principal, the conveners of the Academic committee and all the Heads and teachers of different departments, members of the non-teaching stuffworked on
- Exploring various digital platforms to decide which will be best for students
- Designing a special time table for conducting online/off line/blended mode
- Reaching out to students and assisting them in accessing online classes
- Organising programmes to motivate students
- Arranging for students' access to wider range of e-resources with the help of the library staff
- Encouraging students to seek the assistance of the college counselors whenever required
- Maintaining a record of online teaching and learning activities
- Addressing grievances of students arising from new mode of teaching

File Description	Documents
Paste link for additional information	https://newaliporecollege.ac.in/page/vision-mission
Upload any additional information	No File Uploaded

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

Principal being Head of the institution plays a crucial role in managing the administrative as well as academic activities of the college and providing necessary directions.

- Principal is acting as Secretary of Governing Body (GB).The Governing Body looks after the strategic level issues related to quality education, management and consultancy.
- The prime task of the IQAC is to develop a system for

conscious, consistent and catalytic improvement in the overall performance of institutions.

- The Academic Committee is a pillar of academic activities of the Institute and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws have the control over and be responsible for the maintenance of standards of teaching,
- Finance Committee of the college is headed by the Principal. The annual accounts and financial estimates, recommend annual budget and revised estimates, fixing the limits of total recurring expenditure and total non-recurring expenditure the finance committee is playing a crucial role.
- Administrative, academic and green audits are conducted to assess the present parameters in the college. Their feedbacks are placed in appropriate bodies. Actions are taken.
- Principal meets students regularly and take their views which are duly considered for implementation. Feedbacks are taken regularly.

File Description	Documents
Paste link for additional information	https://newaliporecollege.ac.in/site
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development:Inputs provided by the faculty subject experts and 360 degree feedback from all the stakeholders are taken into account for the advancement of the subject.

Teaching and Learning: The College follows an academic calendar for all its academic activities. The students are provided course outlines and course schedules prior to the commencement of the academic session.

Examination and Evaluation: During the pandemic situation, the examinations were taken online, and evaluation was also done online by the teachers. College has developed an online examination portal to manage the examination process.

Research and Development: The college allotted a budget to

provide funds for the Research and Development purpose.

Library, ICT and Physical Infrastructure / Instrumentation: The Central Library and Open-Learning Resources (OLR) cater to the needs of all the students.The college has created smart-class rooms with Wi-Fi connectivity, projectors with latest technology. The Central Library used KOHA library software which is connected to cloud. Library installed WBOPAC (Online Public Access Catalogue) software for the student to access library from home during the pandemic situation.

Admission of Students: Admission was conducted online as per the directive of the Department of Higher Education, West Bengal.The reservation policy is followed strictly.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

Policies are adopted in the Governing Body. Financial decisions are taken in the Finance Committee comprises with internal and external members of the Governing Body. IQAC meetings take place on regular basis for keeping up the effective quality parameters. External peers are invited to give their inputs.

Appointment and service rules of the institution are guided by Calcutta University Act and Statute. Rules and Regulations are formed for efficient management of administrative work and proper functioning of the Institution. Backlog sanctioned post sent by college to government in the year 2020 was filled by permanent teachers by West Bengal Higher Education Department in 2020. As per Government of West Bengal Education Directorate, Department of Higher Education notification-ED-108/2020.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://newaliporecollege.ac.in/page/administrative-structure
Upload any additional information	[View File](#)

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user interfaces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Being the Govt. aided college; the West Bengal Govt. offers the following welfare schemes for all its employees.

1. Summer and winter vacation to both teaching and non-teaching staff. The order is issued by the higher education department, which is strictly followed by the college.

2. There is a scheme of Group Insurance and Employees' Cooperative Credit Society for all permanent teaching and non-teaching staff. This helps the staff at the times of need.

3. Maternity (180 days) and paternity (15 days) leave.

4. Provident fund for the employees of the college.

5. Medical Insurance facility (West Bengal health) for the employees of the college.

6. Casual leave of 15 days for the employees

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

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

80

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

Performance Appraisal for teaching faculty following the UGC Regulation 2010 and amendments thereof, the institution monitors performance appraisal system through submitting of APR (Annual

Progress Report) of the teaching staff. The APR reflects the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject that can upgrade his overall performance. Teacher is given opportunity to note down the difficulties that he is facing while discharging his assignment. The APR's are sought at every step of up gradation / next promotion.

Performance Appraisal for non teaching faculty the appointment is made through the Government of West Bengal. The principal concerned is being asked to give report where in the general performance, conduct, handwriting and character is being evaluated and appraised. The complaint of the involvement in any unpleasant activity, if any, is also being reflected.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Currently the Institution is self-financed through the revenue generated from the operational activities except for select Capital Expenditure for which the Government provide nonplan grants. The main sources of revenues are fees received from students.

The institute also generates income from its investments. The main expenditures are incurred for running and maintaining the academic programmes of the institute which include Staff salary, General overheads, General maintenance, Library and Database etc. The excess of income over expenditure is built into a corpus as a cushion to take care of the contingencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Currently the Institution is self-financed through therevenue generated from the operational activities except forselect Capital Expenditure for which the Government provide nonplangrants. The main sources of revenues are fees received fromstudents. The mainexpenditures are incurred for running and maintaining the academicprogrammes of the institute which includeGeneral overheads, General maintenance, Library and Database etc. Theexcess of income over expenditure is built into a corpus as a cushion to take care of the contingencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research.

Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars.

Several skill enhancement ability courses have been introduced for various subjects and students are free to choose any one as per their will in the respective stream.

Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum.

The college has an environmental management system valid upto 2023, a framework to protect the environment and respond to changing environmental conditions in balance with socio-economic needs.

The institute also has quality management system ISO 9001:2015 valid upto march 2022.

A workshop ion intellectual property rights has been arranged for the better upliftment in the career of the individual faculty members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

- Implementation of in-house ERP i.e. Campus 360
- Started Research incentive policy to the faculty members for the quality publications in UGC& Scopus indexed journals
- In terms of improvements made for the preceding during the year with regard to quality post backlog appointment of assistant professors in different subjects by WBCSC as per the requisition sent by the College to Government to fill the vacant teaching post
- IQAC asks the departments to show films, organize syllabus based quiz and debate to involve the students more in academic matters.

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC are:

1. The students' feedback is conducted as per the following norms:

a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.

b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c. The quality process of students' centric teaching-learning is being operated through IQAC. Students are encouraged to come up with models.

2. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality

B. Any 3 of the above

**initiatives with other institution(s)
Participation in NIRF any other quality
audit recognized by state, national or
international agencies (ISO Certification,
NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college plays a pivotal role in facilitating students to get various scholarship schemes and grants provided by the Government. To take the example of the Swami Vivekananda Merit-cum-Means Scholarship, the college has relentlessly worked hard so that the students can get it. There is a committee which not only consider fresh applications but also ensures that the scholarship gets renewed each year. In the year 2020-21, 70 new female students were brought under this scheme. As 2020-21 was a pandemic year, 156 students were granted concessions of which 86 were female students.

The college takes utmost care that the female teachers could get their various leave benefits like Maternity Leave and the Child care leave in this time period too. One of our female colleagues was granted maternity leave in Nov 2020.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

Solid Waste Management System:

Approximately 20 waste bins for biodegradable and non-biodegradable solid wastes are placed in different regions inside the college campus. Paper waste are collected by EMAMI paper mill for making pulp as raw material.

Liquid Waste Management System:

There are septic tanks in the college campus for the collection of liquid wastes. These tanks are periodically cleared by Kolkata Municipal Corporation.

Biomedical waste management:

The biomedical waste from departments like Botany, Zoology etc are handled with extreme precaution and are collected in an isolated area so that there is very little chance of exposure to

the college fraternity.

E-waste management:

Very small amount of E-waste is generated by the college and it is stored separately and the college is initiating steps to communicate with authorized e-waste recycler as per the Government of India norms.

Waste recycling system

Vermicomposting system was introduced prior to the pandemic situation to recycle the bio-degradable kitchen waste but due to the pandemic situation, no waste is generating from canteen and kitchen.

Hazardous chemicals and radioactive waste management:

Any live (hazardous) waste from the department is killed by autoclaving before disposal. No radioactive waste is generated by the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

    A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

    D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive

    B. Any 3 of the above

technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	[View File](#)

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

1. an awarness programme was arranged onKolkata District online Training and Orientation Programme regarding COVID-19

2.Social work to take care of needy people : Food and essential item distribution to needy and old people throughout the lockdown period (COVID-19

3.Social Awareness Drive:a two day (online) Social Awareness Drive named 'Breaking Barriers' in an attempt to sensitize people about Cerebral Palsy & other disabilities with much success. There was a talk on Inclusive Education (1st Day) & a panel discussion (2nd Day) on Accessibility to Education for the Differently Able Persons.Representatives& students from NAC, IICP, KBBN College & several other institutions joined the drive. Over 150 participated in the two-day drive.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	[View File](#)

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

Celebration of Independence Day or Republic Day in the institution definitely encourages patriotism amongst the students as well as the employees. A significant special awareness campaign on DENGUE was undertaken by the NCC Wing of the college to mark theIndependence Day. The institution also celebrates its Foundation Day with prompt and pleasure every year. Distribution of food and essential items to the needy and old people throughout the lockdown period (COVID-19 lockdown) by New Alipore College.Avideo was launched by the institution on YouTube on World Environment Day. The institution celebrates "Rabindra Jayanti" every year to mark the birth anniversary of Kaviguru Rabindranath Tagore. Webinar on "Intellectual Property Rights and its Role in Human Development" was one such initiative taken by the institution to provide knowledge about safeguarding of public property. The institution also organised a two day (online) Social Awareness Drive 'Breaking Barriers' in an attempt to sensitize people about Cerebral Palsy & other disabilities with much success. There was a talk on Inclusive Education (1st Day) & a panel discussion on Accessibility to Education for the Specially Abled (2nd Day). The institute publisheda book titled "Professional Ethics and Human Values".

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website   **B. Any 3 of the above**

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

By encouraging students to celebrate and organize national and international commemoration events and festivals, New Alipore College ensures that students develop comprehension of the purpose, origin and significance of these commemorations. In this process, students conduct an inquiry into the origin and significance of a celebration or festival and learn to express their knowledge and information through various creative platforms.

The significance of these events can be summarized in four points:

- **To remember and honour the person/events.**
- **To show case and celebrate global, regional and local values.**
- **To motivate, to reflect and act on commemorating the significant days and festivals.**

To demonstrate gratitude to historical or present-day icons who have shaped our world.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1. Library extension service:The Library Reading Room service has been extended to former students, senior students and teachers of the local schools to widen the scope of acquiring knowledge even during the social distancing and quarantine norms and promote inclusivity, fostering global competencies among students.

2.Universally Accessible Education:NAC is relentlessly trying to make education accessible to all and facilitate a inclusive environment, providing a perfect training ground for all.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

- **NAC has always been a college with a difference.'Principal on Call' – is a special drive to reach out to students. Students can call the Principal and share with him the problems regarding studies, examinations and worries related to Covid-19.**

Practices that promote inclusivity in campus and beyond are:

1. Educational Practices:

(a) Classroom teaching and inclusivity.

(b) Compassionate approach to teaching

(c) Mentor-Mentee meetings

2. Community Involvement :

(a) The NCC unit at New Alipore College offers military training opportunities, irrespective of any gender. The NCC providesa platform for characterbuilding – inculcating leadership qualities.

(b) The NSS unit at New Alipore College trains students for communityoutreach.

3. Collaborative Practices :

(a) MOU with other organizations.

(b) The College also administers several State Government scholarships.

4. Supplementary Aids and Services:

(a) Scholarships and fee concessions are provided to students fromeconomically underprivileged families, specially during pandemic.

(b) Enabling differently-abled students

5. Education for Sustainable Development (ESD):

Promotion of ESD is the need of the hour as it empowers people to change theway they think and work towards a sustainable future.

- Poster free campus.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our institution believes in the holistic education of the students emphasizing the education beyond the confined classroom. At the beginning of the academic session, the college publishes a detailed prospectus and routine. Departmental meetings are held before every session to plan effective curriculum delivery. Various teaching methods are done by online and chalk and blackboard method, ICT enabled teaching-learning method, use of different scientific chart, model and software, distribution of class notes. Every department has a proper and adequate instrumentation facility to conduct practical classes. Fieldworks and educational tours are conducted by different departments. Project work, dissertations are conducted for the accomplishment of their degrees. Seminars and special talks by national and international eminent academicians are also arranged regularly. Regular class tests, Internal examinations, Mid-semester examinations, regular assessment in practical classes, viva-voce, are done.

We have a very rich open accessed central library and many departments have their rich departmental libraries. Every year our central library organizes a library orientation program for the new students.

Our College has also introduced its own LMS platform during COVID-19 pandemic period. The different department have conducted Special lectures in a virtual platform such as Google meet, Zoom, Google classroom.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	1. https://newaliporecollege.ac.in/lms/ 2. https://newaliporecollege.ac.in/downloads/prospectus 3. https://newaliporecollege.ac.in/uploads/1593782096.pdf 4. https://newaliporecollege.ac.in/page/online-resources 5. https://newaliporecollege.ac.in/department/commerce 6. https://newaliporecollege.ac.in/department/mathematics 7. https://newaliporecollege.ac.in/page/academic-calendar

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

The New Alipore College prepares their academic calendar based on the calendar of Calcutta University. These are included in the college prospectus and are also uploaded on the college website. It includes various timelines such as dates of beginning and end of the session, mid-semester breaks, distribution of classes, preparatory leave, and tentative dates of practical and theory examinations. The academic calendars also include proposed guest lectures, seminars/conferences/workshops, educational trips, project work, and other academic activities for the session.

At the beginning of the session, the departments allocate papers to the faculty members. The Departmental timetables are prepared well in advance based on the master timetable and are uploaded on the website. They are also displayed at the departmental notice board which helps in monitoring the regularity of classes. Timely completion of syllabus, revision, and internal evaluation is carried out in compliance with the schedule listed in the academic calendar.

The performance of students is assessed continuously. Tests, assignments, presentations, and internal exams are held in a time-bound manner. The criteria for internal evaluation are displayed on the college website and college notice board. Students are also apprised of the same on the departmental orientation day and it is reiterated in classes as well. The

departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently.

All faculty members participate in the central evaluation process to ensure timely declaration of results of university examinations. This facilitates the commencement of the new session as per schedule.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://newaliporecollege.ac.in/uploads/1614098769.pdf 2. https://newaliporecollege.ac.in/uploads/1602224348.pdf 3. https://newaliporecollege.ac.in/uploads/1613744976.pdf 4. https://newaliporecollege.ac.in/uploads/1606641123.pdf

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

20

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

1

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

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

The institution prepares students to meet the challenges of gender inequity, environmental crisis, and erosion of human values in society. Some subjects already have such topics in their syllabi, but all students are sensitized regarding the imperatives of sustainable environmental practices and Gender equality through celebrations like World Environment Day and International Women's Day. West Bengal is impacted by global warming with severe cyclones battering its coastline. To educate students about the cause of such powerful cyclones and how to stay safe at times of natural disasters webinars were organized. Foodgrains and other necessary items were distributed to the affected people through various organizations. Due to the pandemic, everyone was under great stress, Webinars were organized on Nutrition and Wellness for all stakeholders. Our N.S.S team visited slums and distributed masks and sanitizers after explaining to them how they could protect themselves from the virus. The NCC unit carried out a cleanliness drive as part of a community outreach initiative. For moral upliftment and character formation a webinar on "How to Lead a Good Life' was organized. As part of inclusive education, students reached out to the especially abled under the "Breaking Barriers" initiative.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

8

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

200

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://newaliporecollege.ac.in/feedback_system/fms/view-allinone-report.php?feedback_type_id=1&session=2020-21&qus_report_submit=qus_report_submit https://newaliporecollege.ac.in/feedback_system/fms/view-allinone-report.php?feedback_type_id=2&session=2020-21&qus_report_submit=qus_report_submit https://newaliporecollege.ac.in/feedback_system/fms/view-allinone-report.php?feedback_type_id=4&session=2020-21&qus_report_submit=qus_report_submit https://newaliporecollege.ac.in/feedback_system/fms/view-allinone-report.php?feedback_type_id=3&session=2020-21&qus_report_submit=qus_report_submit

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The institution is sensitive to the fact that not all students have the same level of academic competence or aptitude. Every Department conducts screening tests for newly admitted students to assess their level of competence in the subject. The classroom teaching is aimed at guiding each student according to his or her standard and capability. Teaching strategies are fine tuned to cater to both the advanced and slowlearners.

For Advanced learners the following methods areadopted.

 # Advanced learners are encouraged to participate in student seminars .

 # Advancedlearnersare encouragedto make poster and PPT presentations.

 # Advanced Learnersare provided with links to various on line learning resources .

They are advised to consult reference bookson the subject.

Advanced learnersare involved in peer teaching.

Carreer prospects and opportunities for further studies are discussed with Advanced learners .

Programmer for Slow learners

Remedial classes and doubt clearing c lasses are arranged for Slow learners.

Guardians are informed regarding the performance of their wards and advised on the course of action.

Peer teaching and group study is arranged for Slow learners.

Teachers administer special tests.

Students are guided regarding test taking strategies.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2122	88

File Description	Documents
Any additional information	No File Uploaded

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

The institution believes in the motto."Learningfor life" Towards thisend all effort is taken to involve the students

in active participatory learning.

All departmentsengage students in experiential learning best suited to their course. In addition to theoretical and practical classes, science studentsare taken on industrial tours to factories and research laboratories. The anthropologyand geographystudents visit excavation sites and sites which are of geographical or geological significance. Students are taken to natural history museums and other historical places.Commmerce students visit the stock market for a real life experience.

Film shows and plays are screened/ performance for the students

Mock parliaments are held and national voters day is celebrated to acquaint students with the democratic process Stunts are encouraged to participate in in terc-college festivals and volunteer for seminars etc.

Films based on texts in the syllabus are screened by the language departments.

The learning experience is enriched by extensive use of ICT tools - ppts,LCD, quizzes and online testing..

Projects, excursions, conferencesadd to the learning experience.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The college has invested substantiallyin digital learning.

Most teachers use ppts and links to digital resources are shared with the students.

The faculty member are encouraged to attendworkshops on digital delivery .

Assignments, quizzes and tests are now conductedon- line.

The library has a number of on line journals and reference books which can be viewedonline through OPAC and West Bengal College Libraries Online Resources.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

88

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

88

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File]()
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

23

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college has a dedicated Examination Committee to deal with all matters related to internal and University Examinations.

Large exams involving the all students are conducted centrally through OMR sheets and evaluation is also done online..

Answer scripts of internal exams are shown to students and their doubts are cleared. .

Any complaint is immediately addressed to the satisfaction of the students.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The college has a dedicated Examination Committee to deal with all matters related to internal and University Examinations.

Large exams involving the all students are conducted centrally through OMR sheets and evaluation is also done online..

Answer scripts of internal exams are shown to students and their doubts are cleared. .

Any complaint is immediately addressed to the satisfaction of the students.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The institution has framed programme outcomes for Humanities, Science and Commerce.

The Departmental Teachers along with the members of the IQAC formulate the learning outcomes keeping in mind the UGC guidelines and the directives of the National Education Policy.

Teachers spell out the learning outcomes of the course at the beginning of each semester. Thus students are made aware of

the expectations of the course at the very outset.The course outcomes are also given to the students at the time they are given the class schedules.Thus every student is aware of the course outcome.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The Programme and the course outcomes are designed to equip the students for either further studies or gainful employment.. Feed back from students is collected and analyzed to assess how far the institution has succeeded in fulfilling its stated outcomes.

The institution also holds meetings with the Departments after the publication of every Semester Examination to ascertain how far the outcomes are being achieved and what further measures need to be adopted to ensure that the learning outcomes are better achieved.

Through regular classroom teaching, Internal exams and University exams at the end of each semester the teachers can assess whether the objectives of the stated outcomes are being achieved.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

466

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

<u>https://newaliporecollege.ac.in/naac_sss/administrator/final_report.php?session=2020-21</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

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

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

33

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

11

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

23

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Education is not restricted to the confines of the classroom. After all the aim of education is to carve outfrom a student a better human being who is sensitive, both to the needs of society and aware of his/her own duties as a responsible young citizen. With a raging pandemic it became necessary to help students extend hands of assistance and support to the needy. Not only did such acts of help and support strengthen the target groups but it was also instrumental in making the students realise the true value of philanthropy. Giving happiness to others especially those who are less fortunate (either economically or socially or medically) is the least one can do. Our students came up and willingly and sincerely participated in the extension activities. Celebrating days that are very important and close to the hearts and souls of every Indian was also done as they remind us of our identity and heritage. Our students were happy to do everything they could on these occasions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

5

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

212

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

8

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has 17 spacious, well lit, clean and ventilated classrooms. College laboratories use high-quality advanced equipment and fixtures. The toilets at every floor for the students and those for the teachers are cleaned and maintained by cleaners at regular intervals. The College assures to sustain hygiene in the campus. The seminar halls used for conducting workshops, seminars, conferences and special lectures by eminent academicians from all over the globe, are IT enabled with dedicated set up of projector facilities, sound system, and unrestricted Wi-Fi access.

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File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

The College provides immense importance to extra-curricular activities. Apart from winning the prestigious University of Calcutta Shield in Football, the students excel in multifarious co-curricular activities. The college has an open air stage for performances. And for sports and games ,

the college has a field within the campus where students play crickets and badmintons. The boys' common room has some indoor games facilities like the Table tennis board and the Carrom board. The College had organized morning yoga sessions too.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.445

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The library is fully automated with Integrated Library Management Software KOHA.The circulation process is fully automated since year 2017. The library has computerised catalogue OPAC. Since 2019 library provides remote search facility through WEBOPAC. All the books were barcoded and users are provided with barcoded library membership cards to ensure seamless automated circulation through barcode scanners. Maintenance of the KOHA software is provided by Listed Service Provider of KOHA through AMC (Annual Maintenance Contract). In 2020-2021 RFID technology implemented in the library. RFID security gates are installed and circulating books are tagged with RFID stickers for better management of resources. In pandemic RFID system minimizes human contacts daily. The entire library premise is under CCTV surveillance as library provides open access. The Library has a 'Library Manual' for ensuring S.O.P. in housekeeping activities, collection development policies and other rules and regulations. The Librarian organizes Library Orientation Program at the beginning of the Academic session and also whenever necessary. Library notices are displayed in all the notice boards within the college, scrolled on electronic notice board in library and uploaded on college website as and when required. Feedbacks and suggestions are sought through suggestion box

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.00852

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words

The college is wifi enabled campus. There is internet connectivity in the Principal's room, College Offices, Teachers' Staff Rooms, Library, Departments & its Laboratories, and Students' Council Room. The service provider is Alliance Broad band providing service since April 2016. The speed is 50mbps.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

165

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

13.57648

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

Maintaining the laboratory, library, sports complex, computers, and classrooms are a continuous procedure andseparate budgetary allocations are made for this purpose.

The major equipment, fixtures and amenities are preserved and maintained through a range of annualmaintenance contracts (AMCs) with several agencies. These are in addition tothe in-house staff and offices taking care of the smaller and more routine maintenance work.

The college has a number of committees which are entrusted with regular and intermittent review of the status ofthe facilities. To name few such committees are the the Finance Committee, Library Committee, BuildingCommittee, Sports committee, Beautification Committee. With an aim to maintain the hygiene of the campus,

The college has separate cleaning staffs for the constant upkeep of the campus. This year was the year of pandemic and the college has appointed people who sanitized the campus

regularly.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

211

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

299

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

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

`C. 2 of the above`

File Description	Documents
Link to institutional website	`Nil`
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	`No File Uploaded`

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

`940`

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

`940`

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

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

`A. All of the above`

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

23

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

111

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

4

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

1

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students are duly represented, by the student representatives in different committees and administrative bodies. Such as Academic, Admission, Magazine, Cultural and Sports Committees. They take part in the decision-making process of the college. They play a vital role in the implementations of the various decisions taken and in materializations of the plans and programme. They enthusiastically take part in co-curricular and extra-curricular activities, such as sports, culture events and in the smooth functioning of the institution.

File Description	Documents
Paste link for additional information	https://newaliporecollege.ac.in/page/students-council
Upload any additional information	**No File Uploaded**

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

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

2

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the

development of the institution through financial and/or other support services

Registration of Alumni Association is under process.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is Include, Ignite, Innovate.The mission of the college is

- **To impart quality education for all round development of students.**
- **To develop community sense through extension work.**
- **To inculcate moral values and leadership qualities among students.**
- **To promote peace and harmony for better work.**
- **The onset of the pandemic and transition to digital teaching platform posed a tremendous challenge for the teaching community and students during 2020-2021.In order to enable a smooth transition to the virtual mode of instruction, the Principal, the conveners of the Academic committee and all the Heads and teachers of different departments, members of the non-teaching stuffworked on**
- **Exploring various digital platforms to decide which will be best for students**
- **Designing a special time table for conducting online/off line/blended mode**
- **Reaching out to students and assisting them in**

- accessing online classes
- Organising programmes to motivate students
- Arranging for students' access to wider range of e-resources with the help of the library staff
- Encouraging students to seek the assistance of the college counselors whenever required
- Maintaining a record of online teaching and learning activities
- Addressing grievances of students arising from new mode of teaching

File Description	Documents
Paste link for additional information	https://newaliporecollege.ac.in/page/vision-mission
Upload any additional information	No File Uploaded

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

Principal being Head of the institution plays a crucial role in managing the administrative as well as academic activities of the college and providing necessary directions.

- Principal is acting as Secretary of Governing Body (GB).The Governing Body looks after the strategic level issues related to quality education, management and consultancy.
- The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.
- The Academic Committee is a pillar of academic activities of the Institute and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws have the control over and be responsible for the maintenance of standards of teaching,
- Finance Committee of the college is headed by the Principal. The annual accounts and financial estimates, recommend annual budget and revised estimates, fixing the limits of total recurring expenditure and total non-recurring expenditure the finance committee is playing a crucial role.
- Administrative, academic and green audits are conducted

> - to assess the present parameters in the college. Their feedbacks are placed in appropriate bodies. Actions are taken.
> - Principal meets students regularly and take their views which are duly considered for implementation. Feedbacks are taken regularly.

File Description	Documents
Paste link for additional information	https://newaliporecollege.ac.in/site
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development:Inputs provided by the faculty subject experts and 360 degree feedback from all the stakeholders are taken into account for the advancement of the subject.

Teaching and Learning: The College follows an academic calendar for all its academic activities. The students are provided course outlines and course schedules prior to the commencement of the academic session.

Examination and Evaluation: During the pandemic situation, the examinations were taken online, and evaluation was also done online by the teachers. College has developed an online examination portal to manage the examination process.

Research and Development: The college allotted a budget to provide funds for the Research and Development purpose.

Library, ICT and Physical Infrastructure / Instrumentation: The Central Library and Open-Learning Resources (OLR) cater to the needs of all the students.The college has created smart-class rooms with Wi-Fi connectivity, projectors with latest technology. The Central Library used KOHA library software which is connected to cloud. Library installed WBOPAC (Online Public Access Catalogue) software for the student to access library from home during the pandemic situation.

Admission of Students: Admission was conducted online as per the directive of the Department of Higher Education, West

Bengal.The reservation policy is followed strictly.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Policies are adopted in the Governing Body. Financial decisions are taken in the Finance Committee comprises with internal and external members of the Governing Body. IQAC meetings take place on regular basis for keeping up the effective quality parameters. External peers are invited to give their inputs.

Appointment and service rules of the institution are guided by Calcutta University Act and Statute. Rules and Regulations are formed for efficient management of administrative work and proper functioning of the Institution. Backlog sanctioned post sent by college to government in the year 2020 was filled by permanent teachers by West Bengal Higher Education Department in 2020. As per Government of West Bengal Education Directorate, Department of Higher Education notification-ED-108/2020.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://newaliporecollege.ac.in/page/administrative-structure
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission	**A. All of the above**

and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	<u>View File</u>
Screen shots of user interfaces	<u>View File</u>
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

Being the Govt. aided college; the West Bengal Govt. offers the following welfare schemes for all its employees.

1. Summer and winter vacation to both teaching and non-teaching staff. The order is issued by the higher education department, which is strictly followed by the college.

2. There is a scheme of Group Insurance and Employees' Cooperative Credit Society for all permanent teaching and non-teaching staff. This helps the staff at the times of need.

3. Maternity (180 days) and paternity (15 days) leave.

4. Provident fund for the employees of the college.

5. Medical Insurance facility (West Bengal health) for the employees of the college.

6. Casual leave of 15 days for the employees

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/

workshops and towards membership fee of professional bodies during the year

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

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

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

80

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal for teaching faculty following the UGC Regulation 2010 and amendments thereof, the institution monitors performance appraisal system through submitting of APR (Annual Progress Report) of the teaching staff. The APR reflects the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject that can upgrade his overall performance. Teacher is given opportunity to note down the difficulties that he is facing while discharging his assignment. The APR's are sought at every step of up gradation / next promotion.

Performance Appraisal for non teaching faculty the appointment is made through the Government of West Bengal. The principal concerned is being asked to give report where in the general performance, conduct, handwriting and character is being evaluated and appraised. The complaint of the involvement in any unpleasant activity, if any, is also being reflected.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Currently the Institution is self-financed through the revenue generated from the operational activities except for select Capital Expenditure for which the Government provide nonplan grants. The main sources of revenues are fees received from students.

The institute also generates income from its investments. The main expenditures are incurred for running and maintaining the academic programmes of the institute which include Staff salary, General overheads, General maintenance, Library and Database etc. The excess of income over expenditure is built into a corpus as a cushion to take care of the contingencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

Currently the Institution is self-financed through therevenue generated from the operational activities except forselect Capital Expenditure for which the Government provide nonplangrants. The main sources of revenues are fees received fromstudents. The mainexpenditures are incurred for running and maintaining the academicprogrammes of the institute which includeGeneral overheads, General maintenance, Library and Database etc. Theexcess of income over expenditure is built into a corpus as a cushion to take care of the contingencies.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research.

Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars.

Several skill enhancement ability courses have been introduced for various subjects and students are free to choose any one as per their will in the respective stream.

Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum.

The college has an environmental management system valid upto 2023, a framework to protect the environment and respond to changing environmental conditions in balance with socio-economic needs.

The institute also has quality management system ISO 9001:2015 valid upto march 2022.

A workshop ion intellectual property rights has been arranged for the better upliftment in the career of the individual faculty members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

- Implementation of in-house ERP i.e. Campus 360
- Started Research incentive policy to the faculty members for the quality publications in UGC& Scopus indexed journals
- In terms of improvements made for the preceding during the year with regard to quality post backlog appointment of assistant professors in different subjects by WBCSC as per the requisition sent by the College to Government to fill the vacant teaching post
- IQAC asks the departments to show films, organize syllabus based quiz and debate to involve the students

more in academic matters.

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC are:

1. The students' feedback is conducted as per the following norms:

a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.

b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c. The quality process of students' centric teaching-learning is being operated through IQAC. Students are encouraged to come up with models.

2. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](View_File)
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](View_File)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college plays a pivotal role in facilitating students to get various scholarship schemes and grants provided by the Government. To take the example of the Swami Vivekananda Merit-cum-Means Scholarship, the college has relentlessly worked hard so that the students can get it. There is a committee which not only consider fresh applications but also ensures that the scholarship gets renewed each year. In the year 2020-21, 70 new female students were brought under this scheme. As 2020-21 was a pandemic year, 156 students were granted concessions of which 86 were female students.

The college takes utmost care that the female teachers could get their various leave benefits like Maternity Leave and the Child care leave in this time period too. One of our female colleagues was granted maternity leave in Nov 2020.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

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

Solid Waste Management System:

Approximately 20 waste bins for biodegradable and non-biodegradable solid wastes are placed in different regions inside the college campus. Paper waste are collected by EMAMI paper mill for making pulp as raw material.

Liquid Waste Management System:

There are septic tanks in the college campus for the collection of liquid wastes. These tanks are periodically cleared by Kolkata Municipal Corporation.

Biomedical waste management:

The biomedical waste from departments like Botany, Zoology etc are handled with extreme precaution and are collected in an isolated area so that there is very little chance of exposure to the college fraternity.

E-waste management:

Very small amount of E-waste is generated by the college and it is stored separately and the college is initiating steps to communicate with authorized e-waste recycler as per the Government of India norms.

Waste recycling system

Vermicomposting system was introduced prior to the pandemic situation to recycle the bio-degradable kitchen waste but due to the pandemic situation, no waste is generating from canteen and kitchen.

Hazardous chemicals and radioactive waste management:

Any live (hazardous) waste from the department is killed by autoclaving before disposal. No radioactive waste is generated by the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

1. an awarness programme was arranged onKolkata District

online Training and Orientation Programme regarding COVID-19

2.Social work to take care of needy people : Food and essential item distribution to needy and old people throughout the lockdown period (COVID-19

3.Social Awareness Drive:a two day (online) Social Awareness Drive named 'Breaking Barriers' in an attempt to sensitize people about Cerebral Palsy & other disabilities with much success. There was a talk on Inclusive Education (1st Day) & a panel discussion (2nd Day) on Accessibility to Education for the Differently Able Persons.Representatives& students from NAC, IICP, KBBN College & several other institutions joined the drive. Over 150 participated in the two-day drive.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	View File

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

Celebration of Independence Day or Republic Day in the institution definitely encourages patriotism amongst the students as well as the employees. A significant special awareness campaign on DENGUE was undertaken by the NCC Wing of the college to mark theIndependence Day. The institution also celebrates its Foundation Day with prompt and pleasure every year. Distribution of food and essential items to the needy and old people throughout the lockdown period (COVID-19 lockdown) by New Alipore College.Avideo was launched by the institution on YouTube on World Environment Day. The institution celebrates "Rabindra Jayanti" every year to mark the birth anniversary of Kaviguru Rabindranath Tagore. Webinar on "Intellectual Property Rights and its Role in Human Development" was one such initiative taken by the institution to provide knowledge about safeguarding of public property. The institution also organised a two day (online) Social Awareness Drive 'Breaking Barriers' in an attempt to sensitize people about Cerebral Palsy & other disabilities with much success. There was a talk on Inclusive Education

(1st Day) & a panel discussion on Accessibility to Education for the Specially Abled (2nd Day). The institute publisheda book titled "Professional Ethics and Human Values".

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

By encouraging students to celebrate and organize national and international commemoration events and festivals, New Alipore College ensures that students develop comprehension

of the purpose, origin and significance of these commemorations. In this process, students conduct an inquiry into the origin and significance of a celebration or festival and learn to express their knowledge and information through various creative platforms.

The significance of these events can be summarized in four points:

- To remember and honour the person/events.
- To show case and celebrate global, regional and local values.
- To motivate, to reflect and act on commemorating the significant days and festivals.

To demonstrate gratitude to historical or present-day icons who have shaped our world.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. Library extension service:The Library Reading Room service has been extended to former students, senior students and teachers of the local schools to widen the scope of acquiring knowledge even during the social distancing and quarantine norms and promote inclusivity, fostering global competencies among students.

2.Universally Accessible Education:NAC is relentlessly trying to make education accessible to all and facilitate a inclusive environment, providing a perfect training ground for all.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

- **NAC has always been a college with a difference. 'Principal on Call' – is a special drive to reach out to students. Students can call the Principal and share with him the problems regarding studies, examinations and worries related to Covid-19.**

Practices that promote inclusivity in campus and beyond are:

1. Educational Practices:

(a) Classroom teaching and inclusivity.

(b) Compassionate approach to teaching

(c) Mentor-Mentee meetings

2. Community Involvement :

(a) The NCC unit at New Alipore College offers military training opportunities, irrespective of any gender. The NCC providesa platform for characterbuilding – inculcating leadership qualities.

(b) The NSS unit at New Alipore College trains students for communityoutreach.

3. Collaborative Practices :

(a) MOU with other organizations.

(b) The College also administers several State Government scholarships.

4. Supplementary Aids and Services:

(a) Scholarships and fee concessions are provided to students fromeconomically underprivileged families, specially during pandemic.

(b) Enabling differently-abled students

5. Education for Sustainable Development (ESD):

Promotion of ESD is the need of the hour as it empowers people to change theway they think and work towards a sustainable future.

- **Poster free campus.**

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **The foremost plan for the next academic year is to do a gender audit to identify critical gender gaps and make the best possible use of available resources to bridge these gaps. This audit will also focus on raising women's awareness about their rightful claims to resources and opportunities.**
- **Also on the anvil is an energy audit to identify opportunities to reduce energy expenses. It will also include an appraisal of setting up a solar panel in the Commerce Building as well as exploring the possibility of increasing the capacity of the solar panel installed in the main building.**
- **Installation of a lift in the main building is also a plan for the next academic year. It is aimed to encourage the aged and the differently able.**
- **Kolkata has a rich and beautiful history. In order to increase awareness among the students about their cultural heritage, it has been planned to set up a Special Library Section on Kolkata.**
- **In a bid to accentuate knowledge expansion, it is our plan to extend our library facilities (including access to computers available in the library) to the teachers and the advanced students of upper classes of the**

schools in our neighbouring localities.
- Proposal for initiating new certificate courses.
- MOU with other universities.
- Organising National and International level seminars.
- Workshops for teaching and non-teaching staff members.
- Soft skill development programmes.