



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>NABA BALLYGUNGE MAHAVIDYALAYA</b>
• Name of the Head of the institution		<b>DR AYANTIKA GHOSH</b>
• Designation		<b>Principal</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>03324420054</b>
• Mobile No:		<b>9433727846</b>
• Registered e-mail		<b>nbm2005@yahoo.co.in</b>
• Alternate e-mail		<b>ayantika1ghosh@gmail.com</b>
• Address		<b>27E, BOSE PUKUR ROAD</b>
• City/Town		<b>Kolkata</b>
• State/UT		<b>West Bengal</b>
• Pin Code		<b>700042</b>
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges		<b>Affiliated College</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Urban</b>
• Financial Status		<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr Tamal Taru Roy				
• Phone No.	9433727846				
• Alternate phone No.	9051028350				
• Mobile	9477051278				
• IQAC e-mail address	nbm2005@yahoo.co.in				
• Alternate e-mail address	tamaltaruak2011@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.nbmahavidyalaya.in/nbgm/pdf-view.php?pfile=iqac0044.pdf">https://www.nbmahavidyalaya.in/nbgm/pdf-view.php?pfile=iqac0044.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://nbmahavidyalaya.in/nbgm/pdf/notice00682.pdf">https://nbmahavidyalaya.in/nbgm/pdf/notice00682.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.53	2016	05/11/2016	04/11/2021
<b>6.Date of Establishment of IQAC</b>			01/07/2007		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	Webinar	ICSSR ERC	2020-2021	23,000	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Introduction of short term add-on course on proofreading, online tax return filing, career grooming, value education, advanced computer knowledge & accountant software training to enhance professional skills		
Projects focused on both theoretical and practical insights for students are emphasized		
Webinars and e-conferences were organized		
Faculty members encouraged and motivated to execute research projects based on contemporary topics		
College Library has provided the faculty members with easy access to e-library		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Meticulous preparation of budget by all the departments.	Helps the management in identify the expenses, for which the budget has to be approved
Initiated add on course and workshop/ seminars and guest lectures	Departments have conducted 7 value add/ certificate courses, more than 12 workshops and seminars has been conducted in relation to research and upgrading of skills for students and faculty
Conduct various types of Audit	IQAC has conducted Academic Administrative Audit with internal and external members. Green audit, quality audit, environment audit have been conducted as an initiative of IQAC
Feedback from all stakeholders	IQAC has collected feedback from various stakeholders and analysis of the same is reported to the concerned authority for necessary action.
IQAC initiated to take extra coaching, remedial class for advance learners and slow learners	The departments have successfully conducted coaching and remedial class during the year, the outcome of this effort has been positive
Library and Educational Infrastructure Upgradation	Provision of e-learning platforms
<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
IQAC	09/03/2021
<b>14. Whether institutional data submitted to AISHE</b>	

Year	Date of Submission
NA	Nil

### 15. Multidisciplinary / interdisciplinary

The college tries best not to restrict the studies to a homogeneous monolithic course. Multidisciplinary/Interdisciplinary blending of subjects is the primary focus of teaching to make the students interested in studies by exposing them to matters beyond the stringent structure of syllabi, to permute and combine various disciplines and integrate life-skills in regular learning matter are the goals of the institution.

1. The institution is preparing itself to align with the New Education Policy 2020 with a focus on a holistic multidisciplinary approach envisioning a blend of different subjects.
2. Literature subjects like English, Bengali and Hindi embrace other disciplines like women studies, gender studies, dalit studies, sexuality theory, film studies and others
3. Commerce subjects showcase a blend of contemporary topics in other domains like economics, IT, environmental studies, ethics and governance etc.
4. CBCS curriculum has introduced popular literature which focuses on noncanonical texts and children's literature.
5. Although the institution is constricted by the university imposed curriculum, it has endeavoured to maintain flexibility by ushering the students to the disciplines beyond the CU curriculum.
6. The Add-on course curriculum have been designed with utmost endeavour to make it embrace various disciplines in its corpus.

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

Academic Bank of Credits will allow the storage of students' academic data and awards. It will also enable transfer or redemption of credits awarded at an institution to a student for one program by another institution. The institute is planning to develop this platform as well.

### 17. Skill development:

The NEP envisions holistic and sustainable development of students

and thus skill development and capacity building are crucial along with academic progress . Our institution has already initiated certain measures to hone different life and job skills for students like Karate, Proofreading, Understanding Human Rights, Accountant Software Training, Value Education, Career Grooming and Online Tax Return Filing Training. Students are encouraged to participate in debates, extempores, soft skill development training, quiz competitions, mask making, digital poster making, basic computer skill enhancement programs.

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

The college ensures that all stakeholders show respect for Indian culture and heritage. Mother tongue is preferred as a medium of instruction. However, in many subjects, lectures are delivered in bilingual mode, especially to help students whose mother tongue is not Bengali. Languages like English, Bengali and Hindi are offered in degree courses. The college also offers PG course in Bengali. In 2020-21, organisation of webinars on Indian thought leaders has been emphasized. The college has future plans to have an online repertoire of Indian manuscripts. The Department of Philosophy and Education have organized talks and seminars on Indian philosophy, Indian ethics and Indian educators. The Department of History takes the students for educational tours to the Indian Museum on a regular basis; this has not only helped the students earn practical knowledge about the theoretical facts in their curriculum, but also expand their horizons of knowledge of the Indian culture.

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

The Institution monitors continual quality improvement by maintaining academic standards. The curriculum is updated regularly to align with the latest knowledge requirements and to meet specified learning outcomes. The programme and course outcomes are first chalked out. The lectures are delivered such that each outcome is reached. The interactive sessions among teachers and students are also oriented in meeting the learning outcomes.

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

Though the college has no system of regular online or distance education, owing to the covid pandemic the departments of the college took recourse to online classes. It was unanimously decided in the the IQAC meetings that using the Google meet platform, the teachers would be regularly taking online classes. Initially the attendance in the online classes were poor owing to technical hazards, but gradually as online education system

became the part of normal teaching-learning process, the attendance began to improve.

## Extended Profile

### 1.Programme

1.1	<b>08</b>
Number of courses offered by the institution across all programs during the year	

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

### 2.Student

2.1	<b>1902</b>
Number of students during the year	

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

2.2	<b>919</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	<b>330</b>
Number of outgoing/ final year students during the year	

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

### 3.Academic

3.1	<b>37</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	28
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	17
4.2 Total expenditure excluding salary during the year (INR in lakhs)	28 lakhs 89 thousand 9 hundred and 14 rupees
4.3 Total number of computers on campus for academic purposes	45
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>As an affiliated college, the institution follows curriculum prescribed by the University of Calcutta. The faculty members of the college ensure effective curriculum delivery by:</p> <ul style="list-style-type: none"> <li>• Preparing a central routine along with department-wise routines</li> <li>• Preparing an academic calendar of the institution based on the academic calendar of CU</li> <li>• Arranging induction meeting at the beginning of the semester to brief students on CBCS.</li> <li>• Distributing syllabi among students for their respective subjects</li> <li>• Preparing teaching plan for every teacher and allotting semester wise topics.</li> </ul>	



- Updating the collections of the central library with new reference books
- Using interactive sessions, GDs, quiz, debates, student seminars, regular academic tests.
- Arranging remedial classes for slow learners.
- Arranging online seminars, workshops, conferences and special lectures for students

However, with the wake of Covid19 , the institution was shut from the last week of March 2020. The institution maintained its responsibility of imparting education by asking the faculty members to distribute the course materials directly to the students through organized departmental WhatsApp groups, e-mail etc. Also, the college has placed utmost importance on the Add-On Courses since regular classes were not scheduled in the first few months of the lockdown. Thirty-Hours classes were conducted for the enrolled students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NA</a>

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

The college website was updated with question banks, which again were categorized according to the subject and topics.

Before the commencement of each semester, the faculty members prepare an academic calendar based on the CU calendar. Every department also prepares its own academic calendar, class timetable, and course plan for the semester. These academic calendars include the dates for internal examinations and end-semester examinations. Departmental meetings are held periodically to monitor whether the coverage of the syllabus, is taking place according to the teaching plans prepared by the teachers.

Dates of the internal examinations are announced beforehand through notices which are also published on the college website. Interactive sessions during classes, quiz, MCQ tests, oral tests etc. are held regularly by the faculty members as a part of Continuous Internal Evaluation (CIE). Students' attendance and their performances in classes are also taken into account for CIE. Timely completion of

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

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	<a href="#">View File</a>
Link for Additional information	<a href="#">NA</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. 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**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## **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**

**15**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

07

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

181

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

181

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

### 1.3 - Curriculum Enrichment

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

"Women's Writing" and "Gender and Human Rights" are two compulsory papers in the Semester-V and Semester-VI respectively of B.A.

English (Honours) course. Students of B.A. History (Honours) course learn about women's movements in India. The crosscutting issues relevant to human values are covered in curriculum of Political Science, History and English. During the lockdown period in 2020-21 the college has organized Webinars on Ethics, Human Rights, Gender, Covid 19 Pandemic and environmental issues. Also, some Add-On Courses were designed keeping in mind all these issues. Following seminars and many more were organized:

- Covid Pandemic, Lockdown and Mental Health of Young Adults on 4th July 2020- Webinar organized by the Department of English in collaboration with "Wellbeing Happiness for You", a Kolkata based wellness centre to extend support and ensure mental wellbeing of the students during the trying times of pandemic.
- Impact of Covid 19 on Informal and Migrant Workers on 20th September 2020 (sponsored by ICR-ERC).
- Reducing Waste and Re-use Natural Resources for Green Environment on 5th June 2021 (In collaboration with Kolkata Cost and Management Society).
- Preparedness for Possible Third Wave of Covid 19 on 27th June 2021.
- Essay writing, short story writing and mask making competition were held

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

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

01

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

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

45

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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)	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="#">NA</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
2657	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
391	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
<b>2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners</b>	
The teachers figured out possible ways to better the abilities of the advanced learners and helped out the slow learners so that they can keep pace with the academic progress and not lag behind. In the google classrooms created for each semester, questions were uploaded	

and heterogeneity in difficulty level of the questions was maintained. While there were probing questions for the advanced learners wherein they were supposed to analyse, research and look up into reference materials, there were easier questions that the slow learners could answer without worries. Advanced learners were encouraged to attend various webinars and present papers. Creative students participated in poetry-writing and poetry-recitation competition and were awarded with certificates and accolades. Slow learners were given extra slots for brushing up/revision of their studies and the teachers regularly checked on them to assure that their syllabus is covered on time and they do not feel anxious over it. If some slow learners had expertise in other fields, they were encouraged to garner those. While advanced learners participated in webinars, their slow learner counterparts were involved in designing the flyers and helped in designing book covers of the magazines and journals.

File Description	Documents
Link for additional Information	<a href="https://youtu.be/vZkFhT4TWA?si=0Br_C8hUD3-Slng">1. https://youtu.be/vZkFhT4TWA?si=0Br_C8hUD3-Slng</a> <a href="https://youtu.be/oS8qJkn-sTQ?si=mDuw3uiQsJJhuR4K">2. https://youtu.be/oS8qJkn-sTQ?si=mDuw3uiQsJJhuR4K</a> <a href="https://youtu.be/Wg3G1vM19R8?si=ID4at00Ojg4SrYEF">3. https://youtu.be/Wg3G1vM19R8?si=ID4at00Ojg4SrYEF</a> <a href="https://youtu.be/RoPoRCOXgHQ?si=dgoKVIGp4kndQOOH">4. https://youtu.be/RoPoRCOXgHQ?si=dgoKVIGp4kndQOOH</a> <a href="https://youtu.be/EglkeekdMe0?si=ic5jgn_wFATft7QR">5. https://youtu.be/EglkeekdMe0?si=ic5jgn_wFATft7QR</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1902	37

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

### 2.3 - Teaching- Learning Process

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

Add-on courses like Proof-Reading, Understanding Human Rights, Accountant Software Training, Value Education, Career Grooming and

Online Tax Return Filing Training have been introduced to which many students have been admitted. The courses have been conducted online, and students have been greatly benefitted from joining these classes. As a part of experiential learning, the add-on courses pave a way towards the students' job opportunities; attaining experience from attending these classes, they get an idea of the work which makes it easier for them to decide whether they are going to select these professions as career or not. As far as participative learning is concerned, students have been encouraged to participate in students' seminars as well as cultural competitions. Tthe most serious obstacle in 2020-2021 that was to be handled and overcome is the technological hassles that included the remote areas' students' problems in accessing the internet or needy students' inability to afford devices andproblems in data availability. The problems have been acutely solved because teaching materials in written form, and audio video clippings are uploaded in google classrooms, shared in WhatsApp groups or mailed individually to the students, so that they can refer to them whenever it is possible.

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

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

Colleges being closed and offline classes being impossible due to the covid 19 pandemic and government-imposed lockdown, the teachers were entirely dependent on ICT enabled tools to carry on with the teaching-learning process throughout2020-2021. The classes are held chiefly through google meet, though sometimes Zoom meeting is also used. The departments have created WhatsApp groups with the faculty members and students from each semester. Apart from these, the Principal of the institution and all the faculty members belong to an official WhatsApp group in which all important administrative and academic information are shared. To make the online classes more gripping and exciting and learning material comprehensible, the teachers use PowerPoint presentation. This presentation accompanies the online lectures and then uploaded in the Google Classrooms or shared in the class WhatsApp Groups. The information from the students, as feedback of any programme or information related to the students' academic and/or personal details, were filled in the Google forms centrally created by the College or by the Departments.



The University logistics and system of conducting examinations were shared in Principal-teachers' WhatsApp group.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://drive.google.com/drive/folders/1xGEqWuyioRHeVNBajuzTF57htmyzkPZK?usp=sharing">https://drive.google.com/drive/folders/1xGEqWuyioRHeVNBajuzTF57htmyzkPZK?usp=sharing</a>

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

#### 2.3.3.1 - Number of mentors

00

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

28

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

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

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

10

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

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

#### 2.4.3.1 - Total experience of full-time teachers

408

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

## 2.5 - Evaluation Process and Reforms

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

Pertaining to the norms and curriculum, examination pattern and other logistics ordained by the University of Calcutta, the internal assessments for all the semesters are organized centrally or departmentally by the Institution. Detailed information regarding the examination process was used to be communicated during the closure of colleges in 2020-2021 to students and parents at the beginning of the session in an online Orientation programme wherein newly admitted B.A. and B. Com students of first semester along with their parents joined. The question papers of the Internal Assessment are framed by the faculty members of each department. The questions are kept strictly confidential. Following the Internal Assessment time table which is framed by the Examination Committee based on the dates assigned for such tests by the University of Calcutta, the question papers during the pandemic period have been shared in the WhatsApp groups as well as uploaded on the college website fifteen minutes before the starting hour of the examination. Students send

their answers to a designated mail address created by the college/respective Departments. The question pattern of the Internal Assessment strictly follows the rules declared by the CBCS examination pattern formulated by the affiliating University.

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

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

Naba Ballygunge Mahavidyalaya tries its best to minimize grievances as far as the transparency of the evaluation of the Internal Assessments is concerned. The examination is held in a democratic way, keeping the best interest of the students in mind. A schedule is prepared and circulated amongst all the departments for the submission of the question papers by the Examination Committee. The grievances during the pandemic years have mainly been technical glitches and failure to send the answer scripts to the mail ids on time. Faculty members have tried their best to be lenient about the time of the mails being sent. Keeping the technical faults and internet issues in mind, most of the departments also allow the students to submit the answer scripts offline in the college premises, when one teacher from the department rotationally was assigned to collect the scripts. The topics for the tutorial assignments are given much ahead of time. The students write the term papers and submit within the given dates after which they are evaluated and marks uploaded on the portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NA</a>

## 2.6 - Student Performance and Learning Outcomes

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

During the Orientation Programme at the departmental level the students are made aware of the course outcome of each course in detail. The respective teachers handling a particular course disseminate the relevance and importance of the course. Since the

Orientation programme was held online this year, the programme outcomes, in other words, the purposes of pursuing the subjects that a particular candidate selected, and its prospects, were also shared in the WhatsApp groups. The job and research prospects of the subjects were also discussed by the departmental teachers, thereby guiding the students and making them aware of the prospects of this six-semester course. A PowerPoint presentation was made by the Departments—with the points depicting the purpose of studying each paper as well as a systematic structured division of the curriculum pattern—and showed to the students during the Departmental Orientation Programme. The CBCS course pattern and its flexibility was explained on the first day and for a few days subsequently, to make the learners accustomed to the choice based credit system. The first semester curriculum was explained to the students by each department.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NA</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Whether the preordained learning outcomes have been attained or not, are evaluated by the institution in the class tests, home assignments, students' seminars, quizzes, apart from the Internal Assessment, Tutorials, Practical examinations and end-semester theory examination as structured by the University of Calcutta. The results of the passed-out students help us to study the degree of attainment that has been achieved and can be improved in the future regarding the learning outcomes of the several programmes and courses offered by the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NA</a>

2.6.3 - Pass percentage of Students during the year

**2.6.3.1 - Total number of final year students who passed the university examination during the year****474**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="#">NA</a>

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

<https://nbmahavidyalaya.in/nbmg/pdf/notice00685.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****23,000**

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

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

**government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NA</a>

**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**

10

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

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

9

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

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

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

13

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

**3.3 - Extension Activities**

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

Holistic development encompasses various aspects of an individual's growth including intellectual, emotional, and moral dimensions. While academic education primarily focuses on intellectual advancement, extension activities complement this fostering other essential facets of development. Through participation in community-based projects such as volunteering at shelters, organizing awareness campaigns, or joining clean-up drives, students cultivate empathy, compassion, and a sense of societal responsibility. Extension activities provide students with a platform to confront and understand diverse social issues prevalent in their communities. Through interactive discussions, workshops, and hands-on experiences, students delve into the root causes of these issues and explore potential solutions. This exposure motivates them to become proactive agents of change within their communities. Through collaboration with peers and community members, students learn the value of teamwork, effective communication, and adaptability. Extension activities promote social cohesion and empathy by bridging the gap between students and the communities they serve. Meaningful interactions with diverse individuals enable students to develop a deeper understanding of social diversity and cultural nuances. Moreover, the impact of extension activities extends beyond individual students to the broader community. By addressing pressing social issues and mobilizing resources, students play a pivotal role in effecting positive change at the grassroots level.

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

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 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

00

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/



**NCC/ Red Cross/ YRC etc., during the year**

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

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

3

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

0

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

Our college makes every effort to assign and make use of the financial grants that are available for the upkeep and maintenance of various facilities by scheduling frequent meetings of the various sub-committees that have been established for this purpose. Computers have been purchased for the library and all departments under RUSA to fund. Instruments that are bought in batches are listed in a stock registry. Overall, the institution's commitment to providing quality infrastructure and physical facilities underscores its dedication to fostering a dynamic learning environment. Such facilities not only enhance the educational experience but also empower students to explore, innovate, and excel in their academic pursuits.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

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

The College has different committees to conduct cultural programmes and sports time to time. Due to Covid protocol this year the College could not organize the Annual Athletic meet. The college organizes its annual inter-college cultural festival, "Murchhana," online in November 2020, even amid the pandemic. Students from various institutions with varying socioeconomic, cultural, and religious backgrounds were able to interact positively as a result. They have the chance to be reminded of their own cultural origins and customs as well. The College also observed the days of national import, like the Republic Day, Netaji Subhas Chandra Bose's birth anniversary, the Independence Day are all celebrated in the college campus maintaining the proper covid guidelines. These celebrations are particularly important to enkindle the fervor of patriotism in our students while making them aware of the rich history of anti-colonial struggle of our nation. The college also commemorated Rabindranath Tagore's birth anniversary in May 2021. The gym area of the College is about 840 Square feet (42 feet x 20 feet).

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

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

14

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

28.9

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The College is proud of its own Central library. It is the nerve centre of learning process in the College. This library is situated on the first floor of the college. The library possesses about eleven thousand (12,300) Physical books. The central library's open access system including reading and reference section, along with its total area of 1150 square feet (approx.), suggests a well-organized space for patrons to study and conduct research. There is a Library Advisory Committee whose Chairman and Convener are Principal and Librarian respectively. Library is open accessed to the users. College Central Library is managed by KOHA 22.05.05.000: An Automated Library Management Software. In this library, acquisition of reading materials, cataloguing, circulation of reading materials, serial control etc. are done successfully through KOHA. The inclusion of alumni, nearby citizens, and school students as potential visitors indicates a community-oriented approach to library access. However, restricting access to those with permission from the Librarian and/or Principal ensures that the library's resources are primarily utilized by individuals with genuine academic or research interests, while still allowing broader community engagement under appropriate supervision. This policy strikes a balance between serving the educational needs of the community and safeguarding the library's resources and facilities. It also reflects the library's role as a hub for lifelong learning, where individuals of various backgrounds can access knowledge and information with proper authorization.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://nbmahavidyalaya.in/nbqm/library-know.php?pid=7">https://nbmahavidyalaya.in/nbqm/library-know.php?pid=7</a>

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

D. Any 1 of the above

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

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

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

0.19657

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

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

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

042 ,15.42

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words The institute consistently prioritizes the enhancement of its IT infrastructure, ensuring both institute-wide and department-specific upgrades. Below is a detailed overview: Internet Connection: The institute annually updates its

internet connection, currently providing a bandwidth of 30 MBPS through Spectra. Additionally, a secondary line from Tata offers a bandwidth of 50 MBPS. Number of Systems: The institution boasts a total of 60 computers catering to students and staff.

Firewall/Security: Security measures include utilizing the Sophos-XG230 firewall service, with the support license renewed from 2022 to 2025. WiFi Facility: Throughout the campus, 36 Sophos Access Points ensure seamless WiFi connectivity for both staff and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

#### 4.3.2 - Number of Computers

35

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

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

B. 30 - 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)

28.90

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

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

**Library:** Library committee meetings are held at regular intervals to develop policies for better service. Journal/Magazine, Daily newspaper including e-newspapers, Employment oriented newspapers are subscribed on a regular basis. Books are stacked in accordance with Dewey Decimal Classification System (20th edition). Library dusting and pesticide spray is covered under AMC. All computers are also regularly checked and maintained under AMC. ICT: Under RUSA fund and College fund numerous desktops, laptops, 2 set of projectors, CCTV, camera, furniture, gym equipment, Establishment of Auditorium, Library RFID gate, Library furniture etc. are bought and are distributed among different departments. All the departments are provided with laptops.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

31

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

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

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

4

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="#">NA</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>



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

00

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

00

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

10

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

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

12

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

00

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

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

01

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

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

Naba Ballygunge Mahavidyalaya has a Students' representative after the Students' Union Elections in West Bengal were put on hold. The students' representative looks after all the academic and non-academic problems the students face inside the college premises and tries his best to solve them. The grievances of the students are communicated to the Head of the Institution and other teachers by the students' representative. During NSS activities like Blood Donation Camp or Thalassemia tests or eye tests, the Students' Representative of the college convinces the students to take part. During the cultural competition Murchhana, the students' representative motivated the students to take part in huge numbers. Since 2020-2021 was the time of the pandemic, and it was not possible for the students to meet face-to-face with their representative, the students' representative promptly conveyed all messages in the whatsapp groups.

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

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

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

12

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

#### 5.4 - Alumni Engagement

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

Naba Ballygunge Mahavidyalaya has a registered alumni association (regd under the West Bengal Societies Registration Act, 1961, Reg no. S0004876 OF 2019-2020). The secretary of the association, Tarun Singh, regularly attends all the programmes of the college, encourages the juniors to participate in college functions. the members of the association volunteer during seminars and conferences. They organize annual meetings regularly. The Alumni participates in sports and Saraswati pujo, and in various social works.

File Description	Documents
Paste link for additional information	<a href="https://www.nbmahavidyalaya.in/nbqm/alumni-rules.php?pid=9">https://www.nbmahavidyalaya.in/nbqm/alumni-rules.php?pid=9</a>
Upload any additional information	<a href="#">View File</a>

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

E. <1Lakhs

File Description	Documents
Upload any additional information	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

At Naba Ballygunge Mahavidyalaya, governance is geared towards equipping students with the knowledge, skills, values, and resilience necessary to navigate challenges in both academic and personal spheres of life. Strategic plans encompass adaptable course delivery methods to cater to evolving student's needs, supported by library facilities, modern classrooms, digital literacy initiatives, and high-speed internet access. The onset of the pandemic necessitated a swift transition to digital teaching platforms, presenting a formidable challenge to both faculty and students during 2020-2021. To facilitate this shift, the Principal, academic committee conveners, department heads, teachers, and non-teaching staff collaborated to evaluate various digital platforms, ensuring the selection of the most effective tools for student learning.

- Efforts were made to create specialized timetables, examination schedules, and study materials tailored to online, offline, or blended learning modes, while providing support to students in accessing online classes.

Addressing student grievances arising from the new mode of instruction became a priority, with mechanisms put in place to mitigate challenges and ensure a smooth learning experience.

File Description	Documents
Paste link for additional information	<a href="https://www.nbmahavidyalaya.in/nbqm/vission.php?pid=2">https://www.nbmahavidyalaya.in/nbqm/vission.php?pid=2</a>
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.

At the heart of administrative techniques in the college lies the decentralization of authority and the adoption of participative management practices, driven by a firm belief in the importance of engaging all stakeholders for the institution's long-term growth and the well-being of all involved. a. The Governing Body entrusts decision-making authority to the principal, who further decentralizes responsibilities by assigning them to different

committees, thereby ensuring active participation in the college's operations. b. Committees, comprising of members from both the teaching and non-teaching staff, overseen by the Internal Quality Assurance Cell (IQAC), coordinate various academic curricular, co-curricular, and administrative functions and activities.

c. Each department organizes seminars/ webinars, programs, and events in alignment with the college's broader vision.

d. The resolution of different academic and non-academic concerns is efficiently handled by the respective committees.

e. The committees operate with full autonomy within their designated areas of responsibility, empowered to make decisions independently.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1Bo94zjeyPntODjUcZtAPtUdmQHR5AF6E/view?usp=drive_link">https://drive.google.com/file/d/1Bo94zjeyPntODjUcZtAPtUdmQHR5AF6E/view?usp=drive_link</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college, aligned with its vision and mission, emphasizes the implementation of innovative teaching-learning methods, fostering collaborations, promoting eco-friendly initiatives, and enhancing placement activities. - Teaching and Learning: The college operates on a structured academic calendar, providing students with comprehensive course outlines and schedules well in advance of each academic session. - Examination and Evaluation: In response to the pandemic, the college transitioned to online examinations and evaluations. While offline examinations have resumed, schedules are published online, and marks obtained are uploaded digitally for transparency and accessibility. - Research and Development: The college actively promotes research and development through the publication of departmental journals, enriching the academic community. Additionally, webinars and departmental seminars are organized to foster intellectual discourse and scholarly engagement across various disciplines. The inclusion of alumni, nearby citizens, and school students as potential visitors indicates a community-oriented approach to library access. However, restricting access to those with permission from the Librarian and/or Principal ensures that the library's resources are primarily

utilized by individuals with genuine academic or research interests, while still allowing broader community engagement under appropriate supervision.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://nbmahavidyalaya.in/nbqm/library-know.php?pid=7">https://nbmahavidyalaya.in/nbqm/library-know.php?pid=7</a>
Upload any additional information	No File Uploaded

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.

**Governing Body:** According to the University of Calcutta's guidelines for constituent colleges, the Governing Body of the institution comprises 12 members. The current Governing Body, includes the President, the Secretary (Principal), along with 3 Teachers' Representatives, 5 nominated members, non-Teaching Staff Representative, and 1 Student Representative (vacant) ?

**Administrative Structure:** At the core of the administration are the President and the Secretary of the Governing Body, who hold ultimate authority in financial matters. The Principal oversees the day-to-day operations of the college, supported by the Bursar, Heads of Departments (HODs), IQAC Coordinator, Teachers' Council Secretary, and Head Clerk. Additional conveners and coordinators assist the core team in various aspects of college affairs. ?

**Roles of Various Bodies:** The Finance and Building sub-committees serve as decision-making bodies regarding finance, building construction, renovation, and maintenance. Furthermore, there are two staff councils: one for Teaching and one for Non-Teaching staff.

- **Office Staff:** The office staff consists of Head Clerk, an Accountant, Cashier, and office assistants. Additionally, two faculty members manage IT-related tasks.
- **Appointment and Service Regulations:** Appointment and service rules adhere to the regulations outlined in the Calcutta University First Statute 1979 (latest edition), the college's constitution, and relevant State Government rules.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Link to Organogram of the Institution webpage	<a href="https://www.nbmahavidyalaya.in/nbqm/organizational-structure.php?pid=3">https://www.nbmahavidyalaya.in/nbqm/organizational-structure.php?pid=3</a>
Upload any additional information	No File Uploaded

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

E. None of the above

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

### 6.3 - Faculty Empowerment Strategies

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

**Staff Benefits:** Staff members are entitled to benefits such as pension schemes, gratuity, and leave encashment upon retirement, in accordance with Government norms. ? **Leave Policy:** Leave for both teaching and non-teaching staff follows the guidelines outlined in the Statutes of the University of Calcutta. ? **Family-related Leave:** Maternity, Paternity, and Child-Care leave are provided in compliance with government regulations. ? **Loan Facilities:** Staff members have access to loan facilities through the provident fund for purposes such as house building, education, and marriage. ? **Grant of ad hoc bonus:** Both teaching and non-teaching staff get ad hoc bonus as per directives issued by the Higher Education Department, which are strictly adhered to by the college. ? **Staff Welfare Programs:** The college offers a Group Insurance scheme and operates an Employees' Cooperative Credit Society to support permanent teaching and non-teaching staff during times of need. ?



**Medical Insurance:** Employees of the college benefit from medical insurance coverage under the West Bengal Health scheme. ?

**Professional Development:** The college encourages professional development for both teaching and non-teaching staff. The Principal grants on-duty leave to staff members participating in such activities.

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

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

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

00

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

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

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

00

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

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

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

06

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

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

Performance appraisal for teaching faculty follows the UGC Regulation 2010 and subsequent amendments. The institution monitors this appraisal system through the submission of Annual Performance Reports (APRs) by teaching staff. These reports detail the teacher's participation in refresher courses, orientation programs, workshops, and other professional development activities, which are deemed

mandatory for promotion to the next grade. Additionally, the APRs consider evaluations of innovation and special contributions made by the teacher. During the appraisal process, teachers have the opportunity to highlight any significant achievements in their field of expertise that enhance their overall performance. They can also address any difficulties they encounter while fulfilling their responsibilities. APRs are required at every stage of advancement or promotion.

For non-teaching faculty, appointments are made through the Government of West Bengal. The respective principal is responsible for providing a report that evaluates the general performance, conduct, handwriting, and character of the individual. Any complaints regarding involvement in unpleasant activities are also documented and considered during the appraisal process.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/forms/d/e/1FAIpQLScuKul4MMbUnjSODasjuAwO9LkTmxEyXZ6TXQaSLveHxMwAvw/viewform">https://docs.google.com/forms/d/e/1FAIpQLScuKul4MMbUnjSODasjuAwO9LkTmxEyXZ6TXQaSLveHxMwAvw/viewform</a>
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 revenue are fees received from students. The institution also generates income from its investments. The main expenditures are incurred for running and maintaining the academic programmes of the institute which include casual staff salary , General overheads, General maintenance, Library and Database tec. 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	<a href="#">NA</a>
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)

00

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

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

The institution operates on a self-financed basis, relying on revenue generated from its operational activities. However, for specific capital expenditures, the government provides non-plan grants. The primary sources of revenue include student fees and income generated from investments. Major expenditures are directed towards sustaining academic programs, covering staff salaries, general overheads, maintenance, and library resources, among others. Any surplus income exceeding expenditures is accumulated into a corpus fund to serve as a contingency reserve.

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

#### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the

## quality assurance strategies and processes

To bolster the institution's quality across all domains, the Internal Quality Assurance Cell (IQAC) has implemented various strategies:

- ? Encouragement of Faculty Development: Faculty members are actively encouraged and supported to participate in orientation programs, refresher courses, workshops, seminars, and conferences aimed at enhancing their teaching skills and fostering research endeavours. Teachers holding Ph.D. degrees are further motivated to serve as research guides for aspiring scholars.
- ? Skill Enhancement Courses: The institution offers a range of skill enhancement courses tailored to different subjects, providing students with the flexibility to choose based on their interests and academic pursuits within their respective streams.
- ? IQAC Meetings: Regular meetings of the IQAC, chaired by the esteemed Principal, are convened with a predetermined agenda. These meetings serve as forums for soliciting suggestions from all members of the IQAC, fostering collaboration for curriculum improvement and effective implementation.

- Environmental Management System: The institution has established an environment management system, valid until 2023, designed to safeguard the environment and adapt to evolving environmental conditions while balancing socio-economic imperatives.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
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

The institution has a well-built student-feedback mechanism to measure/evaluate their responses with respect to their satisfaction regarding the teaching-learning process and outcomes. A few documents have been uploaded to substantiate the aforementioned statement.

- Research Incentives Policy: A research incentives policy has been introduced to motivate faculty members to publish quality research in UGC and Scopus indexed journals. This initiative aims to enhance the institution's academic reputation and contribute to knowledge dissemination.

- **Appointment of Assistant Professors:** The institution has addressed teaching staff vacancies by appointing assistant professors in various subjects, as per the requisition sent to the West Bengal College Service Commission.
- **Student Engagement Activities:** The IQAC encourages student involvement in academic matters by organizing film screenings, syllabus-based quizzes, and debates. These activities aim to foster active participation and engagement among students.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/forms/d/e/1FAIpQLScuKu14MMbUnjSQDasjuAw09LkTmxEyXZ6TXQaSLveHxMwAvw/viewform">https://docs.google.com/forms/d/e/1FAIpQLScuKu14MMbUnjSQDasjuAw09LkTmxEyXZ6TXQaSLveHxMwAvw/viewform</a>
Upload any additional information	<a href="#">View File</a>

**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)**

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NA</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

Naba Ballygunge Mahavidyalaya is committed to promote gender equality within the campus and beyond. Following the Vishaka guidelines the 'Internal Complaint and Grievance Cell' of the college is dedicated to perpetuate a safe, comfortable and equitable atmosphere for both staff and students alike. NBM provides equal opportunity to all individuals irrespective of gender, caste, language, religion, political or other opinion, and other status. The safe and inclusive ethos of the campus have led to the enrolment of 45% women students in three semesters even during the pandemic year. The college has also ensured a comfortable and secure workplace culture for its 40% women staff. However, the session from July 2020 to June 2021 has been particularly challenging for the institution to organize regular programmes owing to the pandemic situation. To ensure safety and security, rotational duty by all faculty members for discipline and security is maintained. Strict implementation of Anti-Ragging and Anti-Smoking Campus is maintained. The Institute is a preferred destination of parents for education of their female wards. As far as counseling is concerned, there are provisions for informal avenues for counseling students and staff for academic and personal growth. There is an Internal Complaint and Grievance Committee' to redress grievances of both staff and students.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/drive/folders/1Yk390lUsDt0SJd3xWgDkfmZSU-ejxDT4?usp=sharing">https://drive.google.com/drive/folders/1Yk390lUsDt0SJd3xWgDkfmZSU-ejxDT4?usp=sharing</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/drive/folders/1j4lj3d11UawuhZ1h8wemu9QUyfRd0YmV?usp=sharing">https://drive.google.com/drive/folders/1j4lj3d11UawuhZ1h8wemu9QUyfRd0YmV?usp=sharing</a>

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	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

Naba Ballygunge Mahavidyalaya is committed to create as less an impact on the environment as possible. The institution strives to generate minimum waste and also to recycle it. NBM has divided waste into two categories: 1. Solid Waste 2. Liquid waste 1. Solid Waste The waste is generated by all sorts of routine activities carried out in the college that includes paper, plastic, glass, metals, foods etc. The waste is segregated at each level and source. The cleaning staff ensures that waste is collected at fixed intervals. The cleaning staff collects, cleans, segregates and compiles the waste in the dustbins (Green and Blue) places at each floor. During this session the waste generation is almost nil owing to the online mode of operation. 2. Liquid Waste Liquid waste generated by the college is basically sewage waste which is again almost nil owing to the online mode of operation. E-Waste Management Memory chips, motherboard, compact discs, cartridges etc. generated by electronic equipment such as computers, phones, printers, FAX machines and photocopy machines are recycled properly. Instead of buying a new machine buyback option is availed for technological upgradation. The e-waste generated from hardware which cannot be reused or recycled is disposed of centrally.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NA</a>
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**

E. None of the above



File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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**

**E. None of the above**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**

**C. Any 2 of the above**

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

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

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).

Naba Ballygunge Mahavidyalay is dedicated to inculcate the values of respect, tolerance and harmony towards cultural, linguistic, religious, communal and other diversities. Various sport, cultural and academic activities are regularly organized by the college with the aim of broadening the perspective of our students regarding different aspects of life beyond the academic syllabi. Even during the pandemic the college organized its inter-college annual cultural event "Murchhana" in the online mode in November, 2020. This facilitated positive interaction among students from different institutions with different socio-economic, cultural and religious backgrounds. It also provided them with the opportunity to be reminded of their own cultural roots and traditions. Commemorative days of national import, like the Republic Day, Netaji Subhas Chandra Bose's birth anniversary, the Independence Day are all celebrated in the college campus maintaining the proper covid guidelines. These celebrations are particularly important to enkindle the fervor of patriotism in our students while making them aware of the rich history of anti-colonial struggle of our nation. In May, 2021 the college also celebrated the birth anniversary of

Rabindranath Tagore whose ideations are like a beacon enlightening the life path of the minds of our students and staff alike.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The Covid pandemic and the consequent lockdown caused quite a number of infrastructural challenges to a small institution like ours to reach out students who generally come from remote rural areas and underprivileged sections of the city. In spite of the odds NBM strives to instill ethical values into our students so that they can become responsible citizens. The NSS unit of our college has adopted a nearby slum and conducted a cleanliness programme there. It also took initiatives to raise awareness regarding Covid 19, Dengue, Malaria and other health hazards faced by the people around. Masks, bottle of hand sanitizer, stationary items like exercise books, pens, pencils, geometry boxes, sports and game equipment have also been distributed among slum children.

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, 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	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Owing to the outbreak of the Covid pandemic and the consequent lockdown from March 2020 we could not celebrate and observe most of the national and international commemorative days otherwise routinely celebrated in the college. As a small college with very limited infrastructural and digital resources it was an extremely challenging period for us. Most of our students also come from the underprivileged section of the city and remote rural areas. For them it was quite difficult to shift to the digital/online mode so quickly. However, the Republic Day of India, Netaji Subhas Chandra Bose's birthday and International Mother Language Day had been celebrated by the students in the college premises on January 26, 23 and February 21, 2020 respectively.

Sl no.

Event

Date

No. of Students

1.

Netaji's Birthday

23.01.2020

48

2.

**Republic Day**

26.01.2020

40

3.

**International Mother Language Day**

21.02.2020

42

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	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.

**Best Practice 1: LIBRARY SERVICE**

Set of best practices followed by our College library

a. Library Management

b. Collection Development

c. General Library Services

d. Use Technology

**Objective:**To provide library facilities to Students, Teachers, Non Teaching Staff, Ex-Students of the college and GB members

**The Context:** Library rganizes seminars and literacyprogrammes

**Practice:** career guidance , increase reading habit, search of information, use of E-resources

**Limitation:** Insufficient space and storage and staff

**Evidence of success:**Passed NET/SET , employed many students, complete PH.D.degree of few teachers

**Problems encountered and Resources required:**Students are first generation learner, unaware and ignorant. More awareness programmes are advised

## BEST PRACTICE 2 Campus Recruitment and Employment Cell

### 1. Objectives of the Practice:

- To provide employment opportunities to the students for self-sufficiency and independence.
- To create awareness among the students regarding their career development and future well-being.Cell organizes seminars and awareness programmes where reputed organizations or entities join hand to enlight the students regarding job prospects for them.

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

## 7.3 - Institutional Distinctiveness

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

Naba Ballygunge Mahavidyalaya focuses on outcome based education and holistic development of the students. Apart from imparting theoretical knowledge the faculty members put utmost effort to enhance life skills, communication, comprehension and analytical power of our students. In spite of being a comparatively new college with a very small campus situated on a thoroughfare of the city NBM has been running eight undergraduate honours/major courses and two post graduate courses. The PG courses offered by the departments of Bengali and Commerce are exceptionally affordable. The campus has great locational advantage. Very well connected by both railways and Eastern Metropolitan Bypass NBM extends educational opportunity to

students coming not only from the southern suburbs of the city but also from remote rural areas of southern Bengal. NBM has a very active placement cell. We also conduct various value added courses for our students. Students are encouraged to participate in various co-curricular and extracurricular activities. Surrounded by other degree colleges and educational institutions of south Kolkata NBM also offers a unique atmosphere of cooperation, collaboration and competition for our students. Most importantly, the staff and faculty members of NBM are committed to provide a safe, secure, inclusive and comfortable space for all its students irrespective of their class, caste, gender or any other identity.

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

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

Keeping in mind the challenges of the post pandemic life and the changing demands of our students the future goals of the institution has been set for the 2021-2022 academic year by a committee of faculty members and managing authority. NBM is determined to improve the quality of education through co-curricular activities. Along with time-tested methods of class-room teaching we will be focusing more and more on the modern ICT-enabled teaching and evaluation methods. The academic advancement and professional development of faculty and staff is of top priority. The faculty members will be encouraged to attend relevant courses, organize and participate in state level, national and international seminars and conferences. Both students and teachers will be encouraged to undertake collaborative academic, co-curricular and extracurricular ventures with other colleges, universities and other academic institutions and organizations. We have been planning to introduce a couple of new degree courses at the undergraduate level, such as B. Com in Logistics and BBA in Aviation. Besides, we also have some long-term plans like attaining the status of 'College with Potential for Excellence' and applying for the status of 'Star College' to DBT, Ministry of Science and Technology, Govt. of India.