



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<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	ayantika1ghosh@gmail.com												
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://nbmahavidyalaya.in/nbgm/pdf-view.php?pfile=1713940643_Doc.pdf">https://nbmahavidyalaya.in/nbgm/pdf-view.php?pfile=1713940643_Doc.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/notice00683.pdf">https://nbmahavidyalaya.in/nbgm/pdf/notice00683.pdf</a>												
<b>5. Accreditation Details</b>													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 2</td> <td>B+</td> <td>2.53</td> <td>2016</td> <td>05/11/2016</td> <td>04/11/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 2	B+	2.53	2016	05/11/2016	04/11/2021
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
Department (Commerce and Economics)	Sponsorship	ICSSR	04/01/2022	91,270
Faculty	UGC Grant for Travel for Presentation of Paper in Oxford University	UGC	2021	1,60,912
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>	
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>			<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>				
Upgradation of library and making e-library an easy access to all the stakeholders				
Motivating the departments to publish journals and magazines and contribute to the research repertoire				

Encouraging the students to enroll in short term and add-on courses like Contemporary World Politics, Indian Constitution and Human Rights, Psychological Counselling and Environment and Public Healthcare on online mode and Motivating the faculty members to be coordinators and teachers for the add-on and short-term courses.

Organization of departmental, inter-departmental and national and international seminars.

Encouraging the students to write creative and analytical writings for college and inter-college journals and present in webinars and e-conferences.

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

Plan of Action	Achievements/Outcomes
IQAC motivated the departments to undertake MOU's to conduct various activities., internships and other activities	MoUs with colleges and the resultant collaborations and faculty exchanges
Initiated add on course and workshop/ seminars and guest lectures	Department have conducted value add/ certificate courses, more than 12 workshops and seminars has been conducted in relation to research and upgrading of skills for students and facultyDepartment have conducted more than 8 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
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 the mentor-mentee classes as recommended by NAAC	Mentees have been benefitted due to close, one-to-one interaction with their mentors.
Academic plan	Students are informed about activities, examinations and holiday in advance, hence the students can plan their academic preparations well in advance
Library and Educational Infrastructure Upgradation	Provision of e-learning platforms
<b>13.Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
IQAC	03/01/2022

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

Year	Date of Submission
Yes	17/01/2023

**15. Multidisciplinary / interdisciplinary**

The college, though does not enjoy the autonomy to design syllabi and has to stringently follow the University-imposed curriculum, multidisciplariness is part of the overall curriculum. More than one disciplines coalesce in the Programmes and courses. The Programme outcomes and course outcomes are designed keeping the establishment of multidisciplariness in mind. Short term courses like Indian Constitution and Human Rights, a subject in which the syllabus is designed by the college, embrace Political Science, Public Administration, Ethics, Human Rights and Sociology in its ambit. Environmental Studies as a Compulsory paper in UG and Environment and Public HealthCare as short term course have a blending of EVS, Geography, Physiology and so on. The seminars on library Science, History, Commerce, Economics, Philosphy, Education and literature also subtly approach subjects like Ethics, Dramatics and Performance Studies, computer knowledge, Psychology, Sociology, Mass Communication, Statistics, and so on.

**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 . Students are encouraged to participate in debates, extempores, soft skill development training, quiz competitions, mask making, short video-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. The annual cultural competition " Murchhana " focuses on Indian culture and heritage, with RabindraSangeet and patriotic songs as thrust areas for music competition and Rabindranritya and classical dance as thrust areas for dance competition. The college commemorates the birth anniversaries of great Indians of importance like Netaji Subhas Chandra Bose, Rabindranath Tagore, Michael Madhusudan Dutta, Mahatma Gandhi ,Birsa Munda and others.

#### 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:

Naba Ballygunge Mahavidyalaya does not have a regular system of distance or online education, but owing to the Covid 19 pandemic situation, the classes in 2021 (till October) were held online full-fledgedly. Since the college has no privilege of G-suit platform, the teachers used their own profiles to take the classes.

### Extended Profile

#### 1.Programme

1.1 08

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 1521

Number of students during the year

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

2.2 919

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>

2.3 282

Number of outgoing/ final year students during the year

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

### 3.Academic

3.1 37

Number of full time teachers during the year

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

3.2 28

Number of Sanctioned posts during the year



<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>08</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1521</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>919</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>282</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>37</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	28
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	39 lakhs 25 thousands 6 hundred and 34 rupees
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	45
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Naba Ballygunge Mahavidyalaya is affiliated to the University of Calcutta and adheres to its curriculum. The syllabus is distributed among the teachers via departmental meetings. Each teacher prepares a detailed month-wise teaching plan, discusses it with the students and keeps a record of the lessons taught in each class in the departmental diary. This enables the Principal to monitor the progression of syllabus and regularity of classes and also the students to keep track with ongoing topics. Regular departmental meetings are also held to discuss the extent to which the syllabus has been completed. Teachers note down the topic taught in every class to keep track of the progress of the coverage of syllabus. During New Normal, all Faculty members are taking online classes according to the Time-Table & providing necessary study materials. Apart from conventional chalk and talk method, ICT based teaching learning methods are extensively used. During the pandemic, regular online classes were taken using Google Meet and Zoom platforms. Class notes, lecture videos and e-

books are available with the teachers and were regularly distributed to the students according to their requirements. Our institution firmly believes in the holistic education of the students emphasizing the education beyond the confined classroom.

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 online Annual Academic Calendar is prepared according to the University Academic Calendar prior to the commencement of new academic session. The calendar is prepared by each department individually, specifying available dates for significant evaluation processes. Academic Calendar is displayed in the student's and teacher's notice boards, posted in student's and teacher's WhatsApp groups, published in the college prospectus and e-prospectus and uploaded in the college website. The tentative date of the internal, tutorial, theoretical and practical examinations of the University of Calcutta are specified in the Academic Calendar and the final dates of the University examinations are immediately uploaded in the college website and posted in the student's and teacher's WhatsApp groups after receipt of University notification by the Principal. The tentative dates of other online activities of NSS, Career Counseling and Placement Cell are also given in the Academic Calendar. Important days which are celebrated or observed by the college are included in the calendar for the session 2021-22 and is uploaded in the college website. Moreover, the calendar includes various timelines such as dates of beginning and end of the session, mid semester breaks, distribution of classes, preparatory leaves and tentative dates of theory and practical examinations.

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	No File Uploaded

## 1.2 - Academic Flexibility

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

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

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)**

4

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

105

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

105

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

Gender issues are included in UG syllabi of Political Science, English, Education, Bengali, History, Economics and Philosophy. Human values are included in UG course of Philosophy and Education as part of ethics, peace education and value education. Environment/sustainability is addressed in SEC and GE course of Economics. The syllabi focus on different dimensions of environment ranging from ecology, biodiversity, sustainable development, renewable energy, and green chemistry. Mandatory Environmental Studies Course is included in Ability Enhancement Compulsory Course in Semester 2 of the CBCS curriculum. During the lockdown period in 2021 and when the college reopened in February 2022 the college has organized Departmental, Inter-Departmental, State level and International Webinars on Ethics, Human Rights, Gender, Covid 19 Pandemic and environmental issues as follows:

- Memoirs of Partition and Memoir on Performances: Probing

into Amitava Ghosh and Binodini Dasi on 26/8/2021.

- Democracy in India: Issues and Challenges on 27/9/2021.
- The Taliban Take-over in Afghanistan: Its Impact on Regional and International Politics on 15/11/2021.
- Bhasha Dibas or International Mother Language Day was celebrated on 21/2/2022.
- Practical Ethics on 12/4/2022.
- NSS unit organized health check up camps for the local slum dwellers towards female hygiene. Food and other necessary items were distributed to the affected people.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

2

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	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

35

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

## 1.4 - Feedback System

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

**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">NA</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**2657**

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

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

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

361

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

## 2.2 - Catering to Student Diversity

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

The teachers endeavour to bring out the best from the advanced learners and encourage the slow learners to hone their skills in whatever field/s they are confident. Texts along with teacher-explained notes on the chapters and important themes, audio clippings containing the summarizations of modules and worksheets based on the discussions immediately done, are uploaded in the Google classrooms. Although these are designed for all students, the aim is to present the tougher portions easier for the slow learners. The works that have been assigned to different team members in a class have made the teachers aware of the fact that some slow learners have artistic skills; they are encouraged to design the flyers or paint portraits required in the webinars/seminars. The advanced learners are encouraged to participate in seminars, listen to and present papers, and learn beyond curriculum. Special remedial classes are arranged for the students identified as slow learners. After the offline classes resumed, and the library and seminar library became accessible, the advanced learners are encouraged to read critical essays and research papers/theses while the textbooks are emphasized to be read thoroughly as far as the slow learners are concerned.



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

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

Number of Students	Number of Teachers
1884	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

The college does not restrict itself only to the University designed curriculum. As promised on the Orientation Programme Day, best endeavour is taken to prepare the learners for future career. Educational tours and excursions are regularly organized, and students are encouraged to learn outside classrooms, in real life learning environments like museums. Students are encouraged to participate in the college cultural competition, be volunteer of NSS, in annual athletic meet and in programmes organized by other colleges. This participative learning not only helps students integrate curriculum learning with real life experience but also instill the spirit of learning, traveling and living together.

Add-on courses aim to provide the learners with opportunities for future career choices and pave way for experiential learning. 2021-2022 session witnessed the interests of a huge number of students in online short-term add-on courses like Environment and public health care, Indian Constitution and Human Rights, Contemporary World Politics and Psychological Counselling.

As part of problem-solving methodologies, remedial classes are held to help students failing to keep pace with their peers. Mentor-mentee classes are held for both B.A and B.Com students in which a number of students are allotted to each teacher who acts as a "mentor".

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

Regularly powerpoint presentations are used in all departments. There is a smart room in the college, wherein ICT enabled tools equip the faculty members to teach using the latest technology. The college auditorium also is equipped with ICT enabled tools, seminars and conferences are held in it. Departments of Bengali, English, Hindi and History regularly show relevant movies with the aid of ICT enabled tools. After the offline classes resumed, the use of smartroom and auditorium became possible and a seamless projection of audio-visual aids became possible which was hampered during the online classes. The use of whatsapp, facebook, youtube and other socio-technological keep the regular communication among the stakeholders possible. Each department has a whatsapp group with students from each semester which continues even after reopening of the institutions in the post-pandemic 2022. Important information are notified in those groups, making sure that no student miss any information.

The Principal is part of important WhatsApp groups related to teachers and students where important information is passed on. The College website is updated regularly where students get important information related to Fees, Examination, Scholarship, teachers' profile, and other notices. The e-noticeboard is regularly updated for the benefit of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.nbmahavidyalaya.in/nbqm/more-notice.php">1. https://www.nbmahavidyalaya.in/nbqm/more-notice.php</a> <a href="https://www.youtube.com/watch?v=11BXffQZD0Q&amp;t=16s">2. https://www.youtube.com/watch?v=11BXffQZD0Q&amp;t=16s</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**

4

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

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

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**

12

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**

445

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. The Examination Committee prepares a timetable for a proper conduction of Internal Assessments and Tutorials; the dates are declared much ahead before the starting date of the examinations, so that the students get adequate time to prepare. The time-table is uploaded in college website, shared in students' WhatsApp groups and pasted on the notice board. The college strictly abides by the rules related to time, frequency and mode of conducting the examination as designed, formulated or dictated by the affiliating University. The Internal examinations are held in a transparent way. Answer scripts are preserved for future clarification if raised by the students. Apart from 2020 and 2021 during the covid pandemic when the examinations were held online, the regular internal assessments are held in offline mode. The question papers are set by the respective departments following the structure ordained by the University. The answer scripts are evaluated and marks uploaded in the University portal within the stipulated period of time

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 related to Internal Assessment have been but very few in the past years. The grievances have however been related to absentee candidates. These complaints are dealt with acute transparency and sheer strictness by the Head of the Institution. Once the stipulated date fixed by the University is over, no examination is taken further. The mistakes regarding the uploading of marks on the part of the college authority, are rectified on time. If the students are dissatisfied with their obtained marks, they approach the concerned department and the answer scripts are shown to the grievant, explaining the reasons for deduction of marks.

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 with which the B.A and B.Com first semester classes begin each year, the teachers inform/update the students about the Honours and B.A/B.Com Programme curriculum, the tentative schedule of the examinations, the NEP/CBCS course structure and division of marks. The Arts departments of the institution strive to ignite a passion in the students' minds for the respective disciplines they specialize in/opt for. A curiosity to know the cultural heritage and the past of one's own country as well as political-social-cultural ramifications of other countries is encouraged by the history department. The language departments, pertaining to the curriculum, strive to enhance mastery over the respective language as well as deeper understanding of and interest in literature down the ages. The PG department of Bangla instils a passion for research among the students. The institution also offers UG (Honours and General) and PG in Commerce. While the general programme outcome is to prepare the students for the

university examinations, the specific outcomes are to instils business acumen, business ethics, understanding of economy etc. among the students.

File Description	Documents
Upload any additional information	No File Uploaded
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.

During the Orientation Programme with which the B.A and B.Com first semester classes begin each year, the teachers inform/update the students about the Honours and B.A/B.Com Programme curriculum, the tentative schedule of the examinations, the NEP/CBCS course structure and division of marks. The Arts departments of the institution strive to ignite a passion in the students' minds for the respective disciplines they specialize in/opt for. A curiosity to know the cultural heritage and the past of one's own country as well as political-social-cultural ramifications of other countries is encouraged by the history department. The language departments, pertaining to the curriculum, strive to enhance mastery over the respective language as well as deeper understanding of and interest in literature downthe ages. The PG department of Bangla instils a passion for research among the students. The institution also offers UG (Honours and General) and PG in Commerce. While the general programme outcome is to prepare the students for the university examinations, the specific outcomes are to instils business acumen, business ethics, understanding of economy etc. among the students.

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**

250

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/notice00686.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)**

2 lakhs 52 thousands 1 hundred and 82

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

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

**government agencies during the year**

2

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	<a href="#">View File</a>
Paste link to funding agency website	NA

**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**

07

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**

08

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

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 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

Extension activities play a pivotal role in sensitizing students to social issues and fostering holistic development. By engaging in community service, volunteering, or participating in outreach programs, students develop empathy, compassion, and a deeper understanding of societal challenges. These activities offer real-world experiences that complement classroom learning, allowing students to apply theoretical knowledge to practical situations.

Through extension activities, students interact with diverse communities, gaining insights into different cultures, perspectives, and socio-economic backgrounds. This exposure cultivates tolerance, open-mindedness, and respect for diversity. Moreover, involvement in social causes instills a sense of responsibility and civic duty, empowering students to become active contributors to positive change in society.

Holistic development encompasses not only academic success but also emotional intelligence, leadership skills, and ethical values. Extension activities provide opportunities for students to enhance these aspects by fostering teamwork, communication, and problem-solving skills. Additionally, engaging in meaningful extracurricular pursuits promotes self-confidence, resilience, and a sense of purpose, contributing to students' overall personal growth and well-being.

In essence, extension activities serve as a bridge between classroom learning and real-world application, nurturing socially

conscious individuals equipped to address the multifaceted challenges of today's world.

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

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

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

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

4

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

145

File Description	Documents
Report of the event	<a href="#">View File</a>
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

2

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

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

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

03

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Our college makes every effort to assign and use financial grants available for the upkeep and repair of various facilities by organizing regular meetings of the numerous sub-committees that have been formed for this purpose. Computers have been purchased for the library and other departments using RUSA funds. Instruments purchased in batches are tracked in a stock registry. Overall, the institution's focus to providing high-quality infrastructure and physical facilities demonstrates its dedication to creating a dynamic learning environment. Such facilities not only improve the educational experience, but also give students the freedom to experiment, invent, and flourish in their academic quest.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 organized the Annual Athletic meet. Various 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.

Commemorative days of national import, like the Republic Day, Netaji Subhas Chandra Bose's birth anniversary, the Independence Day are all celebrated 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. International Mother Language Day or Bhasha Dibas was celebrated on 21st February 2022. Online lectures delivered by our Principal Dr.Sukamal Dutta. The NSS unit of NBM celebrated the World Environment Day on June 5, 2022. The gym area of the College is about 840 Square feet (42 feet × 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.

3

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

3

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)

39.26

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)	No File Uploaded

## 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 (12,650) Physical books. The central library's open access system including reading and reference section, along with its total area of 1650 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/nbgm/library-know.php?pid=7">https://nbmahavidyalaya.in/nbgm/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** C. Any 2 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)	No File Uploaded

**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)**

0.49306

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)	No File Uploaded

**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**

432 & 3652

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 70 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. Networking Peripherals: Networking switches from CISCO SG 300 and DLINK, with speeds of 1 GBPS, form the backbone of the institute's network infrastructure. Licensed Operating Systems: The institute holds licensed copies of Windows Operating System while also incorporating open-source operating systems like Ubuntu OS and other software tools. I/O Devices: Printers are procured according to departmental needs, with a total of 21 laser printers available across the institute. Media Lab/Video Lecture Facility: Equipped with state-of-the-art facilities, the media lab enables faculty members to create engaging video lectures, proving invaluable during the pandemic.

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

32



File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

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

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

39.26 (audit work is in progress)

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)	No File Uploaded

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.

Maintenance of the various facilities is supervised by the different sub-committees. 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. Other support facilities: (i) Two full time sweeper and a casual sweeper for cleaning of the campus under AMC. (ii) regular water supply (iii) for uninterrupted power supply the College has Generator system with operator. (iv) A full time electrician is engaged for maintaining and servicing different electrical connection (v) Entire College along with the Library is under the CCTV surveillance which is maintained through AMC. Year of starting gym 2019

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 benefitted by scholarships and free ships provided by the Government during the year

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

354

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted 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**

D. 1 of the above

File Description	Documents
Link to institutional website	<a href="#">NA</a>
Any additional information	No File Uploaded
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**

01

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

01

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

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

## 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

20

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

20

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

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

01

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.**

00

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

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

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

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

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

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

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

the institution

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.

1. The college wants to expand its Academy make it more beautiful and environmentally friendly. We also want to give students the chance to do research while they develop their talents and prepare for the future. Teachers play a big role in this.

2. The college aims to be one of the best in the world, focusing on values like fairness, creativity, hard work, discipline, and perseverance. These values are like the senses that help us understand the world.

3. To achieve the vision, the college wants to create a campus where everyone feels included and to approach education in a well-rounded way. It wants knowledge to be available to everyone, no matter who they are, and to provide education that meets the needs of society. It gives personal attention to all students, regardless of their background, to make sure everyone feels included.

4. The college regularly holds seminars to share knowledge from different areas with all students.

File Description	Documents
Paste link for additional information	<a href="https://www.nbmahavidyalaya.in/nbgm/vission.php?pid=2">https://www.nbmahavidyalaya.in/nbgm/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. The Committees comprise members from both the teaching and non-teaching staff, overseen by the Internal Quality Assurance Cell (IQAC), to coordinate various academic, curricular, co-curricular, and administrative functions and activities.

c. Each department organizes seminars/webinars to plan seminars, 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/1CVqjK46A1pfMjAP000Z59Op93qWhI4Ir/view?usp=sharing">https://drive.google.com/file/d/1CVqjK46A1pfMjAP000Z59Op93qWhI4Ir/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College is proud of its own Central library. The central library's open access system including reading and reference section, suggests a well-organized space for patrons to study and conduct research. The college central library has been actively incorporating modern technologies to enhance its services and resources.

KOHA is an open-source Integrated Library System (ILS) that helps in managing library operations such as cataloguing, circulation, and patron management.

DSpace is an open-source repository software that allows institutions to manage and preserve digital content such as e-question papers,

- Automatic Issue Return System with Barcoding Scanner: This

system streamlines the process of checking in and checking out library materials using barcodes for quick and efficient transactions.

The library offers numerous electronic resources, including e-journals, free open-source e-books, purchased e-books, e-theses, and e-databases.

N-LIST is a subscription service provided by the Information and Library Network (INFLIBNET) Centre, which gives access to numerous e-resources (6,000 e-journals, 2, 00,000 e-books and other documents) to Colleges and Universities in India. N-LIST has been subscribed by our college library.

- **RFID Technology:** RFID technology is used for security purposes, ensuring that library materials are properly checked out and preventing theft.

The presence of eight CCTV cameras enhances security and surveillance within the library premises.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</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. 1 Non-Teaching Staff Representative, and 1 Student Representative (vacant)
- **Administrative Structure:** At the core of the administration are the President and 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/nbgm/organizational-structure.php?pid=3">https://www.nbmahavidyalaya.in/nbgm/organizational-structure.php?pid=3</a>
Upload any additional information	<a href="#">View File</a>

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

D. Any 1 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 expenses for their children.
- **Ad hoc bonus:** Both teaching and non-teaching staff receive 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

0

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)	No File Uploaded

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

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

0

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

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

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

8

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="#">NA</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 programmers 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)**

0

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

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

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 endeavors. 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 undertaken several initiatives to enhance its operations and academic quality:

- **Implementation of In-house ERP:** The institution has begun the implementation of Campus 360.
- **Research Incentives Policy:** A research incentives policy has been introduced to motivate faculty members to publish quality research in USG 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.
- **Teaching-Learning Process Review:** The institution regularly reviews its teaching-learning process, operational methodologies, and learning outcomes to ensure continuous improvement and effectiveness.

Activities conducted by the IQAC include:

#### 1. Student Feedback Mechanism:

- All students are provided with the opportunity to provide feedback on faculty performance, teaching-learning processes, and evaluation methods.
- Feedback received from students is carefully evaluated, and appropriate action is taken to address any areas of concern, including providing support and guidance to faculty members.

#### 2. Remedial Classes:

- Faculty members conduct remedial classes and revision sessions for students to provide additional support and assistance where needed. These sessions aim to help students improve their understanding and performance in their academic endeavors.

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

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<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)	No File Uploaded

## **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. Volunteers

of NSS Unit I attended a webinar entitled "Socio-Cultural Taboo and Myths of Menstruation." The college NSS unit also organized health checkup camps for the local slum dwellers particularly focusing on female health and hygiene. Besides, NBM has an active ICC to redress grievances related to gender inequality and discrimination. To maintain safety and security, NBM has well-trained and vigilant security guard stationed at the campus. Only bona fide students carrying college identity card are allowed inside the campus. Maintaining visitors' register at the college entrance. Extensive surveillance network with 24x7 monitored CCTV cameras at strategic points. In spite of being a rather small urban campus located on a busy thoroughfare a separate women's common room has been allocated to facilitate meetings and discussions among the female students. Regarding counseling, NBM focuses on informal counseling on female health and hygiene, raising awareness regarding dowry and early marriage informally. Moral counseling and Career counseling by 'Placement Cell'.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/drive/folders/1w7MVntGaWYLSMMPHm14SczJZsqsk4Se?usp=sharing">https://drive.google.com/drive/folders/1w7MVntGaWYLSMMPHm14SczJZsqsk4Se?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/1i6za2MYcroKT7sJ52B0kikWlz0KBGSFH?usp=sharing">https://drive.google.com/drive/folders/1i6za2MYcroKT7sJ52B0kikWlz0KBGSFH?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.

#### 2. Liquid Waste

Liquid waste generated by the college is basically sewage waste. The college authority intended to treat the sewage waste through Sewage Treatment Plants (STPs) and Effluent Treatment Plants (ETPs) so that the water could be used for horticulture and flushing in toilets. An action plan to materialize this project had been undertaken.

#### 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:** C. Any 2 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<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** E. None of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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 with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	<a href="#">View File</a>

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

**Naba Ballygunge Mahavidyalaya 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. Commemorative days of national import, like the Republic Day, Netaji Subhas Chandra Bose's birth anniversary, the Independence Day are all celebrated 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. International Mother Language Day or Bhasha Dibas was celebrated on 21st February 2022. Online lectures delivered by our Principal Dr. Sukamal Dutta. The NSS unit of NBM celebrated the World Environment Day on June 5, 2022.

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

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

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 Department of Political Science organized a departmental students' webinar entitled "Democracy in India: Issues and Challenges" on September 27, 2021. 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. In the post pandemic period a cultural programme and competition was organized by the NSS unit exclusively for the 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	No File Uploaded

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

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 Covid 19 pandemic situation most of the national and international commemorative days have been observed in online mode. and during all the physical gatherings programmes were maintained by COVID 29 guideline strictly . Mask and Sanitizer were distributed to the Volunteers and local people.

? INTERNATIONAL COMMEMORATIVE DAYS

\* World Aids Day was celebrated on 1st December 2021. Online



seminar about "Creat awareness for prevention and eradication of Aids" attended by medical professionals.

\* Bhasha Dibas was celebrated on 21st February 2022. Online lectures delivered by our Principal Dr.Sukamal Dutta.

\* 5th June 2022 , World Environment Day celebrated by our Volunteers. Volunteers arranged tree plantation inside our College campus.

\*International Yoga Day was celebrated on 21st June 2022 . Lectures and sessions were arranged to raise awareness about the benefits of practicing Yoga.

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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice 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.
2. The Context:Campus Recruitment Cell organizes seminars and awareness programmes where reputed organizations or entities join hand to enlight the students regarding job prospects.
3. The Practice: Screening of the organizations is undertaken by the Cell to provide quality recruitment. Students are informed, mentored and nurtured before occurrence of any such programme.
4. Limitations: Inability to provide mass recruitment facilities because of limited means.
5. Evidence of success: B. Com graduates from NBM got placed in companies like Infosys, TCS and ICA. Sayan Sarkar, a passed-outstudent of Naba Ballygunge Mahavidyalaya (MCom 2022), has been recruited as Senior Associate Analyst in ICRA Analytics Ltd.
6. Problems encountered and Resources required:Students hail weak backgrounds are found to be unaware and ignorant. More awareness programmes are advised

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.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Naba Ballygunge Mahavidyalaya is affiliated to the University of Calcutta and adheres to its curriculum. The syllabus is distributed among the teachers via departmental meetings. Each teacher prepares a detailed month-wise teaching plan, discusses it with the students and keeps a record of the lessons taught in each class in the departmental diary. This enables the Principal to monitor the progression of syllabus and regularity of classes and also the students to keep track with ongoing topics. Regular departmental meetings are also held to discuss the extent to which the syllabus has been completed. Teachers note down the topic taught in every class to keep track of the progress of the coverage of syllabus. During New Normal, all Faculty members are taking online classes according to the Time-Table & providing necessary study materials. Apart from conventional chalk and talk method, ICT based teaching learning methods are extensively used. During the pandemic, regular online classes were taken using Google Meet and Zoom platforms. Class notes, lecture videos and e-books are available with the teachers and were regularly distributed to the students according to their requirements. Our institution firmly believes in the holistic education of the students emphasizing the education beyond the confined classroom.

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 online Annual Academic Calendar is prepared according to the University Academic Calendar prior to the commencement of new academic session. The calendar is prepared by each department individually, specifying available dates for significant evaluation processes. Academic Calendar is

displayed in the student's and teacher's notice boards, posted in student's and teacher's WhatsApp groups, published in the college prospectus and e-prospectus and uploaded in the college website. The tentative date of the internal, tutorial, theoretical and practical examinations of the University of Calcutta are specified in the Academic Calendar and the final dates of the University examinations are immediately uploaded in the college website and posted in the student's and teacher's WhatsApp groups after receipt of University notification by the Principal. The tentative dates of other online activities of NSS, Career Counseling and Placement Cell are also given in the Academic Calendar. Important days which are celebrated or observed by the college are included in the calendar for the session 2021-22 and is uploaded in the college website. Moreover, the calendar includes various timelines such as dates of beginning and end of the session, mid semester breaks, distribution of classes, preparatory leaves and tentative dates of theory and practical examinations.

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>

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
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>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
4	
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>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
105	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
105	

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

Gender issues are included in UG syllabi of Political Science, English, Education, Bengali, History, Economics and Philosophy. Human values are included in UG course of Philosophy and Education as part of ethics, peace education and value education. Environment/sustainability is addressed in SEC and GE course of Economics. The syllabi focus on different dimensions of environment ranging from ecology, biodiversity, sustainable development, renewable energy, and green chemistry. Mandatory Environmental Studies Course is included in Ability Enhancement Compulsory Course in Semester 2 of the CBCS curriculum. During the lockdown period in 2021 and when the college reopened in February 2022 the college has organized Departmental, Inter-Departmental, State level and International Webinars on Ethics, Human Rights, Gender, Covid 19 Pandemic and environmental issues as follows:

- Memoirs of Partition and Memoir on Performances: Probing into Amitava Ghosh and Binodini Dasi on 26/8/2021.
- Democracy in India: Issues and Challenges on 27/9/2021.
- The Taliban Take-over in Afghanistan: Its Impact on Regional and International Politics on 15/11/2021.
- Bhasha Dibas or International Mother Language Day was celebrated on 21/2/2022.
- Practical Ethics on 12/4/2022.
- NSS unit organized health check up camps for the local slum dwellers towards female hygiene. Food and other necessary items were distributed to the affected people.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

2

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	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

35

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



<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>C. Any 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>C. Feedback collected and analyzed</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
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>	
<b>2657</b>	
<b>File Description</b>	<b>Documents</b>
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</b>	

supernumerary seats)

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

361

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

## 2.2 - Catering to Student Diversity

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

The teachers endeavour to bring out the best from the advanced learners and encourage the slow learners to hone their skills in whatever field/s they are confident. Texts along with teacher-explained notes on the chapters and important themes, audio clippings containing the summarizations of modules and worksheets based on the discussions immediately done, are uploaded in the Google classrooms. Although these are designed for all students, the aim is to present the tougher portions easier for the slow learners. The works that have been assigned to different team members in a class have made the teachers aware of the fact that some slow learners have artistic skills; they are encouraged to design the flyers or paint portraits required in the webinars/seminars. The advanced learners are encouraged to participate in seminars, listen to and present papers, and learn beyond curriculum. Special remedial classes are arranged for the students identified as slow learners. After the offline classes resumed, and the library and seminar library became accessible, the advanced learners are encouraged to read critical essays and research papers/theses while the textbooks are emphasized to be read thoroughly as far as the slow learners are concerned.

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

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

Number of Students	Number of Teachers
1884	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

The college does not restrict itself only to the University designed curriculum. As promised on the Orientation Programme Day, best endeavour is taken to prepare the learners for future career. Educational tours and excursions are regularly organized, and students are encouraged to learn outside classrooms, in real life learning environments like museums. Students are encouraged to participate in the college cultural competition, be volunteer of NSS, in annual athletic meet and in programmes organized by other colleges. This participative learning not only helps students integrate curriculum learning with real life experience but also instill the spirit of learning, traveling and living together.

Add-on courses aim to provide the learners with opportunities for future career choices and pave way for experiential learning. 2021-2022 session witnessed the interests of a huge number of students in online short-term add-on courses like Environment and public health care, Indian Constitution and Human Rights, Contemporary World Politics and Psychological Counselling.

As part of problem-solving methodologies, remedial classes are held to help students failing to keep pace with their peers. Mentor-mentee classes are held for both B.A and B.Com students in which a number of students are allotted to each teacher who acts as a "mentor".

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

Regularly powerpoint presentations are used in all departments. There is a smart room in the college, wherein ICT enabled tools equip the faculty members to teach using the latest technology. The college auditorium also is equipped with ICT enabled tools, seminars and conferences are held in it. Departments of Bengali, English, Hindi and History regularly show relevant movies with the aid of ICT enabled tools. After the offline classes resumed, the use of smartroom and auditorium became possible and a seamless projection of audio-visual aids became possible which was hampered during the online classes. The use of whatsapp, facebook, youtube and other socio-technological keep the regular communication among the stakeholders possible. Each department has a whatsapp group with students from each semester which continues even after reopening of the institutions in the post-pandemic 2022. Important information are notified in those groups, making sure that no student miss any information.

The Principal is part of important WhatsApp groups related to teachers and students where important information is passed on. The College website is updated regularly where students get important information related to Fees, Examination, Scholarship, teachers' profile, and other notices. The e-noticeboard is regularly updated for the benefit of the students.

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	1. <a href="https://www.nbmahavidyalaya.in/nbgm/more-notice.php">https://www.nbmahavidyalaya.in/nbgm/more-notice.php</a> 2. <a href="https://www.youtube.com/watch?v=11BXffQZD0Q&amp;t=16s">https://www.youtube.com/watch?v=11BXffQZD0Q&amp;t=16s</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**

4

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

## 2.4 - Teacher Profile and Quality

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

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

12

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

445

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. The Examination Committee prepares a timetable for a proper conduction of Internal Assessments and Tutorials; the dates are declared much ahead before the starting date of the examinations, so that the students get adequate time to prepare. The time-table is uploaded in college website, shared in students' WhatsApp groups and pasted on the notice board. The college strictly abides by the rules related to time, frequency and mode of conducting the examination as designed, formulated or dictated by the affiliating University. The Internal examinations are held in a transparent way. Answer scripts are preserved for future clarification if raised by the students. Apart from 2020 and 2021 during the covid pandemic when the examinations were held online, the regular internal assessments are held in offline mode. The question papers are set by the respective departments following the structure ordained by the University. The answer scripts are evaluated and marks uploaded in the University portal within the stipulated period of time

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 related to Internal Assessment have been but very few in the past years. The grievances have however been related to absentee candidates. These complaints are dealt with acute transparency and sheer strictness by the Head of the Institution. Once the stipulated date fixed by the University is over, no examination is taken further. The mistakes regarding the uploading of marks on the part of the college authority, are rectified on time. If the students are dissatisfied with their obtained marks, they approach the concerned department and the answer scripts are shown to the grievant, explaining the reasons for deduction of marks.

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 with which the B.A and B.Com first semester classes begin each year, the teachers inform/update the students about the Honours and B.A/B.Com Programme curriculum, the tentative schedule of the examinations, the NEP/CBCS course structure and division of marks. The Arts departments of the institution strive to ignite a passion in the students' minds for the respective disciplines they specialize in/opt for. A curiosity to know the cultural heritage and the past of one's own country as well as political-social-cultural ramifications of other countries is encouraged by the history department. The language departments, pertaining to the curriculum, strive to enhance mastery over the respective language as well as deeper understanding of and interest in literature down the ages. The PG department of Bangla instils a passion for research among the students. The institution also offers UG (Honours and General) and PG in Commerce. While the general programme outcome is to prepare the

students for the university examinations, the specific outcomes are to instils business acumen, business ethics, understanding of economy etc. among the students.

File Description	Documents
Upload any additional information	No File Uploaded
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.

During the Orientation Programme with which the B.A and B.Com first semester classes begin each year, the teachers inform/update the students about the Honours and B.A/B.Com Programme curriculum, the tentative schedule of the examinations, the NEP/CBCS course structure and division of marks. The Arts departments of the institution strive to ignite a passion in the students' minds for the respective disciplines they specialize in/opt for. A curiosity to know the cultural heritage and the past of one's own country as well as political-social-cultural ramifications of other countries is encouraged by the history department. The language departments, pertaining to the curriculum, strive to enhance mastery over the respective language as well as deeper understanding of and interest in literature downthe ages. The PG department of Bangla instils a passion for research among the students. The institution also offers UG (Honours and General) and PG in Commerce. While the general programme outcome is to prepare the students for the university examinations, the specific outcomes are to instils business acumen, business ethics, understanding of economy etc. among the students.

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**

250

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/nbqm/pdf/notice00686.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)**

2 lakhs 52 thousands 1 hundred and 82

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

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

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

2

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

07

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**

08

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

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 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

Extension activities play a pivotal role in sensitizing students to social issues and fostering holistic development. By engaging in community service, volunteering, or participating in outreach programs, students develop empathy, compassion, and a deeper understanding of societal challenges. These activities offer real-world experiences that complement classroom learning, allowing students to apply theoretical knowledge to practical situations.

Through extension activities, students interact with diverse communities, gaining insights into different cultures, perspectives, and socio-economic backgrounds. This exposure cultivates tolerance, open-mindedness, and respect for diversity. Moreover, involvement in social causes instills a sense of responsibility and civic duty, empowering students to become active contributors to positive change in society.

Holistic development encompasses not only academic success but also emotional intelligence, leadership skills, and ethical

values. Extension activities provide opportunities for students to enhance these aspects by fostering teamwork, communication, and problem-solving skills. Additionally, engaging in meaningful extracurricular pursuits promotes self-confidence, resilience, and a sense of purpose, contributing to students' overall personal growth and well-being.

In essence, extension activities serve as a bridge between classroom learning and real-world application, nurturing socially conscious individuals equipped to address the multifaceted challenges of today's world.

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

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

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

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

4

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

145

File Description	Documents
Report of the event	<a href="#">View File</a>
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

2

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

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

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

03

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

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

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

Our college makes every effort to assign and use financial grants available for the upkeep and repair of various facilities by organizing regular meetings of the numerous sub-committees that have been formed for this purpose. Computers have been purchased for the library and other departments using RUSA funds. Instruments purchased in batches are tracked in a stock registry. Overall, the institution's focus to providing high-quality infrastructure and physical facilities demonstrates its dedication to creating a dynamic learning environment. Such facilities not only improve the educational experience, but also give students the freedom to experiment, invent, and flourish in their academic quest.

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

programmes and sports time to time. Due to Covid protocol this year the College could not organized the Annual Athletic meet. Various 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. Commemorative days of national import, like the Republic Day, Netaji Subhas Chandra Bose's birth anniversary, the Independence Day are all celebrated 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. International Mother Language Day or Bhasha Dibas was celebrated on 21st February 2022. Online lectures delivered by our Principal Dr.Sukamal Dutta. The NSS unit of NBM celebrated the World Environment Day on June 5, 2022. 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.

3

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

3

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)**

39.26

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)	No File Uploaded

**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 posses about eleven thousand (12,650) P h y s i c a l books. The central library's open access system including reading and reference section, along with its total area of 1650 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/nbmg/library-know.php?pid=7">https://nbmahavidyalaya.in/nbmg/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**

**C. Any 2 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)	<b>No File Uploaded</b>

**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)**

**0.49306**

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

**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**

**432 & 3652**

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 70 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. Networking Peripherals: Networking switches from CISCO SG 300 and DLINK, with speeds of 1 GBPS, form the backbone of the institute's network infrastructure. Licensed Operating Systems: The institute holds licensed copies of Windows Operating System while also incorporating open-source operating systems like Ubuntu OS and other software tools. I/O Devices: Printers are procured according to departmental needs, with a total of 21 laser printers available across the institute. Media Lab/Video Lecture Facility: Equipped with state-of-the-art facilities, the media lab enables faculty members to create engaging video lectures, proving invaluable during the pandemic.

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

32

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

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

A. ? 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

39.26 (audit work is in progress)

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)	No File Uploaded

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.

Maintenance of the various facilities is supervised by the different sub-committees. 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. Other support facilities: (i) Two full time sweeper and a casual sweeper for cleaning of the campus under AMC. (ii) regular water supply (iii) for uninterrupted power supply the College has Generator system with operator. (iv) A full time electrician is engaged for maintaining and servicing different electrical connection (v) Entire College along with the Library is under the CCTV surveillance which is maintained through AMC. Year of starting gym 2019

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

354

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

D. 1 of the above

File Description	Documents
Link to institutional website	<a href="#">NA</a>
Any additional information	No File Uploaded
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**

01

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

01

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

A. All of the above

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

**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**

20

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

20

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

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

01

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.**

00

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

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

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the**



**Institution participated during the year**

23

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

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

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

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

## 6.1 - Institutional Vision and Leadership

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

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.

1. The college wants to expand its Academy make it more beautiful and environmentally friendly. We also want to give students the chance to do research while they develop their talents and prepare for the future. Teachers play a big role in this.

2. The college aims to be one of the best in the world, focusing on values like fairness, creativity, hard work, discipline, and perseverance. These values are like the senses that help us understand the world.

3. To achieve the vision, the college wants to create a campus where everyone feels included and to approach education in a well-rounded way. It wants knowledge to be available to everyone, no matter who they are, and to provide education that meets the needs of society. It gives personal attention to all students, regardless of their background, to make sure everyone feels included.

4. The college regularly holds seminars to share knowledge from different areas with all students.

File Description	Documents
Paste link for additional information	<a href="https://www.nbmahavidyalaya.in/nbgm/vission.php?pid=2">https://www.nbmahavidyalaya.in/nbgm/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. The Committees comprise members from both the teaching and non-teaching staff, overseen by the Internal Quality Assurance Cell (IQAC), to coordinate various academic, curricular, co-curricular, and administrative functions and activities.

c. Each department organizes seminars/webinars to plan seminars, 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/1CVqjK46A1pfMjAP000Z59Op93qWhI4Ir/view?usp=sharing">https://drive.google.com/file/d/1CVqjK46A1pfMjAP000Z59Op93qWhI4Ir/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

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

The College is proud of its own Central library. The central library's open access system including reading and reference section, suggests a well-organized space for patrons to study and conduct research. The college central library has been actively incorporating modern technologies to enhance its services and resources.

KOHA is an open-source Integrated Library System (ILS) that helps in managing library operations such as cataloguing, circulation, and patron management.

DSpace is an open-source repository software that allows institutions to manage and preserve digital content such as e-question papers,

- **Automatic Issue Return System with Barcoding Scanner:** This system streamlines the process of checking in and checking out library materials using barcodes for quick and efficient transactions.

The library offers numerous electronic resources, including e-journals, free open-source e-books, purchased e-books, e-theses, and e-databases.

N-LIST is a subscription service provided by the Information and Library Network (INFLIBNET) Centre, which gives access to numerous e-resources (6,000 e-journals, 2, 00,000 e-books and other documents) to Colleges and Universities in India. N-LIST has been subscribed by our college library.

- **RFID Technology:** RFID technology is used for security purposes, ensuring that library materials are properly checked out and preventing theft.

The presence of eight CCTV cameras enhances security and surveillance within the library premises.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</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. 1 Non-Teaching Staff Representative,

and 1 Student Representative (vacant)

- **Administrative Structure:** At the core of the administration are the President and 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/nbgm/organizational-structure.php?pid=3">https://www.nbmahavidyalaya.in/nbgm/organizational-structure.php?pid=3</a>
Upload any additional information	<a href="#">View File</a>

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

D. Any 1 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 expenses for their children.
- **Ad hoc bonus:** Both teaching and non-teaching staff receive 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**

0

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)	No File Uploaded

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

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

0

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

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

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

8

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="#">NA</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 programmers 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)

0

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

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

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 endeavors. 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 undertaken several initiatives to enhance its operations and academic quality:

- **Implementation of In-house ERP:** The institution has begun

the implementation of Campus 360.

- **Research Incentives Policy:** A research incentives policy has been introduced to motivate faculty members to publish quality research in USG 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.
- **Teaching-Learning Process Review:** The institution regularly reviews its teaching-learning process, operational methodologies, and learning outcomes to ensure continuous improvement and effectiveness.

Activities conducted by the IQAC include:

**1. Student Feedback Mechanism:**

- All students are provided with the opportunity to provide feedback on faculty performance, teaching-learning processes, and evaluation methods.
- Feedback received from students is carefully evaluated, and appropriate action is taken to address any areas of concern, including providing support and guidance to faculty members.

**2. Remedial Classes:**

- Faculty members conduct remedial classes and revision sessions for students to provide additional support and assistance where needed. These sessions aim to help students improve their understanding and performance in their academic endeavors.

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

<b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	<b>B. Any 3 of the above</b>
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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)	No File Uploaded

## 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. Volunteers of NSS Unit I attended a webinar entitled "Socio-Cultural Taboo and Myths of Menstruation." The college NSS unit also organized health checkup camps for the local slum dwellers particularly focusing on female health and hygiene. Besides, NBM has an active ICC to redress grievances related to gender inequality and discrimination. To maintain safety and security, NBM has well-trained and vigilant security guard stationed at the campus. Only bona fide students carrying college identity card are allowed inside the campus. Maintaining visitors' register at the college entrance. Extensive surveillance network with 24x7 monitored CCTV cameras at strategic points. In spite

of being a rather small urban campus located on a busy thoroughfare a separate women's common room has been allocated to facilitate meetings and discussions among the female students. Regarding counseling, NBM focuses on informal counseling on female health and hygiene, Raising awareness regarding dowry and early marriage informally. Moral counseling and Career counseling by 'Placement Cell'.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/drive/folders/1w7MVntGaWYLSMMPHm14SczJZsgsk4Se?usp=sharing">https://drive.google.com/drive/folders/1w7MVntGaWYLSMMPHm14SczJZsgsk4Se?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/1i6za2MYcroKT7sJ52BokikW1z0KBGSFH?usp=sharing">https://drive.google.com/drive/folders/1i6za2MYcroKT7sJ52BokikW1z0KBGSFH?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	<b>No File Uploaded</b>

**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.

### 2. Liquid Waste

Liquid waste generated by the college is basically sewage waste. The college authority intended to treat the sewage waste through Sewage Treatment Plants (STPs) and Effluent Treatment Plants (ETPs) so that the water could be used for horticulture and flushing in toilets. An action plan to materialize this project had been undertaken.

### 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**

**E. None of the above**

harvesting Bore well /Open well recharge  
Construction of tanks and bunds Waste  
water recycling Maintenance of water  
bodies and distribution system in the  
campus

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

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	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 with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	<a href="#">View File</a>

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

Naba Ballygunge Mahavidyalaya 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. Commemorative days of national import, like the Republic Day, Netaji Subhas Chandra Bose's birth anniversary, the Independence Day are all celebrated 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. International Mother Language Day or Bhasha Dibas was celebrated on 21st February 2022. Online lectures delivered by our Principal Dr. Sukamal Dutta. The NSS unit of NBM celebrated the World Environment Day on June 5, 2022.

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

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

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 Department of Political Science organized a departmental students' webinar entitled "Democracy in India: Issues and Challenges" on September 27, 2021. 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. In the post pandemic period a cultural programme and competition was organized by the NSS unit exclusively for the 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	No File Uploaded

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

**4. Annual awareness programmes on Code of Conduct are organized**

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<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 Covid 19 pandemic situation most of the national and international commemorative days have been observed in online mode. and during all the physical gatherings programmes were maintained by COVID 29 guideline strictly . Mask and Sanitizer were distributed to the Volunteers and local people.

? INTERNATIONAL COMMEMORATIVE DAYS

\* World Aids Day was celebrated on 1st December 2021. Online seminar about "Creat awareness for prevention and eradication of Aids" attended by medical professionals.

\* Bhasha Dibas was celebrated on 21st February 2022. Online lectures delivered by our Principal Dr.Sukamal Dutta.

\* 5th June 2022 , World Environment Day celebrated by our Volunteers. Volunteers arranged tree plantation inside our College campus.

\*International Yoga Day was celebrated on 21st June 2022 . Lectures and sessions were arranged to raise awareness about the benefits of practicing Yoga.

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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice 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.
2. The Context:Campus Recruitment Cell organizes seminars and awareness programmes where reputed organizations or entities join hand to enlight the students regarding job prospects.
3. The Practice: Screening of the organizations is undertaken by the Cell to provide quality recruitment. Students are informed, mentored and nurtured before occurrence of any such programme.
4. Limitations: Inability to provide mass recruitment facilities because of limited means.
5. Evidence of success: B. Com graduates from NBM got placed in companies like Infosys, TCS and ICA. Sayan Sarkar, a passed-outstudent of Naba Ballygunge Mahavidyalaya (MCom 2022), has been recruited as Senior Associate Analyst in ICRA Analytics Ltd.
6. Problems encountered and Resources requiredStudents hail weak backgrounds are found to be unaware and ignorant. More awareness programmes are advised

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	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

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. Keeping in mind the demands of changing times + NBM appreciates the need of having a gender sensitized and mental health aware campus and is determined to work toward it.