



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1. Name of the Institution

NABA BALLYGUNGE MAHAVIDYALAYA

- Name of the Head of the institution **Dr. Ayantika Ghosh**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03324420054**
- Mobile No: **9433727846**
- Registered e-mail **nbm2005@yahoo.co.in**
- Alternate e-mail **ayantika1ghosh@gmail.com**
- Address **27 E Bose Pukur Road**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700042**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated College**
- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **UGC 2f and 12(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**

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

https://nbmahavidyalaya.in/nbqm/pdf-view.php?pfile=1714032573_Doc.pdf

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://nbmahavidyalaya.in/nbqm/pdf/notice00684.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 6	B+	2.53	2016	05/11/2016	04/11/2021

6. Date of Establishment of IQAC

01/07/2007

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	NA	NA	NA	NA

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9. No. of IQAC meetings held during the year

4

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report

[View File](#)

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

- If yes, mention the amount

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

IQAC's endeavour of initiating mentor-mentee classes in 2021-2022 was a huge success. IQAC furthered this venture in 2022-2023 academic session and allotted more faculties as mentors. More students as mentees got to have closer, one-to-one interactions with their respective mentors. Thus, the the personal problems of the students found a platform of expression and a channel to reach the institution. The institution makes a report of the mentees' problems and plans to try to help them out in all possible ways.

IQAC stepped on into the third year of successfully executing the Add-on courses. Journalism and Media Production, Digital Marketing and e-learning, Literary and Critical Importance of Fiction and Public Speaking Workshop were the add-on courses in 2022-2023 session. Students enrolled were hugely benefitted from these courses.

IQAC has replenished and enriched the library with books that would help the students in their research.

IQAC of the college has initiated another noteworthy venture-- with its meagre resources it has still shown eagerness to extend research-grants to the teachers and the decision has been approved by the college Governing Body.

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
Plan to sign more Memorandums of Understanding to conduct various activities and	MoUs with thirteen academic institutions have been signed and multiple collaborative ventures and faculty exchange programmes have been conducted by May 2023.
Plan to carry on with the implementation of Add-on courses	Four new add-on courses successfully completed and certificates distributed
Plan to submit AQARs of 2018-2019 and 2019-2020 after necessary corrections	Both the AQARs were successfully submitted on 30/07/2022
Plan to enhance ecological sustainability and make the campus environment friendly	Plantation of more saplings
Plan to provide all faculty members with one laptop out of RUSA 2 Fund	All the teachers were provided with a laptop to use them for academic purposes related to college
Plan to purchase new books that would cater to the upcoming NEP syllabus	New books were purchased and library was enriched

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Internal Quality Assurance Cell	23/04/2024

14. Whether institutional data submitted to AISHE

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<p>IQAC of the college has initiated another noteworthy venture-- with its meagre resources it has still shown eagerness to extend research-grants to the teachers and the decision has been approved by the college Governing Body.</p>	
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Name	Date of meeting(s)
Internal Quality Assurance Cell	23/04/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2023	28/02/2024
15. Multidisciplinary / interdisciplinary	

The Add-On courses that have been implemented and taken up by students, fosters multidisiplinary approach to academics. Courses have been designed keeping in mind that more than one module of each course embrace a hetegeneity of disciplines. Ethics and Performance Studies have been fused with Public Speaking Course, Techniques of photography, which is an independent subject related to technological expertise, has been incorporated in the Add-on course on Journalism and Media Production. Literary and Critical Importance of Fiction as an Add-on Course incorporates a blend of various schools of philosophy in its domain. The teachers have presented various papers in conferences and seminars that reflect an attempt to embrace interdisciplinarity. Faculties from literature departments have researched on areas beyond the ambit of literary studies and have stepped beyond it, accepting philosophy, sociology and history in their works. Disability Studies, Posthumanism, Environmental Studies, History, Dalit studies have been some of the thrust areas of the rsach of the faculty members of the Department of English.

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 Calcutta University curriculum has papers on Skill Enhancement in all disciplines, and each department of the college ensures that besides imparting theoretical education, the faculty members also look after skill-building of the students that is not just a part of the pedagogy but also contribute towards achieving professional skills.

The Add-On courses are designed such to enhance the skills of the learners. Public Speaking workshop aims in making the students confident public speakers with proper delivery nuances and overcome nervousness and stage-shyness. Digital Marketing and E-learning trained the students in attaining skills that would help them in flourishing as entrepreneurs and retailers in future.

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

Majority of the students have Bengali as their mother-tongue and

consequently lectures are delivered in bilingual mode (Bengali and English) apart from Bengali and English classes in which lectures are delivered in the target language. Hindi as an elective subject/minor is also taught, and attention is given to the fact that the vast realm of Hindi scholarship is finely explored. The library is stacked with textbooks and critical materials from the courses and programmes in Bengali, thereby beneficial for the students who write their examinations in this language. To manifest reverence for the Indian culture and heritage, Indians who have memorable contributions to the country are commemorated and celebrated on special days. The inter-college cultural competition Murchhana emphasises on the flourishing of Indian culture, in having Rabindrasangeet, Deshatmabodhak Sangeet and Adhunik as the thrust areas in singing competition and Rabindranritya, Folk dance and classical dances were the segments of dance competition. The college thus focuses on Indian culture and Indian heritage.

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

At the beginning of each academic session, the departments chalk out the course outcomes of each subject, as well as detailed outcomes of each paper. The classes are structured and lectures delivered in such a way that the planned outcomes are met after the completion of the course. While the generalised outcome is igniting a passion in the students for the subjects and inspire them to love the subject rather than be oriented towards getting good marks, the specific outcomes are different for each subject and for each paper.

20.Distance education/online education:

In the academic session 2022-2023, the offline classes were in the full swing. However, in April 2022, due to the heatwave, the Department of Higher Education, Government of West Bengal vide G.O. No. 356 - Edn(U) dated 16/04/2023 declared that all educational institutions would remain closed with effect from 17/04/2023 for a week, or until further order, the classes switched on to online mode. All the departments, following the centralized even semester routine, took online 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	View File

2.Student

2.1 **1312**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **919**

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

File Description	Documents
Data Template	View File

2.3 **243**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **27**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **28**

Number of Sanctioned posts during the year

Extended Profile	
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1.1 Number of courses offered by the institution across all programs during the year	08
File Description	Documents
Data Template	View File
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File Description	Documents
Data Template	View File
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Data Template	View File
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3.1 Number of full time teachers during the year	27
File Description	Documents
Data Template	View File

3.2	28
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	41 lakhs 60 thousand 1 hundred and 96 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

Affiliated to the University of Calcutta, Naba Ballygunge Mahavidyalaya strictly follows the curriculum of the University for the UG and PG courses. Our college works to innovate curriculum design within these well-established academic structures and implements efficient curriculum delivery to give its students a complete education. A well-planned documented process ensures effective curriculum delivery. The Annual Academic Calendar is prepared based on the affiliating University calendar. Departmental meetings are held to distribute curricular portions and allocate required number of classes to individual teachers. Unitisation of syllabus ensures timely completion of courses/ programme. Departments integrate classroom teaching with various ICT tools, laboratory practicals, students' seminars, participative and experiential learning et al for effective delivery of curriculum. Remedial classes for slow learners and students' projects for advance learners are arranged. The academic year 2022-2023 had

different modes of classes (online/hybrid/offline) due to the pandemic. The online mode of teaching comprised online classes and distribution of study materials to the students via the electronic media.

The college continued to emphasize on the importance on the Add-On Courses since regular classes were not scheduled in the first few months of 2022 and were again disrupted in late 2022. Thus, Thirty-Hours classes were conducted for the enrolled students of the college (both B.A. and B.Com).

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NA

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

The academic calendar for each session is prepared in accordance with the Calcutta University Academic Calendar. The calendar includes the teaching days and tentative dates for the Continuous Internal Evaluation processes at all levels undergraduate and postgraduate. The student groups on WhatsApp are well informed about the academic calendar. It contains information about the start of classes, entrance deadlines, seminars, workshops, field trips, practical exams, Continuous Internal Evaluation (CIE), and university exams. The CBCS curriculum includes Internal Assessment as a component of the University examination. This involves evaluation through tutorial assignments, practical, project and viva-voce in the run up to the final semester examination, all conducted as per the schedule given by the University. Besides these components of the Internal Assessment, the academic departments of the college regularly conduct Continuous Internal Evaluation (CIE). Continuous academic assessment is also done through relatively informal modes like classroom/home assignments, group discussions, class presentations et al. . Subject faculty creates the questions while taking into account the unitized syllabi, programmed outcomes (POs) and course outcomes (COs). Parent-teacher conferences are held occasionally to evaluate student performance feedback. All faculty members participate in the central evaluation process to ensure timely declaration of results of University examinations. This facilitates the

commencement of the new session as per plan and programme.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	NA

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	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

15

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

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

04

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

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

146

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

146

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Being an affiliated college under University of Calcutta, the college diligently follows the curriculum on above related field as prescribed by the University. All first-year undergraduate students must take Environmental Studies, a course that focuses on the environment and sustainability. Through a variety of activities and initiatives run by NSS the institution makes an effort to instill ideals pertaining to the environment and sustainability. Tree planting, lectures by subject-matter experts, the Swaccha Bharat Abhiyan, and street plays about environmental issues were all conducted by the NSS units. The

Anti-Ragging Cell instills the principles of democratic values, tolerance, empathy, compassion, and sensitivity to make students as responsible citizens. Also, Education as a discipline inculcates liberal values, internationalism and develops universal brotherhood relationships. It advocates inclusiveness, peaceful coexistence and organizes the foundational ideas of social inclusion. The Cultural Committee of the college organized the inter-college annual cultural competition Murchhona on 11 th and 12 th April 2023 which promoted positive interaction among students of other institutions belonging to diverse socio- economic, cultural backgrounds. Like each year the NSS unit of the college actively celebrated the world Environment Day on 5 th June 2023 by planting various saplings within the college premise and a small programme was organized on the same day.

File Description	Documents
Any additional information	View File
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

01

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

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

50

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
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	View File
URL for feedback report	NA

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

953

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

349

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

NBM has academic heterogeneity as far as the merit levels of the students are concerned. Although admission is based on secured marks in HS level and equal examinations, the board examination marks do not become the sole determiner of the learning/receptivity levels of the learners. The institution regularly assesses the learning levels of the students through taking tests, random question-answer sessions and eliciting responses on reading certain texts. Thus, shortly after the first semester classes began in offline mode in 2022, the teachers identified the advanced learners and slow learners. Having student strength fewer compared to other institutions, this job becomes easier. The advanced learners have been encouraged to borrow books from the seminar libraries, get membership in various libraries and use resources for writing research papers. The faculty gave special attention to the advanced learners and trained them to strengthen their research acumen, taught the ways of citing sources and helped them with research articles to have a thorough understanding of writing papers. The advanced learners are also motivated to summarize all classroom lectures and make written notes for their peer slow learners. The faculties have also arranged remedial classes for slow learners maintaining a schedule.

File Description	Documents
Link for additional Information	https://nbmahavidyalaya.in/nbqm/pdf/notice00691.pdf
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
1734	37

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

All the faculty members made sure that the methodologies adopted are for the utmost benefit for the students. As far as experimental learning is concerned, the college conducted add-on courses on four new subjects taught by the Arts and Commerce faculty members-Journalism and Media Production, Digital Marketing and e-learning, Literary and Critical Importance of Fiction and Public Speaking Workshop. The course lectures delivered by the faculty members who have been self-taught on these subjects, have a futuristic role to play. The students in the UG level have got an opportunity to study subjects beyond their syllabus. The enrolled students could have a vision whether they would pursue career based on these subjects. As far as participating learning is concerned, students have been encouraged to participate in creative-writing contests arranged by various institutions. They have visited those institutions and have returned with rich experiences of meeting students and mentors from other colleges. The chief problem of the institution is poor attendance of the students. Most of the students come from underprivileged background who have to seek jobs to earn a livelihood. Although the college never encourages irregularity in attendance, to compensate with the practical problems of the learners, the teachers share learning materials in the whatsapp groups, where all students of the particular subject and semester are included. Information of upcoming class tests, notices about submission of tutorials, time-table of classes and examination schedule are all shared in the whatsapp groups as well as uploaded on the college website.

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

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

While the chalk-talk method never grows out of fashion, the teachers have included the use of ICT enabled tools as a methodology for daily teaching. The Commerce department teaches the use of excel sheet in preparing the accounts calculations. The preparation of digital graphs, charts and flowcharts are also taught within and beyond the curriculum. To make the teaching-learning process effective, the Arts departmental teachers regularly deliver lectures using powerpoint presentations. The students are also encouraged and motivated to make slides when they present in students' seminars. The smartroom and auditorium are equipped with ICT tools and are used during conferences, or career counselling programmes. The digitalized library keeps the teachers updated with scope of reading e-books and e-journals. Also, each teacher has the access to inflienet which opens portals of research world for them

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NA

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

9

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

2.4 - Teacher Profile and Quality

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

27

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

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	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

446

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

2.5 - Evaluation Process and Reforms

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

In tandem with the notices published by the University of Calcutta, the college takes the Internal Assessment in all the six semesters. The schedule of the assessment is uploaded in the college website, pasted on the notice board and shared in whatsapp groups much before the scheduled starting date of the papers. The IA is taken in a transparent way, centrally, by the college. The departmental teachers, under the supervision of the respective departmental heads, prepare the question papers of 10 marks as ordained by the University. Each department follows the logistics set up for them by the Board of Studies as far as the question pattern is concerned. The mode is always offline. The IA answer scripts are evaluated by the departmental faculties and marks uploaded by the stipulated time on the CU portal. Along with IA marks, as per the CU examination rules (CBCS), marks for attendance are also uploaded. Apart from IA examinations, to keep a track of academic progress and keep the students engaged in studies and create a burgeoning body of academic engagement, the teachers regularly assign homework to the students. The projects also help the learners probe and be analytical.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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

The college has efficiently and logically dealt with internal assessment related grievances. Naba Ballygunge Mahavidyalaya has an Examination Committees, which is entrusted with not only the duty of conducting the internal examinations but also ensuring redressal of any exam related grievances. The grievances, till now, have been a few cases of complaints from parents and students that they are not satisfied with the secured IA marks. In such cases, in presence of the principal and parents (if they are present), the IA answer scripts are shown to the complainant/ grievant and the reason for deduction of marks are explained. Hence, the IA scripts are always preserved for future use.

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

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.

B.A Course has Honours in English, Bengali and History and the General subjects are Education, Economics, Political Science, Bengali, English, History, Hindi and Philosophy. On the day of the orientation, the Principal and the Heads of the Departments of Arts deliver the outcomes of B.A Programme to the students and the possibilities the subjects offer in job prospects. The Principal and Head of the Department, Commerce, also deliver the outcomes of various papers of Commerce and holistic objectives of commerce to the 1st semester students who have taken up commerce. The M.A in Bengali and M.Com Courses teach the learners to have a more specialized and theoretical approach to the subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NA
Upload COs for all courses (exemplars from Glossary)	View File

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

The course and programme outcomes, once being chalked out, are regularly strived to be achieved. The Institution assesses whether the outcomes have been met or not, through certain processes like taking tests, introspecting the end semester results and so on

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

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

107

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NA

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/notice00692.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

01

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

3.2 - Research Publications and Awards

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

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

9

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

12

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

3.3 - Extension Activities

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

To sensitize the students about social issues, and to imbibe a sense of social responsibility for their holistic personality development, the extension activities play a pivotal role. Hence the college must consider these extension activities in high regard by a centralized approach towards them. ? All the extension activities conducted by the College through NSS, committees, departments, etc., are to be critically designed for contributing towards bringing about social change and community upliftment, finally leading to the holistic development of students. ? The departments are encouraged to undertake extension activities either independently or jointly with other entities in collaboration with government or non-government

organizations in all possible domains including need-based training programs and consultancy. ? Community development activities and educational enrichment of school children must be targeted by the college wherever and whenever possible. ? Enrichment areas may include, social justice groups, one-act plays, drama productions, debating, public speaking, entrepreneurship development, etc. ? Achievement of hands-on experience in specific areas by the college students may be targeted by the extension and outreach activities. These activities serve as a medium for students to display their talents and to utilize their knowledge and skills for societal development.

File Description	Documents
Paste link for additional information	NA
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

0

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

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

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

00

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

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

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

35

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

3.4 - Collaboration

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

0

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

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

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

12

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

By setting up frequent meetings of the several subcommittees that have been established for this reason, our college makes every effort to assign and use financial grants available for the maintenance and repair of various structures. RUSA money has been used to buy computers for the library and other departments. In a stock register, instruments that are bought in batches are tracked. All things considered, the College's emphasis on offering top-notch physical facilities and infrastructure shows how committed it is to developing a vibrant learning environment. These resources not only enhance the educational process but also provide students with the independence to try new things, come up with ideas, and succeed in their academic endeavors.

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

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. This year the College participated in The Inter-College Sports & Games Championship Football Tournament which was held on 24 th August, 2022. The Annual Athletic Meet of the College was held on 23 rd December, 2022 at Calcutta University Ground at Maidan. Cultural activities like Saraswati Puja, Independence Day Celebration, Rabindra Jayanti , Basanto Uthsab, International Mother Language Day and many such other activities were celebrated as usual. This year College NSS Unit celebrated international Yoga Day 21.06.2023. The gym area of the College is about 840 Square feet (42 feet × 20 feet).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

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

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

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

41 lakhs 60 thousand 1 hundred and 96 rupees

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)	View File

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 fourteen thousand (14,000) 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. 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. 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, In-House journals, e-theses, e journals, e-notes and other electronic resources and it gives several useful information/ databases/study materials links to the users. 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NA

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.76400

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

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

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

828

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

4.3 - IT Infrastructure

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

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 75 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.

LCD Projectors: The teaching-learning process sees continuous improvement with the gradual replacement of overhead projectors by LCD projectors.

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

4.3.2 - Number of Computers

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	View File
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)

41 lakhs 60 thousand 1 hundred and 96 rupees

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

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

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 (20 th 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. College Canteen: The college runs a canteen for students, teachers, and other college staff. College Canteen: For the use of its faculty, staff, and students, the college maintains a canteen with an area of about 300 square feet (30 feet× 10 feet). 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.

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

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

370

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)	View File

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

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

0

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

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

D. 1 of the above

File Description	Documents
Link to institutional website	NA
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

40

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

40

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)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
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

1

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

8

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

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

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

00

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

5.3 - Student Participation and Activities

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

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

00

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

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

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.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

2

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

5.4 - Alumni Engagement

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

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	NA
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

of the institution

At Naba Ballygunge Mahavidyalaya, governance is geared towards equipping students with the knowledge, skills, values, and resilience necessary to navigate challenges in both academic and personal spheres of life.

- Strategic plans encompass adaptable course delivery methods to cater to evolving student's needs, supported by library facilities, modern classrooms, digital literacy initiatives, and high-speed internet access.
- The onset of the pandemic necessitated a swift transition to digital teaching platforms, presenting a formidable challenge to both faculty and students during 2020-2021. To facilitate this shift, the Principal, academic committee conveners, department heads, teachers, and non-teaching staff collaborated to evaluate various digital platforms, ensuring the selection of the most effective tools for student learning.
- Efforts were made to create specialized timetables, examination schedules, and study materials tailored to online, offline, or blended learning modes, while providing support to students in accessing online classes.
- Addressing student grievances arising from the new mode of instruction became a priority, with mechanisms put in place to mitigate challenges and ensure a smooth learning experience.

File Description	Documents
Paste link for additional information	NA
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.

The strategic plan of the college, aligned with its vision and mission, emphasizes the implementation of innovative teaching-learning methods, fostering collaborations, promoting eco-friendly initiatives, and enhancing placement activities.

Infrastructural expansion is imperative to providing best facilities to students. Keeping in tune with the Strategic Plan, the college has made conscious efforts to not only maintain the existing infrastructure but also ensure its expansion.

Initiatives taken for Infrastructural expansion:

- Installation of CCTV cameras
- 360 degree camera
- Lift facility is available.
- College has 45 computers for students and staff.
- College has 3 photo copier machines for students and staff.
- Enhancement of E-governance - online admission,fee payment, feedback mechanism.
- Dynamic college website updated with notices and information for students and staff.
- Wellness Centre and Gym equipment's .
- Modernization of classrooms with audio-visual facilities / e-classrooms. Smart classes, virtual classrooms facilities.
- High speed Wi Fi facilities in the campus.
- Auditorium is well furnished and technologically well equipped.
- Generator facility is available.
- Cold pure drinking water is available to all during college hours.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college, aligned with its vision and mission, emphasizes the implementation of innovative teaching-learning methods, fostering collaborations, promoting eco-friendly initiatives, and enhancing placement activities.

- **Teaching and Learning:** The college operates on a structured academic calendar, providing students with comprehensive course outlines and schedules well in advance of each academic session.
- **Examination and Evaluation:** In response to the pandemic, the college transitioned to online examinations and evaluations. While offline examinations have resumed, schedules are published online, and marks obtained are uploaded digitally for transparency and accessibility.
- **Research and Development:** The college actively promotes research and development through the publication of departmental journals, enriching the academic community. Additionally, webinars and departmental seminars are organized to foster intellectual discourse and scholarly engagement across various disciplines.
- **Library:** 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. Total area of the library is 1650 sq. feet. The library possess about fourteen thousand (14,000) 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. The inclusion of alumni, nearby citizens, and school students as potential visitors indicates a community-oriented approach to library access.

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

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

- **Governing Body:** According to the University of Calcutta's guidelines for constituent colleges, the Governing Body of the institution comprises 12 members. The current Governing Body, includes the President, the Secretary (Principal), along with 3 Teachers' Representatives ,5 nominated members, non-Teaching Staff Representative, and 1 Student Representative (vacant)
- **Administrative Structure:** At the core of the administration are the President and the Secretary of the Governing Body, who hold ultimate authority in financial matters. The Principal oversees the day-to-day operations of the college, supported by the Bursar, Heads of Departments (HODs), IQAC Coordinator, Teachers' Council Secretary, and Head Clerk. Additional conveners and coordinators assist the core team in various aspects of college affairs.
- **Roles of Various Bodies:** The Finance and Building sub-committees serve as decision-making bodies regarding finance, building construction, renovation, and maintenance. Furthermore, there are two staff councils: one for Teaching and one for Non-Teaching staff.
- **Office Staff:** The office staff consists of Head Clerk, an Accountant, Cashier, and office assistants. Additionally, two faculty members manage IT-related tasks.
- **Appointment and Service Regulations:** Appointment and service rules adhere to the regulations outlined in the Calcutta University First Statute 1979 (latest edition), the college's constitution, and relevant State Government rules.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

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

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

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

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)	View File

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

NA

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)	View File

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

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

6

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

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

Performance appraisal for teaching faculty 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	NA
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Currently, the Institution is self-financed through the revenue generated from the operational activities except for select Capital Expenditure for which the Government provide nonplan grants. The main sources of revenue are fees received from students. The institution also generates income from its investments. The main expenditures are incurred for running and maintaining the academic programmes of the institute which include casual staff salary , General overheads, General maintenance, Library and Database tec. The excess of income over expenditure is built into a corpus as a cushion to take Care of the contingencies.

File Description	Documents
Paste link for additional information	NA
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)

3

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)	View File

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	NA
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

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

- **Encouragement of Faculty Development:** Faculty members are actively encouraged and supported to participate in orientation programs, refresher courses, workshops, seminars, and conferences aimed at enhancing their teaching skills and fostering research endeavours. Teachers holding Ph.D. degrees are further motivated to serve as research guides for aspiring scholars.
- **Skill Enhancement Courses:** The institution offers a range of skill enhancement courses tailored to different subjects, providing students with the flexibility to choose based on their interests and academic pursuits within their respective streams.
- **IQAC Meetings:** Regular meetings of the IQAC, chaired by the esteemed Principal, are convened with a predetermined agenda. These meetings serve as forums for soliciting suggestions from all members of the IQAC, fostering collaboration for curriculum improvement and effective implementation.
- **Environmental Management System:** The institution has established an environment management system, valid until 2023, designed to safeguard the environment and adapt to evolving environmental conditions while balancing socio-economic imperatives.

File Description	Documents
Paste link for additional information	NA
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, an in-house ERP system, to streamline administrative processes and improve efficiency.
- **Research Incentives Policy:** A research incentives policy has been introduced to motivate faculty members to publish quality research in UGC and Scopus indexed journals. This initiative aims to enhance the institution's academic reputation and contribute to knowledge dissemination.
- **Appointment of Assistant Professors:** The institution has addressed teaching staff vacancies by appointing assistant professors in various subjects, as per the requisition sent to the West Bengal College Service Commission.
- **Student Engagement Activities:** The IQAC encourages student involvement in academic matters by organizing film screenings, syllabus-based quizzes, and debates. These activities aim to foster active participation and engagement among students.
- **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:**

- **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.
- **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 endeavours.

File Description	Documents
Paste link for additional information	NA
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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NA
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)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Naba Ballygunge Mahavidyalaya is committed to promote gender equality within the campus and beyond. Following the Vishaka guidelines the 'Internal Complaint, and Grievance Cell' of the college is dedicated to perpetuate a safe, comfortable and equitable atmosphere for both staff and students alike. NBM provides equal opportunity to all individuals irrespective of gender, race, caste, creed, language, religion, political or other opinion, and social, class, birth or other status. The safe and inclusive ethos of the campus have led to the enrolment

of 36% women students in three semesters even during the pandemic year. The college has also ensured a comfortable and secure workplace culture for its 40% women staff. During the session from July 2022 to June 2023 our students are encouraged to participate in various programmes, seminars and webinars on issues relating to gender. Volunteers of NSS Unit I organized cleanliness drives and health checkup camps for the local slum dwellers particularly focusing on female and child health and hygiene. Besides, NBM has an active ICC to redress grievances related to gender inequality and discrimination.

File Description	Documents
Annual gender sensitization action plan	https://nbmahavidyalaya.in/nbmg/pdf/notice00693.pdf
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	NA

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	View File
Any other relevant information	No File Uploaded

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

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	NA
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	View File
Any other relevant documents	No File Uploaded

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

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

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

C. Any 2 of the above

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

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

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

Naba Ballygunge Mahavidyalay is dedicated to inculcate the values of respect, tolerance and harmony towards cultural, linguistic, religious, communal and other diversities. Various sport, cultural and academic activities are regularly organized by the college with the aim of broadening the perspective of our students regarding different aspects of life beyond the academic syllabi. 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 Covidguidelines. 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 2023. Online lectures delivered by our Principal Dr.Sukamal Dutta. NBM organized an inter-college annual cultural event "Murchhana" on April 11 and 12, 2023. This facilitated positive interaction among students from different institutions with different socio-economic, cultural and religious backgrounds. It also provided them with the opportunity to be reminded of their own cultural roots and traditions. The NSS unit of NBM celebrated the World Environment Day on June 5, 2023.

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

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

NBM strives to instill ethical values into our students so that they can become responsible citizens. Being an affiliated college under the University of Calcutta the college diligently follows the curriculum relating to human values and professional ethics. All first year undergraduate students are taught Environmental Studies. On July 17, 2022 the NSS volunteers took the initiative to conduct cleanliness programs in the nearby locality and the slum area which was adopted by the college NSS unit. On September 18, 2022 they also conducted awareness programme focusing on the communicable diseases like malaria, dengue, hepatitis etc. A health check-up camp was set up by the NSS unit on January 16, 2023. The camp particularly focused on female and child health and hygiene. A cultural competition was organized exclusively for the local slum children.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

B. Any 3 of the above

Conduct are organized

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

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

INTERNATIONAL COMMEMORATIVE DAYS * On 1st December, 2022 World Aids Day was celebrated. The theme was "Equalize" a seminar was organised in our College to create awareness amongst all to unite and fight to make Aids flight , to address the inequalities which are holding back progress in ending AIDS. * International Mother language Day, 21st February 2023,(Bhasha Dibas) was celebrated. It is celebrated to spread awareness of linguistics and culture diversity. * World Environment Day was celebrated on 5th June, 2023 to spread awareness and take actions to protect our environment. On that day afforestation initiatives also taken by our volunteers. Tree plantation programme arranged by our volunteers. The awareness for ecological balance drew a good number of members for this programme. * International Day of Yoga was celebrated on 21st June 2023. Lecture and demonstration sessions were arranged to raise awareness worldwide about the benefits of practicing Yoga.

* Independent Day , 15th August 2022 ,was celebrated on 15th August, 2022 ,

* 24th September 2022, NSS DAY was celebrated. * On 23rd January, 2023 , a programme was organised by the volunteers to observe Netajis Birthday . * On 26th January, 2023 , Republic Day was celebrated

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

7.2 - Best Practices

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

Library as Best Practice

Library has developed the following set of best practices for college libraries. Librarian has identified the following best practices. ? Computerization of library with standard Library Management software KOHA version 22.05.05.000 ? Practice of searching Online Public Access Catalogue (OPAC) of Library materials ? Practice of searching varieties E-Resources through Knowledge Resource Centre ? Downloading Old question papers and study materials from Knowledge Resource Centre ? Reading and downloading full text of In-House Journals of different departments ? Use RFID technology to secure resources of the library ? Use Handle reader to retrieve the misplaced documents in the stack/Almirah ? Inclusion of sufficient information about the library in the college prospectus. ? Compiling student / teacher use statistics ? Sending 10-15 newspapers link to different whatsapp groups of students and teachers.

Career Counselling as Best Practice

NBM has a campus recruitment and employment cell. The Cell organizes awareness programmes with various reputed companies to project placement for our students. Companies like TCS, Jionet Infotech, Bank of Baroda and others have organized seminars and have oriented our students towards being good entrepreneurs, marketeers, retailers, bankers and so on.

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

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

Affiliated to the University of Calcutta, Naba Ballygunge Mahavidyalaya strictly follows the curriculum of the University for the UG and PG courses. Our college works to innovate curriculum design within these well-established academic structures and implements efficient curriculum delivery to give its students a complete education. A well-planned documented process ensures effective curriculum delivery. The Annual Academic Calendar is prepared based on the affiliating University calendar. Departmental meetings are held to distribute curricular portions and allocate required number of classes to individual teachers. Unitisation of syllabus ensures timely completion of courses/ programme. Departments integrate classroom teaching with various ICT tools, laboratory practicals, students' seminars, participative and experiential learning et al for effective delivery of curriculum. Remedial classes for slow learners and students' projects for advance learners are arranged. The academic year 2022-2023 had different modes of classes (online/hybrid/offline) due to the pandemic. The online mode of teaching comprised online classes and distribution of study materials to the students via the electronic media.

The college continued to emphasize on the importance on the Add-On Courses since regular classes were not scheduled in the first few months of 2022 and were again disrupted in late 2022. Thus, Thirty-Hours classes were conducted for the enrolled students of the college (both B.A. and B.Com).

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NA

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

The academic calendar for each session is prepared in accordance with the Calcutta University Academic Calendar. The calendar includes the teaching days and tentative dates for the Continuous Internal Evaluation processes at all levels undergraduate and postgraduate. The student groups on WhatsApp are well informed about the academic calendar. It contains information about the start of classes, entrance deadlines, seminars, workshops, field trips, practical exams, Continuous Internal Evaluation (CIE), and university exams. The CBCS curriculum includes Internal Assessment as a component of the University examination. This involves evaluation through tutorial assignments, practical, project and viva-voce in the run up to the final semester examination, all conducted as per the schedule given by the University. Besides these components of the Internal Assessment, the academic departments of the college regularly conduct Continuous Internal Evaluation (CIE). Continuous academic assessment is also done through relatively informal modes like classroom/home assignments, group discussions, class presentations et al. . Subject faculty creates the questions while taking into account the unitized syllabi, programmed outcomes (POs) and course outcomes (COs). Parent-teacher conferences are held occasionally to evaluate student performance feedback. All faculty members participate in the central evaluation process to ensure timely declaration of results of University examinations. This facilitates the commencement of the new session as per plan and programme.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	NA

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

A. All of the above

/evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
15	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
04	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	

146

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

146

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Being an affiliated college under University of Calcutta, the college diligently follows the curriculum on above related field as prescribed by the University. All first-year undergraduate students must take Environmental Studies, a course that focuses on the environment and sustainability. Through a variety of activities and initiatives run by NSS the institution makes an effort to instill ideals pertaining to the environment and sustainability. Tree planting, lectures by subject-matter experts, the Swaccha Bharat Abhiyan, and street plays about environmental issues were all conducted by the NSS units. The Anti-Ragging Cell instills the principles of democratic values, tolerance, empathy, compassion, and sensitivity to make students as responsible citizens. Also, Education as a discipline inculcates liberal values, internationalism and develops universal brotherhood relationships. It advocates inclusiveness, peaceful coexistence and organizes the foundational ideas of social inclusion. The Cultural Committee of the college organized the inter-college annual cultural competition Murchhona on 11th and 12th April 2023 which promoted positive interaction among students of other institutions belonging to diverse socio-economic, cultural backgrounds. Like each year the NSS unit of the college actively celebrated the world Environment Day on 5th June 2023 by planting various saplings within the college premise and a small programme was organized on the same day.

File Description	Documents
Any additional information	View File
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

01

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

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

50

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
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	View File
URL for feedback report	NA
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	
953	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST,	

OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

349

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

NBM has academic heterogeneity as far as the merit levels of the students are concerned. Although admission is based on secured marks in HS level and equal examinations, the board examination marks do not become the sole determiner of the learning/receptivity levels of the learners. The institution regularly assesses the learning levels of the students through taking tests, random question-answer sessions and eliciting responses on reading certain texts. Thus, shortly after the first semester classes began in offline mode in 2022, the teachers identified the advanced learners and slow learners. Having student strength fewer compared to other institutions, this job becomes easier. The advanced learners have been encouraged to borrow books from the seminar libraries, get membership in various libraries and use resources for writing research papers. The faculty gave special attention to the advanced learners and trained them to strengthen their research acumen, taught the ways of citing sources and helped them with research articles to have a thorough understanding of writing papers. The advanced learners are also motivated to summarize all classroom lectures and make written notes for their peer slow learners. The faculties have also arranged remedial classes for slow learners maintaining a schedule.

File Description	Documents
Link for additional Information	https://nbmahavidyalaya.in/nbmg/pdf/not_ice00691.pdf
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
1734	37

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

All the faculty members made sure that the methodologies adopted are for the utmost benefit for the students. As far as experimental learning is concerned, the college conducted add-on courses on four new subjects taught by the Arts and Commerce faculty members-Journalism and Media Production, Digital Marketing and e-learning, Literary and Critical Importance of Fiction and Public Speaking Workshop. The course lectures delivered by the faculty members who have been self-taught on these subjects, have a futuristic role to play. The students in the UG level have got an opportunity to study subjects beyond their syllabus. The enrolled students could have a vision whether they would pursue career based on these subjects. As far as participating learning is concerned, students have been encouraged to participate in creative-writing contests arranged by various institutions. They have visited those institutions and have returned with rich experiences of meeting students and mentors from other colleges. The chief problem of the institution is poor attendance of the students. Most of the students come from underprivileged background who have to seek jobs to earn a livelihood. Although the college never encourages irregularity in attendance, to compensate with the practical problems of the learners, the teachers share learning materials in the whatsapp groups, where all students of the particular subject

and semester are included. Information of upcoming class tests, notices about submission of tutorials, time-table of classes and examination schedule are all shared in the whatsapp groups as well as uploaded on the college website.

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

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

While the chalk-talk method never grows out of fashion, the teachers have included the use of ICT enabled tools as a methodology for daily teaching. The Commerce department teaches the use of excel sheet in preparing the accounts calculations. The preparation of digital graphs, charts and flowcharts are also taught within and beyond the curriculum. To make the teaching-learning process effective, the Arts departmental teachers regularly deliver lectures using powerpoint presentations. The students are also encouraged and motivated to make slides when they present in students' seminars. The smartroom and auditorium are equipped with ICT tools and are used during conferences, or career counselling programmes. The digitalized library keeps the teachers updated with scope of reading e-books and e-journals. Also, each teacher has the access to inflibnet which opens portals of research world for them

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NA

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

9

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

2.4 - Teacher Profile and Quality

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

27

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

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	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

446	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>In tandem with the notices published by the University of Calcutta, the college takes the Internal Assessment in all the six semesters. The schedule of the assessment is uploaded in the college website, pasted on the notice board and shared in whatsapp groups much before the scheduled starting date of the papers. The IA is taken in a transparent way, centrally, by the college. The departmental teachers, under the supervision of the respective departmental heads, prepare the question papers of 10 marks as ordained by the University. Each department follows the logistics set up for them by the Board of Studies as far as the question pattern is concerned. The mode is always offline. The IA answer scripts are evaluated by the departmental faculties and marks uploaded by the stipulated time on the CU portal. Along with IA marks, as per the CU examination rules (CBCS), marks for attendance are also uploaded. Apart from IA examinations, to keep a track of academic progress and keep the students engaged in studies and create a burgeoning body of academic engagement, the teachers regularly assign homework to the students. The projects also help the learners probe and be analytical.</p>	
File Description	Documents
Any additional information	View File
Link for additional information	NA
2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient	
The college has efficiently and logically dealt with internal assessment related grievances. Naba Ballygunge Mahavidyalaya	

has an Examination Committees, which is entrusted with not only the duty of conducting the internal examinations but also ensuring redressal of any exam related grievances. The grievances, till now, have been a few cases of complaints from parents and students that they are not satisfied with the secured IA marks. In such cases, in presence of the principal and parents (if they are present), the IA answer scripts are shown to the complainant/ grievant and the reason for deduction of marks are explained. Hence, the IA scripts are always preserved for future use.

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

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.

B.A Course has Honours in English, Bengali and History and the General subjects are Education, Economics, Political Science, Bengali, English, History, Hindi and Philosophy. On the day of the orientation, the Principal and the Heads of the Departments of Arts deliver the outcomes of B.A Programme to the students and the possibilities the subjects offer in job prospects. The Principal and Head of the Department, Commerce, also deliver the outcomes of various papers of Commerce and holistic objectives of commerce to the 1st semester students who have taken up commerce. The M.A in Bengali and M.Com Courses teach the learners to have a more specialized and theoretical approach to the subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NA
Upload COs for all courses (exemplars from Glossary)	View File

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

The course and programme outcomes, once being chalked out, are regularly strived to be achieved. The Institution assesses whether the outcomes have been met or not, through certain processes like taking tests, introspecting the end semester results and so on

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

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

107

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NA

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/notice00692.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	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	
01	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
9	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
12	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>To sensitize the students about social issues, and to imbibe a sense of social responsibility for their holistic personality development, the extension activities play a pivotal role. Hence the college must consider these extension activities in high regard by a centralized approach towards them. ? All the extension activities conducted by the College through NSS, committees, departments, etc., are to be critically designed for contributing towards bringing about social change and community upliftment, finally leading to the holistic development of students. ? The departments are</p>	

encouraged to undertake extension activities either independently or jointly with other entities in collaboration with government or non-government organizations in all possible domains including need-based training programs and consultancy. ? Community development activities and educational enrichment of school children must be targeted by the college wherever and whenever possible. ? Enrichment areas may include, social justice groups, one-act plays, drama productions, debating, public speaking, entrepreneurship development, etc. ? Achievement of hands-on experience in specific areas by the college students may be targeted by the extension and outreach activities. These activities serve as a medium for students to display their talents and to utilize their knowledge and skills for societal development.

File Description	Documents
Paste link for additional information	NA
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

0

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

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

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

00

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

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

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

35

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

3.4 - Collaboration

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

0

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

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

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

12

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

By setting up frequent meetings of the several subcommittees that have been established for this reason, our college makes every effort to assign and use financial grants available for the maintenance and repair of various structures. RUSA money has been used to buy computers for the library and other departments. In a stock register, instruments that are bought in batches are tracked. All things considered, the College's emphasis on offering top-notch physical facilities and infrastructure shows how committed it is to developing a vibrant learning environment. These resources not only enhance the educational process but also provide students

with the independence to try new things, come up with ideas, and succeed in their academic endeavors.

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

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. This year the College participated in The Inter-College Sports & Games Championship Football Tournament which was held on 24 th August, 2022. The Annual Athletic Meet of the College was held on 23 rd December, 2022 at Calcutta University Ground at Maidan. Cultural activities like Saraswati Puja, Independence Day Celebration, Rabindra Jayanti , Basanto Uthsab, International Mother Language Day and many such other activities were celebrated as usual. This year College NSS Unit celebrated international Yoga Day 21.06.2023. The gym area of the College is about 840 Square feet (42 feet × 20 feet).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

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

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

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

41 lakhs 60 thousand 1 hundred and 96 rupees

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)	View File

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 fourteen thousand (14,000) 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. 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. 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, In-House journals, e-theses, e journals, e-notes and other electronic resources and it gives several useful information/ databases/study materials links to the users. 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NA

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.76400

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

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

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

828

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

4.3 - IT Infrastructure

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

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 75 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. **LCD Projectors:** The teaching-learning process sees continuous improvement with the gradual replacement of overhead projectors by LCD projectors.

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

4.3.2 - Number of Computers

39

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	View File
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)

41 lakhs 60 thousand 1 hundred and 96 rupees

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

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

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 (20 th 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. College Canteen: The college runs a canteen for students, teachers, and other college staff. College Canteen: For the use of its faculty, staff, and students, the college maintains a canteen with an area of about 300 square feet (30 feet× 10 feet). 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.

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

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

370

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)	View File

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above
File Description	Documents
Link to institutional website	NA
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
40	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
40	
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)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
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

1

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

8

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

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

5.2.3.1 - Number of students qualifying in state/ national/ international level

examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

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

5.3 - Student Participation and Activities

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

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

00

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

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

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' representativemotivated the students to take part in huge numbers.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

2

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

5.4 - Alumni Engagement

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

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	NA
Upload any additional information	No File Uploaded
5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>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.</p> <ul style="list-style-type: none"> • Strategic plans encompass adaptable course delivery methods to cater to evolving student's needs, supported by library facilities, modern classrooms, digital literacy initiatives, and high-speed internet access. • The onset of the pandemic necessitated a swift transition to digital teaching platforms, presenting a formidable challenge to both faculty and students during 2020-2021. To facilitate this shift, the Principal, academic committee conveners, department heads, teachers, and non-teaching staff collaborated to evaluate various digital platforms, ensuring the selection of the most effective tools for student learning. • Efforts were made to create specialized timetables, examination schedules, and study materials tailored to online, offline, or blended learning modes, while providing support to students in accessing online classes. • Addressing student grievances arising from the new mode of instruction became a priority, with mechanisms put 	

in place to mitigate challenges and ensure a smooth learning experience.

File Description	Documents
Paste link for additional information	NA
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.

The strategic plan of the college, aligned with its vision and mission, emphasizes the implementation of innovative teaching-learning methods, fostering collaborations, promoting eco-friendly initiatives, and enhancing placement activities.

Infrastructural expansion is imperative to providing best facilities to students. Keeping in tune with the Strategic Plan, the college has made conscious efforts to not only maintain the existing infrastructure but also ensure its expansion. Initiatives taken for Infrastructural expansion:

- Installation of CCTV cameras
- 360 degree camera
- Lift facility is available.
- College has 45 computers for students and staff.
- College has 3 photo copier machines for students and staff.
- Enhancement of E-governance - online admission, fee payment, feedback mechanism.
- Dynamic college website updated with notices and information for students and staff.
- Wellness Centre and Gym equipment's .
- Modernization of classrooms with audio-visual facilities /

e-classrooms. Smart classes, virtual classrooms

facilities.

- High speed Wi Fi facilities in the campus.
- Auditorium is well furnished and technologically well equipped.
- Generator facility is available.
- Cold pure drinking water is available to all during college hours.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college, aligned with its vision and mission, emphasizes the implementation of innovative teaching-learning methods, fostering collaborations, promoting eco-friendly initiatives, and enhancing placement activities.

- **Teaching and Learning:** The college operates on a structured academic calendar, providing students with comprehensive course outlines and schedules well in advance of each academic session.
- **Examination and Evaluation:** In response to the pandemic, the college transitioned to online examinations and evaluations. While offline examinations have resumed, schedules are published online, and marks obtained are uploaded digitally for transparency and accessibility.
- **Research and Development:** The college actively promotes research and development through the publication of departmental journals, enriching the academic community. Additionally, webinars and departmental seminars are organized to foster intellectual discourse and scholarly engagement across various disciplines.

- **Library:** 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. Total area of the library is 1650 sq. feet. The library possess about fourteen thousand (14,000) 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. The inclusion of alumni, nearby citizens, and school students as potential visitors indicates a community-oriented approach to library access.

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

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

- **Governing Body:** According to the University of Calcutta's guidelines for constituent colleges, the Governing Body of the institution comprises 12 members. The current Governing Body, includes the President, the Secretary (Principal), along with 3 Teachers' Representatives ,5 nominated members, non-Teaching Staff Representative, and 1 Student Representative (vacant)
- **Administrative Structure:** At the core of the administration are the President and the Secretary of the Governing Body, who hold ultimate authority in financial matters. The Principal oversees the day-to-day operations of the college, supported by the Bursar, Heads of Departments (HODs), IQAC Coordinator, Teachers' Council Secretary, and Head Clerk. Additional conveners and coordinators assist the core team in various aspects of college affairs.
- **Roles of Various Bodies:** The Finance and Building sub-committees serve as decision-making bodies regarding

finance, building construction, renovation, and maintenance. Furthermore, there are two staff councils: one for Teaching and one for Non-Teaching staff.

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

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

- **Staff Benefits:** Staff members are entitled to benefits

such as pension schemes, gratuity, and leave encashment upon retirement, in accordance with Government norms.

- **Leave Policy:** Leave for both teaching and non-teaching staff follows the guidelines outlined in the Statutes of the University of Calcutta.
- **Family-related Leave:** Maternity, Paternity, and Child-Care leave are provided in compliance with government regulations.
- **Loan Facilities:** Staff members have access to loan facilities through the provident fund for purposes such as house building, education, and marriage.
- **Grant of ad hoc bonus:** Both teaching and non-teaching staff get ad hoc bonus as per directives issued by the Higher Education Department, which are strictly adhered to by the college.
- **Staff Welfare Programs:** The college offers a Group Insurance scheme and operates an Employees' Cooperative Credit Society to support permanent teaching and non-teaching staff during times of need.
- **Medical Insurance:** Employees of the college benefit from medical insurance coverage under the West Bengal Health scheme.
- **Professional Development:** The college encourages professional development for both teaching and non-teaching staff. The Principal grants on-duty leave to staff members participating in such activities.

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

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

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

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)	View File

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

NA

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)	View File

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

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

6

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

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

Performance appraisal for teaching faculty 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	NA
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Currently, the Institution is self-financed through the revenue generated from the operational activities except for select Capital Expenditure for which the Government provide nonplan grants. The main sources of revenue are fees received from students. The institution also generates income from its investments. The main expenditures are incurred for running and maintaining the academic programmes of the institute which include casual staff salary , General overheads, General maintenance, Library and Database tec. The excess of income over expenditure is built into a corpus as a cushion to take Care of the contingencies.

File Description	Documents
Paste link for additional information	NA
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)

3

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)	View File

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	NA
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

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

- **Encouragement of Faculty Development:** Faculty members are actively encouraged and supported to participate in orientation programs, refresher courses, workshops, seminars, and conferences aimed at enhancing their teaching skills and fostering research endeavours.

Teachers holding Ph.D. degrees are further motivated to serve as research guides for aspiring scholars.

- **Skill Enhancement Courses:** The institution offers a range of skill enhancement courses tailored to different subjects, providing students with the flexibility to choose based on their interests and academic pursuits within their respective streams.
- **IQAC Meetings:** Regular meetings of the IQAC, chaired by the esteemed Principal, are convened with a predetermined agenda. These meetings serve as forums for soliciting suggestions from all members of the IQAC, fostering collaboration for curriculum improvement and effective implementation.
- **Environmental Management System:** The institution has established an environment management system, valid until 2023, designed to safeguard the environment and adapt to evolving environmental conditions while balancing socio-economic imperatives.

File Description	Documents
Paste link for additional information	NA
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, an in-house ERP system, to streamline administrative processes and improve efficiency.
- **Research Incentives Policy:** A research incentives policy has been introduced to motivate faculty members to publish quality research in UGC and Scopus indexed journals. This initiative aims to enhance the institution's academic reputation and contribute to knowledge dissemination.
- **Appointment of Assistant Professors:** The institution

has addressed teaching staff vacancies by appointing assistant professors in various subjects, as per the requisition sent to the West Bengal College Service Commission.

- **Student Engagement Activities:** The IQAC encourages student involvement in academic matters by organizing film screenings, syllabus-based quizzes, and debates. These activities aim to foster active participation and engagement among students.
- **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:**
- **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.
- **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 endeavours.

File Description	Documents
Paste link for additional information	NA
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)

C. Any 2 of the above

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

File Description	Documents
Paste web link of Annual reports of Institution	NA
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)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Naba Ballygunge Mahavidyalaya is committed to promote gender equality within the campus and beyond. Following the Vishaka guidelines the 'Internal Complaint, and Grievance Cell' of the college is dedicated to perpetuate a safe, comfortable and equitable atmosphere for both staff and students alike. NBM provides equal opportunity to all individuals irrespective of gender, race, caste, creed, language, religion, political or other opinion, and social, class, birth or other status. The safe and inclusive ethos of the campus have led to the enrolment of 36% women students in three semesters even during the pandemic year. The college has also ensured a comfortable and secure workplace culture for its 40% women staff. During the session from July 2022 to June 2023 our students are encouraged to participate in various programmes, seminars and webinars on issues relating to gender. Volunteers of NSS Unit I organized cleanliness drives and health checkup camps for the local slum dwellers particularly focusing on female and child health and hygiene. Besides, NBM has an active ICC to redress grievances related to gender inequality and discrimination.

File Description	Documents
Annual gender sensitization action plan	https://nbmahavidyalaya.in/nbmg/pdf/not_ice00693.pdf
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	NA

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	View File
Any other relevant information	No File Uploaded

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

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	NA
Any other relevant information	No File Uploaded

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered**

C. Any 2 of the above

vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. Landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	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 :	C. Any 2 of the above

Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

Naba Ballygunge Mahavidyalay is dedicated to inculcate the values of respect, tolerance and harmony towards cultural, linguistic, religious, communal and other diversities. Various sport, cultural and academic activities are regularly organized by the college with the aim of broadening the perspective of our students regarding different aspects of life beyond the academic syllabi. 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 Covidguidelines. 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 2023. Online lectures delivered by our Principal Dr.Sukamal Dutta. NBM organized an inter-college annual cultural event "Murchhana" on April 11 and 12, 2023. This facilitated positive interaction among students from different institutions with different socio-economic, cultural and religious backgrounds. It also provided them with the opportunity to be reminded of their own cultural roots and traditions. The NSS unit of NBM celebrated the World Environment Day on June 5, 2023.

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

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

NBM strives to instill ethical values into our students so that they can become responsible citizens. Being an affiliated college under the University of Calcutta the college diligently follows the curriculum relating to human values and professional ethics. All first year undergraduate students are taught Environmental Studies. On July 17, 2022 the NSS volunteers took the initiative to conduct cleanliness programs in the nearby locality and the slum area which was adopted by the college NSS unit. On September 18, 2022 they also conducted awareness programme focusing on the communicable diseases like malaria, dengue, hepatitis etc. A health check-up camp was set up by the NSS unit on January 16, 2023. The camp particularly focused on female and child health and hygiene. A cultural competition was organized exclusively for the local slum children.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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,

B. Any 3 of the above

teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

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

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

INTERNATIONAL COMMEMORATIVE DAYS * On 1st December, 2022 World Aids Day was celebrated. The theme was "Equalize" a seminar was organised in our College to create awareness amongst all to unite and fight to make Aids flight , to address the inequalities which are holding back progress in ending AIDS. * International Mother language Day, 21st February 2023,(Bhasha Dibas) was celebrated. It is celebrated to spread awareness of linguistics and culture diversity. * World Environment Day was celebrated on 5th June, 2023 to spread awareness and take actions to protect our environment. On that day afforestation initiatives also taken by our volunteers. Tree plantation programme arranged by our volunteers. The awareness for ecological balance drew a good number of members for this programme. * International Day of Yoga was celebrated on 21st June 2023. Lecture and demonstration sessions were arranged to raise awareness worldwide about the benefits of practicing Yoga.

* Independent Day , 15th August 2022 ,was celebrated on 15th August, 2022 ,

* 24th September 2022, NSS DAY was celebrated. * On 23rd January, 2023 , a programme was organised by the volunteers to observe Netajis Birthday . * On 26th January, 2023 , Republic Day was celebrated

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

7.2 - Best Practices

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

Library as Best Practice

Library has developed the following set of best practices for college libraries. Librarian has identified the following best practices. ? Computerization of library with standard Library Management software KOHA version 22.05.05.000 ? Practice of searching Online Public Access Catalogue (OPAC) of Library materials ? Practice of searching varieties E-Resources through Knowledge Resource Centre ? Downloading Old question papers and study materials from Knowledge Resource Centre ? Reading and downloading full text of In-House Journals of different departments ? Use RFID technology to secure resources of the library ? Use Handle reader to retrieve the misplaced documents in the stack/Almirah ? Inclusion of sufficient information about the library in the college prospectus. ? Compiling student / teacher use statistics ? Sending 10-15 newspapers link to different whatsapp groups of students and teachers.

Career Counselling as Best Practice

NBM has a campus recruitment and employment cell. The Cell organizes awareness programmes with various reputed companies to project placement for our students. Companies like TCS, Jionet Infotech, Bank of Baroda and others have organized seminars and have oriented our students towards being good entrepreneurs, marketeers, retailers, bankers and so on.

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

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	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

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. 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 intends to create an inclusive and comfortable learning space for young adults. The steady decline in the enrolment of female students during last two years has been noted with caution. The college authority and staff have resolved to probe into the matter. It has also been decided that a new gender sensitization cell will be formed. To understand our students and their grievances better we have also decided to formalize the process of counseling and to set up a psychological counseling and wellbeing cell. We have also planned to establish a nature club to ensure greater participation of our students in environment related programmes and campaigns.