YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution NAKSHALBARI COLLEGE

- Name of the Head of the institution DR. SALINA THAPA

- Designation TEACHER-IN-CHARGE

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no.

- Mobile No: 9832366331

- Registered e-mail nakshalbaricollege@gmail.com

- Alternate e-mail naacnakshal@gmail.com

- Address BHAGILRAM JOTE, P.O. NAXALBARI, DIST. DARJEELING - 734429

- City/Town NAXALBARI

- State/UT WEST BENGAL

- Pin Code 734429

2.Institutional status

- Affiliated / Constitution Colleges AFFILIATED

- Type of Institution Co-education

- Location Semi-Urban

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **UNIVERSITY OF NORTH BENGAL**

- Name of the IQAC Coordinator **WASHIM AKRAM**

- Phone No. **7864064389**

- Alternate phone No. **9735979161**

- Mobile **7864064389**

- IQAC e-mail address **IQACnakshalbari@gmail.com**

- Alternate e-mail address **a.washim12@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) http://www.nakshalbaricollege.com/userfiles/file/NAAC/SSR.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://nakshalbaricollege.com/academic-calendar.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.24**	**2023**	**27/10/2023**	**26/10/2028**

6.Date of Establishment of IQAC **04/04/2013**

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 compliance to the decisions have been uploaded on the institutional website?   **Yes**

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

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

- If yes, mention the amount

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

1. Organised orientation workshop for newly admitted students to make them aware about NEP, various facilities and scholarships available in the College. 2. Introduced Certificate Course in Communicative English and Personality Development. 3. Regular collection of feedback from all stakeholders and analysing and taking necessary measures. 4. Encouraged the faculty members to engage themselves in research works and publish their writings and made recommendations to the Administration of the College to provide incentives to the teachers for publications and participation in National and International Seminars. 5. Introduction of Mentor-mentee system where teachers works as mentors to the students (mentees) and students get the scope of sharing their issues and problems with their mentors.

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
Introduction of Mentor-Mentee System	Implemented from 2023-2024 Session.
Plan for Social outreach Programmes	Successfully conducted a number of such programmes beyond campus
Collection of feedback from all stakeholders	Feedback collected and analyzed and actions taken
Focus on publication	Teachers published a good number of articles and book chapters
Attendance of students	Attendance of students increased
Games and Sports activities	Students achieved success in different events in District, University, and State Level
Coverage of syllabus in due time	syllabus covered in due time
Clean and Green Campus	Campus was clean and green throughout the Academic year
Certificate Course	Certificate course was conducted successfully

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

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	24/05/2024

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	**NAKSHALBARI COLLEGE**
• Name of the Head of the institution	**DR. SALINA THAPA**
• Designation	**TEACHER-IN-CHARGE**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	
• Mobile No:	**9832366331**
• Registered e-mail	**nakshalbaricollege@gmail.com**
• Alternate e-mail	**naacnakshal@gmail.com**
• Address	**BHAGILRAM JOTE, P.O. NAXALBARI, DIST. DARJEELING - 734429**
• City/Town	**NAXALBARI**
• State/UT	**WEST BENGAL**
• Pin Code	**734429**
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• Type of Institution	**Co-education**
• Location	**Semi-Urban**
• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**UNIVERSITY OF NORTH BENGAL**
• Name of the IQAC Coordinator	**WASHIM AKRAM**

• Phone No.	**7864064389**
• Alternate phone No.	**9735979161**
• Mobile	**7864064389**
• IQAC e-mail address	**IQACnakshalbari@gmail.com**
• Alternate e-mail address	**a.washim12@gmail.com**

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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• Upload latest notification of formation of IQAC	View File
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23-12-2024 05:27:28

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13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	24/05/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	20/03/2024

15.Multidisciplinary / interdisciplinary

The Four-Year Under Graduate Program (FYUGP) was introduced in all Higher Education Institutes in West Bengal from the Academic Session 2023-24. The college follows the regulations of University of North Bengal's regulations regarding FYUGP.The institution is committed to re-structuring its curricula to incorporate new subject areas and remove outdated ones, ensuring practical, relevant, and inclusive knowledge. Multidisciplinary courses have been introduced, including Management of Library and Information Centres, Sports Management, Human Rights, Gender Studies, Chemistry in Action, History of North Bengal, Understanding Shakespeare and Tagore, Strategic and Area Studies, Conservation Biology, Graphic Novels, International Relations, Mental Health and Hygiene, Pharmacognosy and Medicinal Plants, Cognitive Science, Nutrition and Diet, Post Colonial Literature, Public Administration, and Social Work. The College will also offer courses on Beauty and Wellness, GST Filing, and Soft skill and Personality Development as Vocational Courses. Compulsory Value Added Courses on Environmental Education and Digital Marketing will be provided to students to become responsible citizens. The college is also offering inter-disciplinary courses and a more flexible learning experience.

16.Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) is a digital storehouse that stores individual students' credits earned throughout their education journey. It allows students to open accounts and have multiple options for entering and leaving colleges or universities. Nakshalbari College, an affiliated college to the University of North Bengal, has made it mandatory for students to open ABC accounts. The institution has allowed students to enroll for ABC accounts, allowing multiple entries and exits. The ABC allows students to choose courses across departments, promoting academic freedom and a multidisciplinary approach. ABC serves as an authentic reference to check a student's credit record at any given point in time. The concept aims to boost faculty efficiency and encourage students to embrace a multidisciplinary educational approach, making them "skillful professionals" and contributing to their overall growth.

17.Skill development:

Nakshalbari College's Engagement with National Education Policy 2020 Nakshalbari College signed a Memorandum of Understanding with Anudip Foundation-Life Transformed to offer soft skill and vocational education courses. The college's curriculum includes certificates in English Communication and IT, Advanced

Programming in Accounting and Tally, Accounting and Excel Expert, and Future Pro Essentials for English Academy. The college aims to reduce the gap between the current course structure and NEP 2020 by introducing vocational courses as part of degree courses. Certificates Courses on Communication Skills and Personality Development are offered to students The college is not currently associated with NSDC but plans to do so in the future.

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

Nakshalbari College is a multi-lingual institution that offers lectures in English and Vernacular, with English, Bengali, Hindi, and Nepali being part of the Major Indian Languages (MIL) curriculum. The college encourages students to express their views and ideas in their own vernacular language, and its annual magazine and wall magazine are open to articles and write-ups in all these languages. The college also emphasizes the rich culture and heritage of India, including history, education, sociology, Bengali, and philosophy. A paper on India's art and architecture is taught as a skill enhancement course in History. Yoga is taught in the Education syllabus to make students aware of yoga sastra. Philosophy and Education syllabus includes great Indian philosophical thoughts like Carvaka, Nyaya, Buddhism, Jainism Samkhya, Yoga, Vaisasika, etc., and Botany syllabus includes India's Indigenous Medicinal Knowledge. The college's central Library has a separate section with books on local culture, history, Indian heritage, culture, administration, and philosophy to preserve the college's cultural heritage.

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

Nakshalbari College is transforming its curriculum towards outcome-based education (OBE) to meet the rapid adoption of this approach in Indian higher education. The college recognizes the need for a multidisciplinary and interdisciplinary approach, re-structuring its curriculum to incorporate new subject areas and remove old ones. The college has initiated constructive steps towards the conceptualization and effective implementation of a multidisciplinary curriculum in a phased manner, ensuring practical, relevant, and inclusive knowledge and skills for students. OBE is a student-centric teaching and learning methodology that focuses on measuring students' performance at different levels. The college organizes student-centric programs such as seminars, group discussions, youth parliament, quizzes, and assignments to encourage experimental, participative, and problem-solving methodologies of learning. To provide a more

effective, flexible, and student-centric learning experience, the college has leveraged advancements in ICT to transform traditional classroom settings into more interactive and immersive learning experiences. Nakshalbari College has also introduced online classes, free Wi-Fi facilities, automated libraries, and N-list subscriptions to assist learners and educators in their transition to an OBE system.

20.Distance education/online education:

The Covid-19 pandemic has transformed online teaching into the new normal, allowing students and teachers to access education regardless of geographical limitations. Nakshalbari College is preparing to offer courses through Open Distance Learning (ODL) and is utilizing various technological tools such as Google Classroom, Zoom, Google Meet, videos, and YouTube links for blended learning. The college has also organized various programs, meetings, and webinars for students via online platforms. The college is Wi-Fi-enabled and has LCD projectors in two classrooms. Post-pandemic, the online learning experience has been adopted by faculty and students to fully benefit from the flexible blended mode of teaching. Nakshalbari College is a study center for post-graduate and under-graduate courses offered by Netaji Subhas Open University (NSOU), and has a learning management system (LMS) for academic practice and innovative teaching methods. The college is committed to aligning its institutional preparation with the National Education Policy 2020 and adopting an inclusive and multidisciplinary approach to the education system.

Extended Profile

1.Programme

1.1   300

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

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

2.Student

2.1   1989

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **897**

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   **180**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **28**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **29**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**300**

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2.Student

2.1 Number of students during the year	**1989**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**897**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**180**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**28**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**29**

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**16**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**40.92837**
4.3 Total number of computers on campus for academic purposes	**15**

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

Nakshalbari College ensures effective curriculum delivery through a well-planned process. The college follows the syllabus prescribed under NEP 2020 for the Ist and 2nd semesters and the CBCS for the 3rd to 6th semesters. The Academic Committee prepares the Academic Calendar and finalizes dates for Internal Assessment. The Routine Committee, under the Academic Committee's direction, prepares and shares the routine with faculty and students. Regular departmental meetings and action plans are documented and sent to the IQAC. The college uses ICT tools for teaching and provides access to a well-stocked library with e-journals and e-books. Seminars and workshops are organized for student development. Faculty members are encouraged to publish articles and attend professional development programs. The IQAC maintains records of all activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.nakshalbaricollege.com/class-routine.html

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

Before the commencement of each academic session, the Academic Calendar is framed by the Academic Council members to ensure smooth conduction. The Academic Calendar is divided into four sections: the first lists holidays notified by the University of North Bengal, the second mentions important events to be observed, the third includes tentative dates for the commencement of classes, and the fourth provides tentative dates for final examinations and Continuous Internal Examinations (CIE). Based on the Academic Calendar, Heads of Departments prepare the CIE routine, which is displayed on the college notice board and the institution's website. This allows all faculty and students to have a clear idea about events, activities, and CIE schedules. Therefore, the Academic Calendar serves as an important blueprint for all activities and events at the institution.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.nakshalbaricollege.com/academic-calendar.html

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

A. All of the above

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	[View File](#)

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

03

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)

02

File Description	Documents
Any additional information	[View File](#)
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

1300

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

328

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

1.3 - Curriculum Enrichment

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

Nakshalbari College offers a variety of undergraduate courses that include gender, environmental sustainability, and human values. Various departments, such as English, Bengali, Hindi, and Nepali, cover gender and human values, giving students from different language groups a clear understanding of these concepts. History courses also include relevant topics on gender, human values, and the environment.

The Departments of Botany and Zoology offer courses focusing on environmental sustainability. All first-semester CBCS students take Environmental Studies (ENVS) as a compulsory course. Political Science, Sociology, and Education also cover gender issues in their curricula. Education students study "Gender and Society in Educational Context" as a Generic Elective. Sociology honors students have a generic elective on gender, which addresses domestic, sexual, and gendered violence, and gender-related laws and public policies.

Topics in these courses help students understand the differences between gender and sex, as well as feminism and patriarchy, highlighting elements from both Indian and Western perspectives, including patrilineal and matrilineal customs.

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

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

05

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

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

75

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

1.4 - Feedback System

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

A. All of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.nakshalbaricollege.com/feedback-report.html

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

1672

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

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

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

487

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

2.2 - Catering to Student Diversity

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

During class assessment, assignments, interactive sessions, previous board examination results teachers can identify the advanced and the slow learners. Different programs are designed and organised to motivate both the slow and advanced learners:

ADVANCED LEARNERS:

- Regularity of attendance and assignments are closely monitored.
- Bright students are inspired to get University ranks.
- Recognition of class toppers.
- Special lectures are organised.
- Encouraged to participate in different symposiums, academic competition at inter-intra college level.
- Extra assistance, books is provided whenever required.

SLOW LEARNERS:

- Special class coaching and counselling is provided.
- Regularity of attendance and assignments are closely monitored.
- Remedial classes are conducted.
- Syllabus related supplementary material is prepared by subject handling faculty and provided in three different languages (Bengali, English and Nepali) as per the requirement of the students.
- Previous years question papers are discussed and circulated among the slow learners.
- Easy access to the faculty for any doubt clearing.

File Description	Documents
Link for additional Information	http://nakshalbaricollege.com/internal-assessment.html
Upload any additional information	View File

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

Number of Students	Number of Teachers
1989	28

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college in collaboration with Anudip Foundation provides training in computer application skill to the students. The college library is fully automated and provides access to a variety of digital resources. Free Wi-Fi facility is provided so that students can have an easy access to the information and knowledge. Online digital repositories for lectures, course materials are provided to the students. The students are guided to use ICT like Power Point presentation in different student seminar presentation. This promotes the habit of self-learning and discussion. In terms of Experiential learning the faculty members of concerned departments identifies and propose academically significant field visits, project work and surveys which further promote research aptitude. While in participative learning, student activities through NSS, NCC are organised to promote the spirit of team work which help the students to learn the art of living in a team for social and community welfare. In terms of problem-solving methodology focus is done on analysis and reasoning where in all questions in examination are based on analysis and reasoning.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	http://www.nakshalbaricollege.com/student-zone.html

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

The role of the teacher in teaching and learning process is vital. The use of informational communication definitely aids in effective teaching. It is seen that by the use of ICT enabled tools, the teaching process becomes much more effective.

Nakshalbari college in collaboration with Anudip foundation provides training in computer application skills to the students. The students make use of computer laboratory at a regular basis. The faculty guides the students to operate computer as most of the students are from rural tea garden villages. The college library is fully automated and provides access to a variety of digital resources.

Free wi-fi facility is provided to all the students in the college so that they can have an easy access to the information and knowledge. ICT enabled presentation are conducted both by the students and teachers through laptops and projector enabled classrooms. Online course materials are provided to the students. The students are guided to use ICT like power point presentation. Teachers extensively use laptops, projectors and speakers that enhance and optimize the mode of delivery.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://nakshalbaricollege.com/ppt-presentation.html

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

28

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
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

09

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

204

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

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the schedule of internal assessment is communicated to the students well in time. Continuous evaluation is made through Group discussion, class Tests, submission of assignments, field visit / field work and seminar presentation. Students are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation. The performance of the students is displayed on the college notice board and communicated to the students. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	[View File]()
Link for additional information	http://www.nakshalbaricollege.com/internal-assessment.html

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

The college has a well-organized mechanism for redressal of examination related grievances. The respective heads of the departments primarily redress all grievances related to the internal assessment. In some unsatisfied cases, if required the case will be forwarded to the examination committee. The examination committee will redress the examination related grievance as per the requirement and jurisdiction of the grievance. The matter is resolved at the earliest. Further the students can also directly log into to Grievance Redressal Mechanism and Students' Grievance portal. If any bonafied student makes any complaint, efforts will be made to bring solution within 10 days. The Procedures are as follows:

1. **Receipt of complaint through college website**
2. **Verification of the nature of complaint.**
3. **Meeting with the Grievance Redressal committee**
4. **Hearing /Discussion with students /Group of students**
5. **Preparation of final Redressal report**
6. **Final Redressal report**
7. **Forwarding the report to the competent authority.**

Link for filing the complaint is :
http://grc.nakshalbaricollege.com/

1. **Example of a Case handled:**

Sl No

Issue

Time/ Date

1

Complaint Received

28.08.2023

2

Convenor forwarded the matter

29.09.2023

3

Concerned Department called emergent meeting

31.08.2023

4

Matter Resolved

31.08.2023

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.nakshalbaricollege.com/online-grievances.html

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.

Nakshalbari College affiliated to the University of North Bengal, West Bengal follows all the regulations and guidelines set by the University.

The college had been offering 3-YearUndergraduate Honours and B.A. & B.Sc Degree Programme under Choice Based Credit System (CBCS). Four-YearUndergraduate Programe (FYUP) under NEP started from the academic session 2023-2024.

IQAC in consultation with the departments prepares the program and course outcomes for all the programmes (both CBCS AND FYUGP) in alignment with the University prescribed syllabus. Same is

displayed in the College website for reference to the faculty and the students. Students willing to join the college could check the website and get an idea about the Program and the Course Outcomes. In the beginning of the session students are made aware of the outcomes through orientation by the department teachers handling specific course.

The Course plans are designed in such a way that it incorporates teaching, learning and systematic methods of assessment to assess the learning goals and attainment of outcomes. It is done through through lectures, tutorials, assignments, seminar presentation, use of ICT tools, automated library facility, text books, references and e-resources.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.nakshalbaricollege.com/programme-outome-and-course-outcome.html
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.

At Nakshalbari College, the evaluation of Programme and Course Outcomes involves systematic methods to assess the achievement of learning goals and ensure quality education. The level of attainment is done on the basis of following parameters:

End Semester University Examination: Nakshalbari College being a constituent college under the University of North Bengal, the students are required to sit for the End Semester Examinations set by the University. The results of the students are evaluated by the Departments to assess student's understanding and the outcome.

Internal Assessment: Internal Assessment carries 16% weightage of the total marks, 60 in each paper. It is evaluated through class tests, viva-voce, seminar presentations, group discussions, projects and assignments.

Practical Assessment: Subjects with laboratory based and field based practical as a part of the syllabus are assessed through

practical exams, projects, etc.

External Assessment: The external examiners evaluate the students through projects and viva-voce.

Result Analysis: The results of the University End Semester Examinations are evaluated by the respective departments to assess the attainment of the Course Outcome of the students.

Continuous Improvement: Results from assessments are reviewed in academic meetings to refine teaching methods and curriculum to ensure improvement in outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

180

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

2.7 - Student Satisfaction Survey

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

http://www.nakshalbaricollege.com/student-satisfaction-survey-feedback-report.html

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)

00

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

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

00

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

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

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

0

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)	**No File Uploaded**

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

10

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

25

File Description	Documents
Any additional information	View File
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

Nakshalbari College actively engages in various extension activities which have significantly impacted the neighbourhood

community and contributed to the holistic development of the students.

Health Camps: The college organizes health camps to provide assistance and raise awareness about health issues among the local communities. These initiatives include distributing healthy and nutritious food to the patients of Naxalbari Rural Hospital, an Awareness Program on Snakebite and its Immediate Remedy, Awareness and Screening of HIV—AIDS, and Dengue Awareness by creating awareness and distributing bleaching powder in the adopted village.

Educational Outreach: The college faculty and students participate in programs promoting education in rural areas, enhancing literacy and educational resources. These initiatives include observing International Literacy Day in a rural school by creating awareness about literacy, distributing crayons, pencils, erasers, and drawing sheets, thereby arranging a sit-and-draw competition in the school, and holding of a seven-day-long Special Camp in another rural school.

Environmental Initiatives: Activities like tree plantation drives, and cleanliness campaigns are conducted to foster environmental awareness and responsibility.

Skill Development Workshops: The college offers a Communication Skill and Personality Development Certificate Course in collaboration with Rajiv Gandhi Computer Saksharta Mission to equip students with practical skills, enhancing their employability.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

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

00

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

15

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

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

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

1617

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

3.4 - Collaboration

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

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

01

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.

Nakshalbari College is affiliated to the University of North Bengal (NBU). It is established in the foothills of high Himalaya in close proximity to the international Indo-Nepal border. The college was established for strengthening of the rural students (first generation learner). Nakshalbari College, is one of the oldest colleges in the area having 16 classrooms with 798 no of benches to accommodate around 2400 students on regular basis. Our college has Bio-Science department that includes subjects like Botany, Zoology and Chemistry. Bio-Science department has two laboratories. One is for chemistry and another one for botany andzoology. The laboratories are well developed with all required instruments and chemicals to facilitate the effective learning of the students. College provides one seminar hall to arrange lectures from distinguished persons which will help to enrich the knowledge of students in the field of education in broader fields. To train the students with modern technologies, Nakshalbari College provides one central computer lab with three computers. Our college has one Teachers' Common Room with lockers for all teachers, desktop with LAN facility and washroom. There are 31 CCTV cameras to keep in track all the moments so as to maintain academic environment of the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.nakshalbaricollege.com/others-facilities.html

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

Nakshalbari College offers Physical Education as a subject in undergraduate programme, with more than 76 seat capacities. The College offers indoor games for female students in their common room with a space of 338 sq ft. size of boys common room is 391 sq ft. Nakshalbari College also has a fully equipped gym room of 391 sq ft. where students and teachers can use various equipments for physical training. The College has a playground for outdoor games. Yoga sessions are organised in Hall C and sometimes under the open sky. The College organises various

cultural programmes throughout the year. Small programmes are held in the Hall or Departmental Rooms, whereas Spring Festival (Basanta Utsav), Saraswati Puja,Freshers' Welcome and Social (Annual Cultural Programme) are held in the College ground with proper arrangements. .

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.nakshalbaricollege.com/others-facilities.html

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

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.nakshalbaricollege.com/others-facilities.html
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)

3.82988

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

4.2 - Library as a Learning Resource

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

The College has a Library which is rich in learning materials required for the overall development of the learners and the faculty members. The library has a total collection of more than 8,000 textbooks and reference books till date covering different subjects and syllabus-oriented Text and Reference books along with subscribed magazines, journals, and daily Newspapers in four different languages. The Library functions actively with fully automated system of Integrated Library Management Software (ILMS) named AthenOS (Library Management System) Supported by Techno Developer Group, Siliguri. The software has been installed in the year of 2017. At present, the college library uses cloud-based AthenOS (Version 3.0) from 2022-23. AthenOS offers various services and facilities that include Web OPAC (Online Public Access Catalogue) for book search and showing availability of books from remote access. The College Library provides the facility to access N-LIST (National Library and Information Services Infrastructure for Scholarly Content) since 2019. The college is entitled to find components of e-Shodh Sindhu consortium with access to 6,000+ journals, 1,99,500+ eBooks under N-LIST and 6,00,000 eBooks through NDL(National Digital Library). User Education Programme is also organized from time to time.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://nakshalbaricollege.com/library.html

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)

0.61666

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

105

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Following are IT facilities provided and updated in regular basis in the College:

- **Institution frequently updates its IT facilities with the installation of Wi-Fi Connections.**
- **These connections provide the unlimited internet with bandwidth of 100 mbps, with BSNL Network.**
- **Internet mobile data is also provided to the Students with a Capping of 32 MB per day.**
- **However, the Students are given unlimited access to the internet in the library reading room.**
- **Nakshalbari Collage has 13 (seventeen) Desktops and 2 (two) Laptops, all of which are updated and are functioning smoothly. Institution has 2 (two) advanced photo copiers and 10 printers in working condition.**
- **There are two smart Class Rooms.**
- **Total of 32 CC Cameras havebeen installed at different corners of the Campus to ensure safety.**
- **N-LIST (e Journals, ebooks, and other e learning resources) facility is also available for the faculty members.**
- **For better educational resources, Nakshalbari College has installed Athenos' Software, version Cloud base 3.0.**
- **Anti-virus Software are properly installed and updated whenever needed as a measure forsecurity and protection for each system.**
- **• The College website is maintained and upgraded regularly.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://nakshalbaricollege.com/library-services.html

4.3.2 - Number of Computers

15

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

2.00799

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as library, sports complex, computers, class rooms etc. various committees such as. 1. Building and maintenance committee 2. Finance and purchase sub-committee 3. Library committee 4. Sports committee 5. Academic committee

Nakshalbari College ensures the availability of an up-to-date infrastructure. The college has developed a maintenance system for its physical and academic infrastructure. The maintenance of common infrastructure including civil, water, electricity and computers are under the charge of the College caretakerwho works under the direct supervision of the Principal of the College.

- Daily maintenance of the College is carried out by the support staff.
- A sanitization tunnel has been installed at the entry gate of the college.
- Computers are facilitated with anti- virus software for the cyber safety of the database.
- Generator, water purifier CCTVs, Fire extinguisher, Highmast light, AC , Xerox machines , sanitary napkins vending machine etc. are taken care of regularly following due procedure.
- The equipment of sports and gymnasium are regularly checked by the instructor.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://nakshalbaricollege.com/facilities.html

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

980

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

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

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

15

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

A. All of the above

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

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

`00`

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

`00`

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

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

A. All of the above

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

04

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

23

File Description	Documents
Upload supporting data for student/alumni	View File
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	No File Uploaded
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.

08

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

According to Government regulations and University statutes, the College is permitted to have a Students' Union. However, such an established Students' Council does not exist right now due toGovernment directives. Despite this, students are encouraged to engage in numerous extracurricular and co-curricular activities, including organizing theFreshers' Welcome , sports, games, Basanta Utsav, Teachers' Day, Saraswati Puja, Annual Cultural Programme etc. Students actively participatein various programmes organised by IQAC, NSS, NCC within and beyond the Campus.

File Description	Documents
Paste link for additional information	http://www.nakshalbaricollege.com/internal-quality-assurance-cell-iqac.html
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

25

File Description	Documents
Report of the event	View File
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

Nakshalbari College has a fully functional and registered Alumni Association. In order to bring out some positive changes in its functioning, a committee including at least one faculty representative from each of the departments was formed. Henceforth it was resolved that a fully functional Department Alumni will be created where in all the activities like incorporation of new alumni members, meetings, programmees, will be done at both Department level and collectively as well. Nakshalbari College intends to make its alumni able enough to fulfill the following objectives: ? Mentoring and providing guidance by offering insights into career paths and professional development. ? Creating networking opportunities to facilitate and enabling students to connect with industry leaders and potential employers. ? To stand as a financial support and contribute significantly to their alma mater's financial health through donations and fundraising initiatives. ? To act as ambassadors for their institutions, promoting their achievements and strengths within their professional networks. ? To provide valuable feedback that can inform institutional strategies and improvements. ? To foster a sense of community among former students, creating platforms for social interaction and professional development. ? To contribute to the institutional reputation.

File Description	Documents
Paste link for additional information	http://nakshalbaricollege.com/alumni-association.html
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College aims to cultivate an environment that encourages students to identify and develop their inherent potential. Representatives from various student and faculty organizations, including the Governing Body (GB), Internal Quality Assurance Cell (IQAC), and several committees, contribute their insights on academic progress, assisting the institution in devising effective solutions to various challenges. The National Service Scheme (NSS) and National Cadet Corps (NCC) units of our college are actively engaged in numerous events both on and off campus. The college has consistently emphasized the importance of formulating a comprehensive strategy to promote students' active participation in the educational process. Faculty members, along with administrative staff, are involved in the admission and examination procedures to ensure their prompt execution. Various committees and cells within the college engage teachers in organizing diverse programs aimed at the overall development of students. The Teachers' Council convenes to review feedback from educators regarding different initiatives, relaying important recommendations to the administration. The mission of the college is founded on the idea that it should equip students with moral principles and social responsibility. Their involvement in outreach and extension community programs attests to the institution's dedication to social responsibility.

File Description	Documents
Paste link for additional information	http://nakshalbaricollege.com/vision-mission.html
Upload any additional information	View File

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

The Governing Body (GB) of the College holds the authority to make administrative decisions, with elected representatives from both teaching and non-teaching staff. The decisions made by the Teachers' Council (TC), Academic Council, Internal Quality Assurance Cell (IQAC), and other committees focused on academic development are subsequently submitted to the GB for approval and execution. Participative Management: A collaborative approach is adopted where teachers, non-teaching staff, and students unite to create various committees, engaging actively in meetings and forwarding resolutions to higher authorities such as the TC, IQAC, and GB for swift action. The Governing Body comprises members from the Government, Higher Education Department, Higher Education Council, Affiliating University, as well as representatives from the teaching and non-teaching staff and students. The IQAC diligently formulates the annual academic plan for the institution's development, which is then disseminated to all stakeholders for timely execution. At the conclusion of each Academic Year, feedback is collected from thestakeholders to facilitate further analysis and necessary modifications to the action plan for the subsequent year.

File Description	Documents
Paste link for additional information	http://www.nakshalbaricollege.com/userfiles/file/sub_Committee/Committee_list_2023_2024.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Governing Body and the Principal work in together to establish and enhance institutional quality through a range of policies. Their collaboration is vital in devising strategies that encompass all facets of college administration, including teaching, learning, infrastructure, and financial management. They are responsible for securing funding for critical infrastructure and other necessities, while also fostering an environmentally sustainable campus that adheres to principles of inclusion, accountability, and social responsibility. The college's academic and administrative functions are effectively managed by entities such as the Internal Quality Assurance Cell (IQAC), Teachers Council, Academic Council, and Finance and Purchase Committee, each possessing distinct roles that define the institution's operational framework. The IQAC is instrumental in offering recommendations for the holistic development and quality assurance of the college's human resources.

One activity successfully implemented based on the strategic plan:

STUDENTS' WEEK:Each year the College celebrates Students' Week from 2nd Januar onwards. A detailed plan is made and executed accordinly with teachers being given specific responsibilities. The week-long celebration is done in proper manner with students participating spontaneously in different events. Everything is documented.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
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.

The College has been recognized as an Institution supported by the State Government since its establishment. Its administrative framework is structured in accordance with the directives of the Department of Higher Education, Government of West Bengal. The Governing Body acts as the principal decision-making entity, duly formed by the Department of Higher Education, comprising

representatives from the state government, Higher Education Council, affiliated University, faculty, non-teaching personnel, and students. The recruitment process for both teaching and non-teaching staff is conducted by the West Bengal College Service Commission. The College complies with the service regulations set forth by the Department of Higher Education, Government of West Bengal. Various Departmental functions are managed by the respective teaching and support staff under the oversight of the Head of the Department. The Principal, in collaboration with the Teachers' Council and the Governing Body, establishes various committees and cells, including the Finance Committee, Purchase Committee, Building Committee, Internal Complaint Cell, Anti-ragging Cell, Grievance Redressal Cell, SC/ST/Minority Cell, Library Committee, Magazine Committee, Welfare Committee, Admission Committee, Examination Committee, NSS, NCC, and others as deemed necessary by the institution.

File Description	Documents
Paste link for additional information	http://nakshalbaricollege.com/userfiles/file/appointment/Appointments_Administration_and_service_rules.pdf
Link to Organogram of the Institution webpage	http://nakshalbaricollege.com/institutional-organogram.html
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
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

The staff at the College benefit from a range of welfare measuresthat are available as and when they are needed. 1. West Bengal Health Scheme (WBHS) for substantive teachers 2. On duty leave to attend seminars/workshops/conferences. / Orientation and Refresher Course / Short Term Course 3. Maternity and Paternity Leave 4. Child Care Leave 5. Food atSubsidized rate at the College Canteen. 6. Casual leave, earned leave, and medical leave as per the existing government rules. 7. Swasthya Sathi scheme of Govt of West Bengal (Medical Insurance) for the Non-teaching Staff 8. Facilities ofGPF. 9. Security guards are provided with Free uniforms by the College. 10. Interest-free festival advance, which is later repaid in instalments. 11. Yearly festival bonus for thecasual Non-Teaching staff. 12. Free Wi-Fi access.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

00

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

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

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

00

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

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

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

08

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	[View File](#)
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

The institute has established an appraisal system for its teaching staff that encompasses both academic and supplementary responsibilities. The Head of the Department is responsible for submitting the self-evaluations of faculty members to the Academic Committee for their assessment. The Principal requests an annual report detailing the academic and non-academic activities of each staff member, which is used for evaluation and recognition during the college foundation day. Furthermore, faculty performance is assessed in accordance with guidelines set forth by the State Government, adhering to UGC standards as outlined in G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.2012 and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017, along with any subsequent amendments. Faculty members are tasked with various additional activities, and their performance reports are reviewed by the Internal Quality Assurance Cell (IQAC) for appraisal purposes. The Academic Committee evaluates the performance of the teaching staff, and the resulting reports are forwarded to the Governing Body (GB) and IQAC for further consideration. In terms of the appraisal system for non-teaching staff, assessments are provided by the Head Clerk and the Principal to the Governing Body. The GB is responsible for making the final appraisal decisions regarding non-teaching staff based on these evaluations.

File Description	Documents
Paste link for additional information	http://www.nakshalbaricollege.com/career-advancement-scheme.html
Upload any additional information	View File

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

The College upholds financial transparency through both internal and external audits. All expenditures are aligned with the approved budget and require the consent of the Finance Committee. Purchases exceeding Rs.10,000 undergo a review by the Finance Committee, which subsequently submits them to the Principal for approval. The Principal then presents these requests to the Governing Body for final authorization, after

which the relevant agency proceeds with the purchase via
quotation or e-tendering. Any inconsistencies identified during
the review of income and expenses are reported to the Principal
for rectification. The internal audit report is then submitted
to the Governing Body for their approval. Should any
discrepancies arise during the audit, the Governing Body
addresses them in accordance with the Financial Rules of the
Government of West Bengal or the Government of India, as
applicable. External audits, conducted by an Auditor appointed
by the Government of West Bengal, take place every two to three
years, meaning they are not performed annually at the college.
For the fiscal year 2023-2024 the Government of West Bengal has
yet to appoint an auditor, leaving the external audit for this
period pending.

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

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

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

00

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

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

Mobilization of Funds:The institute primarily depends on the
tuition fees collected from students as its main source of
revenue. The college receives grants from various State and
Central agencies, including the NSS Grant, Special Assistance

Programme (SAP), Furniture Grant, and Infrastructure Development Grant from Mahakuma Parishad and the North Bengal Development Department, among others. Additionally, funding is obtained from different corporate entities through their Corporate Social Responsibility initiatives, such as the Gyandhara Project associated with Radhamadhab Institute.

Utilization and Allocation of Funds: The financial resources allocated by the State Government for salaries are directed towards compensating both teaching and non-teaching personnel. Additionally, the college is responsible for covering the salaries of its management staff. Expenditures related to the acquisition of books, construction of facilities, and other operational costs are executed in alignment with established norms and budgetary provisions, following the endorsement of the Finance Committee, Building Committee, Library Committee, and other relevant statutory committees within the College.

TUITION FEES:As per Government Order No.114-Edn (CS)/5P-47/12 dated the 11" February, 2013, everyGovernment-aided Collegein West Bengal has to depositfifty percent (50%) of its tuition fees collected from the students to Government Exchequer each Academic Year.

File Description	Documents
Paste link for additional information	http://nakshalbaricollege.com/fees-structure.html
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

The Internal Quality Assurance Cell (IQAC) at Nakshalbari College was established on April 4, 2013, in alignment with the UGC XII Plan Guidelines. In 2015, the Committee was restructured under the leadership of the Principal, with the primary objective of fostering a culture of quality across both administrative and academic spheres. The enhancement of quality is a continuous endeavor, and the IQAC is instrumental in maintaining and improving these standards. The committee supervises various subcommittees and is involved in teaching-learning methodologies, evaluation processes, infrastructure

development, faculty training, and student-focused initiatives. Additionally, the IQAC aims to cultivate a learner-centric atmosphere that enables students to fully benefit from their educational experiences. It organizes seminars, workshops, and lectures featuring guest speakers. The coordination of supplementary courses for students is managed by both internal and external faculty, in collaboration with other educational institutions and organizations. Furthermore, the IQAC recommends remedial classes for students requiring additional assistance and encourages participation in sports. Regular feedback from key stakeholders is collected to gain insights into the current situation, facilitating a thorough evaluation. While feedback was initially gathered from final year students, from the academic year 2018-2019 onwards, input from other college stakeholders has also been incorporated.

File Description	Documents
Paste link for additional information	http://www.nakshalbaricollege.com/iqac-resolution-action-taken-report.html
Upload any additional information	View File

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 implemented various mechanisms and processes to facilitate both academic and administrative functions. To this end, several sub-committees have been established, each tasked with operating within specific domains and providing recommendations. These sub-committees undergo reorganization every two years, led by the Principal, who considers the suggestions and recommendations put forth by the Internal Quality Assurance Cell (IQAC). The IQAC plays a crucial role in overseeing the activities of these sub-committees to improve planning and execution. It also gathers input regarding infrastructural enhancements and submits recommendations to the relevant departments, which include: 1. Upgrading classrooms 2. Enhancing ICT facilities to support the teaching and learning process 3. Improving the library system, library facilities, books, and e-resources Moreover, the IQAC monitors compliance with departmental targets, supervises the lesson plans of faculty members and their execution, and maintains records of participation by both teaching and non-teaching staff in various

academic events. Additionally, it aids in the promotion of teachers based on their eligibility criteria for different positions within the Career Advancement Scheme (CAS).

File Description	Documents
Paste link for additional information	http://www.nakshalbaricollege.com/iqac-resolution-action-taken-report.html
Upload any additional information	View File

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	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Nakshalbari College takes pride in providing adequate facilities and enabling consciousness and sensitization towards gender equality through several activities during this year. Facilities available:

- **The college has a Girls' common room with amenities for sports and recreation.**
- **The college has installed a sanitary vending machine.**
- **CCTV cameras are installed that helps in monitoring the safety of girl students.**
- **The College is equipped to address grievances related to sexual harassment through its active Internal Complaints Cell (ICC). However, no such grievances have been reported till date.**

Sensitization programs: The Gender Sensitization Committee and NSS make endeavours to foster a progressive attitude towards gender equality. The Gender Sensitization Committee coordinate with the students to carry out a number of activities to root ideas of gender awareness in real-time actions. Several interactive activities are undertaken to educate the youth on gender norms and gender empowerment. Students actively participate in the celebration of International Women's Day on 8th March each year. To promote an awareness of gender roles a special lecture had been arranged for teachers and students. Moreover, the NSS unit of the College arranged various programmes about Gender Equality.

File Description	Documents
Annual gender sensitization action plan	http://nakshalbaricollege.com/annual-gender-action-plan.html
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	http://www.nakshalbaricollege.com/photo-gallery/annual-gender-action-plan.html

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

C. Any 2 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

Nakshalbari College dreams in "Clean Campus, Green Campus". The NSS and NCC unit of the College has been playing a vital role behind this motto. They are regularly organizing various awareness programme throughout the year for achieving the same. Work description: Solid Waste Management: Solid wastes are mainly of two types-i) Non-biodegradable waste, and ii) biodegradable waste. Non-biodegradable soild waste materials are collected from different departments and offices time to time and stored in the properly labelled waste-bins for disposal. Bio-degradable waste such as food materials, leaves, grasses, flowers etc. stored in a separate waste Bin. Liquid Waste Management: Liquid waste mainly consists of waste water and liquid chemicals. Waste water of toilet of the campus is disposed of through a developed drainage system into the high drain of the Local Gram-Panchayet. Rain water harvesting facilities available in the college campus. E-Waste Management and Waste Recycling: E-waste describes electrical and electronic waste those are non-repairable and non-usable in future. These are Computer monitors, printers, scanners, Key boards, mice, cables, cartridge, circuit boards, calculators, electric bulbs etc. All the E-wastes are stored in separate bin.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	http://nakshalbaricollege.com/photo-gallery/waste-management.html
Any other relevant information	View File

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

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

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading   A. Any 4 or all of the above

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).

The institute undertakes necessary initiatives to provide an inclusive environment for the students. The purpose of undertaking such steps is to inculcate the sense of peace, equality and harmony among students. Various activities/events have been organized in our institute to increase consciousness about tolerance and harmony. These activities were focused on cultural, religious, regional, linguistic, communal and socioeconomic diversities. Celebration Students' Week: Every year the Institute celebrates Students' Week (2nd – 7 th January) to make thestudents aware about various scholarship (Kanyashree, Yuvashree etc.) and Study Loan provided by the Govt. of West Bengal and Govt. of India. Along with that, this week long celebrationincludes Music, Songs, Recitations, Dance, Extempore, Drawing etc competitions.

International Mother Language Day: The Institute celebrates International Mother Language Day every year on 21st February to create awareness about Mother Language of each linguistic community. Yoga Day: International Yoga Day (21st June) in every year is celebrated by the students and teachers in Institute. The students and staff performyogic exercises and 'Pranayam' to celebrate this day. The college organizes Yoga training course for students. Cultural Events: Every year the College and students arrange a Freshers' Welcome and College Social.

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	[View File](#)

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

Indigenous education plan of Nakshalbari College reiterates College's long standing commitment to learners' families, communities and organizations. The plan supports the principles outlines in developing human values and the declaration on Rights, Values, Duties and Responsibilities.

Inclusive governance: The college administers observation of Independence Day, Republic Day, National Youth Day to ensure the continuous participation, collaboration and to inculcate values with decision making processes and governance structures which ensure more responsive environment. Identity Building: The college braids ways of being, knowing and doing into course structure and co-curricular activities as reflected through participation in college magazine to various competitions and seminars. Culturally rich and supportive learning environments: The college empowers learners and staff to achieve their full potential socially, academically and professionally while participating in College Rabindra Jayanti, observation of Library Day etc.

Collaborative Engagement: The college strengthens bonds of respect, creativity and community engagement through observation of Vani Vandana (Saraswati Puja) to inculcate meaningful and responsive values.

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 Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Republic Day and Independence Day: Flag hoisting ceremonies and other cultural activities are conducted to indulge students in grand celebrations. NCC cadets of Nakshalbari College take part in parades. International Women's Day: Each year, Nakshalbari College organises International Women's Day. Birth and Death Anniversary of Kabiguru Rabindranath Tagore and Kazi nazul Islam: Our college pays tribute to Kabiguru and Nazrul Islam by offering dance, melodious songs, poems and recitals by the students and the teachers.

World Environment Day: To observe World Environment Day on June 5th, Nakshalbari College conducts workshops on topics like sustainable living, climate change, and conservation and organizes a cleanliness drive rallyto clean up the campus and surrounding areas, launch a tree-planting campaign and promote afforeststation efforts to combat climate change. Annual Sports: Annual Sports Day is a fantastic way to promote physical fitness, teamwork, and sportsmanship among students for holistic developments

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.

Best Practices – I Title of the Practice: Best Library User Awards Objectives of the Practice: To encourage students to make efficient use of library resources and services. The Context: Best Library User Awards motivate students to utilize their college library's resources effectively. The Practice: The Best Library User Award started in 2023 to motivate students to use the Library effectively. It is based on the frequency of library visits, books issued, and behavior (70%; 30%), and is presented annually during the Library orientation Programme. Evidence of Success: The initiative has significantly increased library visits and book borrowings. Students have reported improved academic performance and a habit of regular reading.

Best Practices II Title of the Practice: Uniform for students. Objectives of the Practice: To act as a mark of identification outside the college in situations that requires immediate action. Evidence of Success: Since implementing the dress code, students have become more disciplined and focused on their studies, reducing absenteeism and boosting a healthy campus culture.

Details of Best Practices in proper format have been uploaded.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness: Women in Majority at Nakshalbari College In Nakshalbari College, women's enrolment in higher education has been on the rise. At Nakshalbari College, this trend is distinctly noticeable. Despite the students predominantly coming from rural areas with low-income backgrounds, and many belonging to marginalized groups, the number of female students exceeds that of male students across various semesters.

Details of Distintiveness uploaded.

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

Nakshalbari College ensures effective curriculum delivery through a well-planned process. The college follows the syllabus prescribed under NEP 2020 for the Ist and 2nd semesters and the CBCS for the 3rd to 6th semesters. The Academic Committee prepares the Academic Calendar and finalizes dates for Internal Assessment. The Routine Committee, under the Academic Committee's direction, prepares and shares the routine with faculty and students. Regular departmental meetings and action plans are documented and sent to the IQAC. The college uses ICT tools for teaching and provides access to a well-stocked library with e-journals and e-books. Seminars and workshops are organized for student development. Faculty members are encouraged to publish articles and attend professional development programs. The IQAC maintains records of all activities.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://www.nakshalbaricollege.com/class-routine.html

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

Before the commencement of each academic session, the Academic Calendar is framed by the Academic Council members to ensure smooth conduction. The Academic Calendar is divided into four sections: the first lists holidays notified by the University of North Bengal, the second mentions important events to be observed, the third includes tentative dates for the commencement of classes, and the fourth provides tentative dates for final examinations and Continuous Internal Examinations (CIE). Based on the Academic Calendar, Heads of Departments prepare the CIE routine, which is displayed on the college notice board and the institution's

website. This allows all faculty and students to have a clear idea about events, activities, and CIE schedules. Therefore, the Academic Calendar serves as an important blueprint for all activities and events at the institution.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://www.nakshalbaricollege.com/academic-calendar.html

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	[View File](#)

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

03

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)

02

File Description	Documents
Any additional information	[View File]()
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

1300

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

328

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

Nakshalbari College offers a variety of undergraduate courses

that include gender, environmental sustainability, and human values. Various departments, such as English, Bengali, Hindi, and Nepali, cover gender and human values, giving students from different language groups a clear understanding of these concepts. History courses also include relevant topics on gender, human values, and the environment.

The Departments of Botany and Zoology offer courses focusing on environmental sustainability. All first-semester CBCS students take Environmental Studies (ENVS) as a compulsory course. Political Science, Sociology, and Education also cover gender issues in their curricula. Education students study "Gender and Society in Educational Context" as a Generic Elective. Sociology honors students have a generic elective on gender, which addresses domestic, sexual, and gendered violence, and gender-related laws and public policies.

Topics in these courses help students understand the differences between gender and sex, as well as feminism and patriarchy, highlighting elements from both Indian and Western perspectives, including patrilineal and matrilineal customs.

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

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

05

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

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

75

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

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.nakshalbaricollege.com/feedback-report.html

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

1672

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

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

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

487

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

2.2 - Catering to Student Diversity

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

During class assessment, assignments, interactive sessions, previous board examination results teachers can identify the advanced and the slow learners. Different programs are designed and organised to motivate both the slow and advanced learners:

ADVANCED LEARNERS:

- Regularity of attendance and assignments are closely monitored.
- Bright students are inspired to get University ranks.
- Recognition of class toppers.
- Special lectures are organised.
- Encouraged to participate in different symposiums, academic competition at inter-intra college level.
- Extra assistance, books is provided whenever required.

SLOW LEARNERS:

- Special class coaching and counselling is provided.
- Regularity of attendance and assignments are closely monitored.
- Remedial classes are conducted.
- Syllabus related supplementary material is prepared by subject handling faculty and provided in three different languages (Bengali, English and Nepali) as per the requirement of the students.
- Previous years question papers are discussed and circulated among the slow learners.
- Easy access to the faculty for any doubt clearing.

File Description	Documents
Link for additional Information	http://nakshalbaricollege.com/internal-assessment.html
Upload any additional information	View File

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

Number of Students	Number of Teachers
1989	28

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college in collaboration with Anudip Foundation provides training in computer application skill to the students. The college library is fully automated and provides access to a variety of digital resources. Free Wi-Fi facility is provided so that students can have an easy access to the information and knowledge. Online digital repositories for lectures, course materials are provided to the students. The students are guided to use ICT like Power Point presentation in different student seminar presentation. This promotes the habit of self-learning and discussion. In terms of Experiential learning the faculty members of concerned departments identifies and propose academically significant field visits, project work and surveys which further promote research aptitude. While in participative learning, student activities through NSS, NCC are organised to promote the spirit of team work which help the students to learn the art of living in a team for social and community welfare. In terms of problem-solving methodology focus is done on analysis and reasoning where in all questions in examination are based on analysis and reasoning.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	http://www.nakshalbaricollege.com/student-zone.html

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

The role of the teacher in teaching and learning process is vital. The use of informational communication definitely aids in effective teaching. It is seen that by the use of ICT enabled tools, the teaching process becomes much more effective.

Nakshalbari college in collaboration with Anudip foundation provides training in computer application skills to the students. The students make use of computer laboratory at a regular basis. The faculty guides the students to operate computer as most of the students are from rural tea garden villages. The college library is fully automated and provides access to a variety of digital resources.

Free wi-fi facility is provided to all the students in the college so that they can have an easy access to the information and knowledge. ICT enabled presentation are conducted both by the students and teachers through laptops and projector enabled classrooms. Online course materials are provided to the students. The students are guided to use ICT like power point presentation. Teachers extensively use laptops, projectors and speakers that enhance and optimize the mode of delivery.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://nakshalbaricollege.com/ppt-presentation.html

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

28

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
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

09

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

204

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

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the schedule of internal assessment is communicated to the students well in time. Continuous evaluation is made through Group discussion, class Tests, submission of assignments, field visit / field work and seminar presentation. Students are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation. The performance of the students is displayed on the college notice board and communicated to the students. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar

presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	[View File]()
Link for additional information	http://www.nakshalbaricollege.com/internal-assessment.html

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

The college has a well-organized mechanism for redressal of examination related grievances. The respective heads of the departments primarily redress all grievances related to the internal assessment. In some unsatisfied cases, if required the case will be forwarded to the examination committee. The examination committee will redress the examination related grievance as per the requirement and jurisdiction of the grievance. The matter is resolved at the earliest. Further the students can also directly log into to Grievance Redressal Mechanism and Students' Grievance portal. If any bonafied student makes any complaint, efforts will be made to bring solution within 10 days. The Procedures are as follows:

1. **Receipt of complaint through college website**
2. **Verification of the nature of complaint.**
3. **Meeting with the Grievance Redressal committee**
4. **Hearing /Discussion with students /Group of students**
5. **Preparation of final Redressal report**
6. **Final Redressal report**
7. **Forwarding the report to the competent authority.**

Link for filing the complaint is :
http://grc.nakshalbaricollege.com/

1. **Example of a Case handled:**

Sl No

Issue

Time/ Date

1

Complaint Received

28.08.2023

2

Convenor forwarded the matter

29.09.2023

3

Concerned Department called emergent meeting

31.08.2023

4

Matter Resolved

31.08.2023

File Description	Documents
Any additional information	View File
Link for additional information	http://www.nakshalbaricollege.com/online-grievances.html

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.

Nakshalbari College affiliated to the University of North Bengal, West Bengal follows all the regulations and guidelines set by the University.

The college had been offering 3-YearUndergraduate Honours and B.A. & B.Sc Degree Programme under Choice Based Credit System (CBCS). Four-YearUndergraduate Programe (FYUP) under NEP started from the academic session 2023-2024.

IQAC in consultation with the departments prepares the program and course outcomes for all the programmes (both CBCS AND FYUGP) in alignment with the University prescribed syllabus. Same is displayed in the College website for reference to the faculty and the students. Students willing to join the college could check the website and get an idea about the Program and the Course Outcomes. In the beginning of the session students are made aware of the outcomes through orientation by the department teachers handling specific course.

The Course plans are designed in such a way that it incorporates teaching, learning and systematic methods of assessment to assess the learning goals and attainment of outcomes. It is done through through lectures, tutorials, assignments, seminar presentation, use of ICT tools, automated library facility, text books, references and e-resources.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.nakshalbaricollege.com/programme-outome-and-course-outcome.html
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.

At Nakshalbari College, the evaluation of Programme and Course Outcomes involves systematic methods to assess the achievement of learning goals and ensure quality education. The level of attainment is done on the basis of following parameters:

End Semester University Examination: Nakshalbari College being a constituent college under the University of North Bengal, the students are required to sit for the End Semester

Examinations set by the University. The results of the students are evaluated by the Departments to assess student's understanding and the outcome.

Internal Assessment: Internal Assessment carries 16% weightage of the total marks, 60 in each paper. It is evaluated through class tests, viva-voce, seminar presentations, group discussions, projects and assignments.

Practical Assessment: Subjects with laboratory based and field based practical as a part of the syllabus are assessed through practical exams, projects, etc.

External Assessment: The external examiners evaluate the students through projects and viva-voce.

Result Analysis: The results of the University End Semester Examinations are evaluated by the respective departments to assess the attainment of the Course Outcome of the students.

Continuous Improvement: Results from assessments are reviewed in academic meetings to refine teaching methods and curriculum to ensure improvement in outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

180

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

2.7 - Student Satisfaction Survey

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

http://www.nakshalbaricollege.com/student-satisfaction-survey-feedback-report.html

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)

00

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

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

00

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

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

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

0

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

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

10

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

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

25

File Description	Documents
Any additional information	View File
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

Nakshalbari College actively engages in various extension activities which have significantly impacted the neighbourhood community and contributed to the holistic development of the students.

Health Camps: The college organizes health camps to provide assistance and raise awareness about health issues among the local communities. These initiatives include distributing healthy and nutritious food to the patients of Naxalbari Rural Hospital, an Awareness Program on Snakebite and its Immediate Remedy, Awareness and Screening of HIV—AIDS, and Dengue Awareness by creating awareness and distributing bleaching powder in the adopted village.

Educational Outreach: The college faculty and students participate in programs promoting education in rural areas, enhancing literacy and educational resources. These initiatives include observing International Literacy Day in a rural school by creating awareness about literacy, distributing crayons, pencils, erasers, and drawing sheets, thereby arranging a sit-and-draw competition in the school, and holding of a seven-day-long Special Camp in another rural school.

Environmental Initiatives: Activities like tree plantation drives, and cleanliness campaigns are conducted to foster

environmental awareness and responsibility.

Skill Development Workshops: The college offers a
Communication Skill and Personality Development Certificate
Course in collaboration with Rajiv Gandhi Computer Saksharta
Mission to equip students with practical skills, enhancing
their employability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

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

00

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
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

15

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

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

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

1617

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

3.4 - Collaboration

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

01

File Description	Documents
e-copies of linkage related Document	[View File](#)
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	[View File](#)

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

01

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.

Nakshalbari College is affiliated to the University of North Bengal (NBU). It is established in the foothills of high Himalaya in close proximity to the international Indo-Nepal border. The college was established for strengthening of the rural students (first generation learner). Nakshalbari College, is one of the oldest colleges in the area having 16 classrooms with 798 no of benches to accommodate around 2400 students on regular basis. Our college has Bio-Science department that includes subjects like Botany, Zoology and Chemistry. Bio-Science department has two laboratories. One is for chemistry and another one for botany andzoology. The laboratories are well developed with all required instruments and chemicals to facilitate the effective learning of the students. College provides one seminar hall to arrange lectures from distinguished persons which will help to enrich the knowledge of students in the field of education in broader fields. To train the students with modern technologies, Nakshalbari College provides one central computer lab with three computers. Our college has one Teachers' Common Room with lockers for all teachers, desktop

with LAN facility and washroom. There are 31 CCTV cameras to keep in track all the moments so as to maintain academic environment of the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.nakshalbaricollege.com/others-facilities.html

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

Nakshalbari College offers Physical Education as a subject in undergraduate programme, with more than 76 seat capacities. The College offers indoor games for female students in their common room with a space of 338 sq ft. size of boys common room is 391 sq ft. Nakshalbari College also has a fully equipped gym room of 391 sq ft. where students and teachers can use various equipments for physical training. The College has a playground for outdoor games. Yoga sessions are organised in Hall C and sometimes under the open sky. The College organises various cultural programmes throughout the year. Small programmes are held in the Hall or Departmental Rooms, whereas Spring Festival (Basanta Utsav), Saraswati Puja,Freshers' Welcome and Social (Annual Cultural Programme) are held in the College ground with proper arrangements. .

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.nakshalbaricollege.com/others-facilities.html

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

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.nakshalbaricollege.com/others-facilities.html
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)

3.82988

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

4.2 - Library as a Learning Resource

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

The College has a Library which is rich in learning materials required for the overall development of the learners and the faculty members. The library has a total collection of more than 8,000 textbooks and reference books till date covering different subjects and syllabus-oriented Text and Reference books along with subscribed magazines, journals, and daily Newspapers in four different languages. The Library functions actively with fully automated system of Integrated Library Management Software (ILMS) named AthenOS (Library Management System) Supported by Techno Developer Group, Siliguri. The software has been installed in the year of 2017. At present, the college library uses cloud-based AthenOS (Version 3.0)

from 2022-23. AthenOS offers various services and facilities that include Web OPAC (Online Public Access Catalogue) for book search and showing availability of books from remote access. The College Library provides the facility to access N-LIST (National Library and Information Services Infrastructure for Scholarly Content) since 2019. The college is entitled to find components of e-Shodh Sindhu consortium with access to 6,000+ journals, 1,99,500+ eBooks under N-LIST and 6,00,000 eBooks through NDL(National Digital Library). User Education Programme is also organized from time to time.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://nakshalbaricollege.com/library.html

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)

0.61666

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

105

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Following are IT facilities provided and updated in regular basis in the College:

- Institution frequently updates its IT facilities with the installation of Wi-Fi Connections.
- These connections provide the unlimited internet with bandwidth of 100 mbps, with BSNL Network.
- Internet mobile data is also provided to the Students with a Capping of 32 MB per day.
- However, the Students are given unlimited access to the internet in the library reading room.
- Nakshalbari Collage has 13 (seventeen) Desktops and 2 (two) Laptops, all of which are updated and are functioning smoothly. Institution has 2 (two) advanced photo copiers and 10 printers in working condition.
- There are two smart Class Rooms.
- Total of 32 CC Cameras havebeen installed at different corners of the Campus to ensure safety.
- N-LIST (e Journals, ebooks, and other e learning

resources) facility is also available for the faculty members.

- For better educational resources, Nakshalbari College has installed Athenos' Software, version Cloud base 3.0.
- Anti-virus Software are properly installed and updated whenever needed as a measure forsecurity and protection for each system.
- • The College website is maintained and upgraded regularly.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://nakshalbaricollege.com/library-services.html

4.3.2 - Number of Computers

15

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

2.00799	

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as library, sports complex, computers, class rooms etc. various committees such as. 1. Building and maintenance committee 2. Finance and purchase sub-committee 3. Library committee 4. Sports committee 5. Academic committee

Nakshalbari College ensures the availability of an up-to-date infrastructure. The college has developed a maintenance system for its physical and academic infrastructure. The maintenance of common infrastructure including civil, water, electricity and computers are under the charge of the College caretakerwho works under the direct supervision of the Principal of the College.

- **Daily maintenance of the College is carried out by the support staff.**
- **A sanitization tunnel has been installed at the entry gate of the college.**
- **Computers are facilitated with anti- virus software for the cyber safety of the database.**
- **Generator, water purifier CCTVs, Fire extinguisher, Highmast light, AC , Xerox machines , sanitary napkins vending machine etc. are taken care of regularly following due procedure.**
- **The equipment of sports and gymnasium are regularly checked by the instructor.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://nakshalbaricollege.com/facilities.html

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

980

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

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

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

15

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

A. All of the above

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

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

00

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

00

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

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

A. All of the above

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

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

04

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

23

File Description	Documents
Upload supporting data for student/alumni	*View File*
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	**No File Uploaded**
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.

08

File Description	Documents
e-copies of award letters and certificates	*View File*
Any additional information	*View File*
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)

According to Government regulations and University statutes, the College is permitted to have a Students' Union. However, such an established Students' Council does not exist right now due toGovernment directives. Despite this, students are encouraged to engage in numerous extracurricular and co-curricular activities, including organizing theFreshers' Welcome , sports, games, Basanta Utsav, Teachers' Day, Saraswati Puja, Annual Cultural Programme etc. Students actively participatein various programmes organised by IQAC, NSS, NCC within and beyond the Campus.

File Description	Documents
Paste link for additional information	http://www.nakshalbaricollege.com/internal-quality-assurance-cell-iqac.html
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

25

File Description	Documents
Report of the event	View File
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

Nakshalbari College has a fully functional and registered Alumni Association. In order to bring out some positive changes in its functioning, a committee including at least one faculty representative from each of the departments was formed. Henceforth it was resolved that a fully functional Department Alumni will be created where in all the activities like incorporation of new alumni members, meetings, programmees, will be done at both Department level and collectively as well. Nakshalbari College intends to make its alumni able enough to fulfill the following objectives: ? Mentoring and providing guidance by offering insights into career paths and professional development. ? Creating networking opportunities to facilitate and enabling students to connect with industry leaders and potential employers. ? To stand as a financial support and contribute significantly to their alma mater's financial health through donations and fundraising initiatives. ? To act as ambassadors for their institutions, promoting their achievements and strengths within their professional networks. ? To provide valuable feedback that can inform institutional strategies and improvements. ? To foster a sense of community among former students, creating platforms for social interaction and professional development. ? To contribute to the institutional reputation.

File Description	Documents
Paste link for additional information	http://nakshalbaricollege.com/alumni-association.html
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

mission of the institution

The College aims to cultivate an environment that encourages students to identify and develop their inherent potential. Representatives from various student and faculty organizations, including the Governing Body (GB), Internal Quality Assurance Cell (IQAC), and several committees, contribute their insights on academic progress, assisting the institution in devising effective solutions to various challenges. The National Service Scheme (NSS) and National Cadet Corps (NCC) units of our college are actively engaged in numerous events both on and off campus. The college has consistently emphasized the importance of formulating a comprehensive strategy to promote students' active participation in the educational process. Faculty members, along with administrative staff, are involved in the admission and examination procedures to ensure their prompt execution. Various committees and cells within the college engage teachers in organizing diverse programs aimed at the overall development of students. The Teachers' Council convenes to review feedback from educators regarding different initiatives, relaying important recommendations to the administration. The mission of the college is founded on the idea that it should equip students with moral principles and social responsibility. Their involvement in outreach and extension community programs attests to the institution's dedication to social responsibility.

File Description	Documents
Paste link for additional information	http://nakshalbaricollege.com/vision-mission.html
Upload any additional information	View File

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

The Governing Body (GB) of the College holds the authority to make administrative decisions, with elected representatives from both teaching and non-teaching staff. The decisions made by the Teachers' Council (TC), Academic Council, Internal

Quality Assurance Cell (IQAC), and other committees focused on academic development are subsequently submitted to the GB for approval and execution. Participative Management: A collaborative approach is adopted where teachers, non-teaching staff, and students unite to create various committees, engaging actively in meetings and forwarding resolutions to higher authorities such as the TC, IQAC, and GB for swift action. The Governing Body comprises members from the Government, Higher Education Department, Higher Education Council, Affiliating University, as well as representatives from the teaching and non-teaching staff and students. The IQAC diligently formulates the annual academic plan for the institution's development, which is then disseminated to all stakeholders for timely execution. At the conclusion of each Academic Year, feedback is collected from thestakeholders to facilitate further analysis and necessary modifications to the action plan for the subsequent year.

File Description	Documents
Paste link for additional information	http://www.nakshalbaricollege.com/userfiles/file/sub_Committee/Committee_list_2023_2024.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Governing Body and the Principal work in together to establish and enhance institutional quality through a range of policies. Their collaboration is vital in devising strategies that encompass all facets of college administration, including teaching, learning, infrastructure, and financial management. They are responsible for securing funding for critical infrastructure and other necessities, while also fostering an environmentally sustainable campus that adheres to principles of inclusion, accountability, and social responsibility. The college's academic and administrative functions are effectively managed by entities such as the Internal Quality Assurance Cell (IQAC), Teachers Council, Academic Council, and Finance and Purchase Committee, each possessing distinct roles that define the institution's operational framework. The IQAC is instrumental in offering recommendations for the holistic development and

quality assurance of the college's human resources.

One activity successfully implemented based on the strategic plan:

STUDENTS' WEEK:Each year the College celebrates Students' Week from 2nd Januar onwards. A detailed plan is made and executed accordinly with teachers being given specific responsibilities. The week-long celebration is done in proper manner with students participating spontaneously in different events. Everything is documented.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
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.

The College has been recognized as an Institution supported by the State Government since its establishment. Its administrative framework is structured in accordance with the directives of the Department of Higher Education, Government of West Bengal. The Governing Body acts as the principal decision-making entity, duly formed by the Department of Higher Education, comprising representatives from the state government, Higher Education Council, affiliated University, faculty, non-teaching personnel, and students. The recruitment process for both teaching and non-teaching staff is conducted by the West Bengal College Service Commission. The College complies with the service regulations set forth by the Department of Higher Education, Government of West Bengal. Various Departmental functions are managed by the respective teaching and support staff under the oversight of the Head of the Department. The Principal, in collaboration with the Teachers' Council and the Governing Body, establishes various committees and cells, including the Finance Committee, Purchase Committee, Building Committee, Internal Complaint Cell, Anti-ragging Cell, Grievance Redressal Cell, SC/ST/Minority Cell, Library Committee,

Magazine Committee, Welfare Committee, Admission Committee, Examination Committee, NSS, NCC, and others as deemed necessary by the institution.

File Description	Documents
Paste link for additional information	http://nakshalbaricollege.com/userfiles/file/appointment/Appointments_Administration_and_service_rules.pdf
Link to Organogram of the Institution webpage	http://nakshalbaricollege.com/institutional-organogram.html
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
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

The staff at the College benefit from a range of welfare measuresthat are available as and when they are needed. 1. West Bengal Health Scheme (WBHS) for substantive teachers 2. On duty leave to attend seminars/workshops/conferences. / Orientation and Refresher Course / Short Term Course 3. Maternity and Paternity Leave 4. Child Care Leave 5. Food atSubsidized rate at the College Canteen. 6. Casual leave, earned leave, and medical leave as per the existing

government rules. 7. Swasthya Sathi scheme of Govt of West Bengal (Medical Insurance) for the Non-teaching Staff 8. Facilities ofGPF. 9. Security guards are provided with Free uniforms by the College. 10. Interest-free festival advance, which is later repaid in instalments. 11. Yearly festival bonus for thecasual Non-Teaching staff. 12. Free Wi-Fi access.

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

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

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

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

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

00

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

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

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

08

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

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

The institute has established an appraisal system for its teaching staff that encompasses both academic and supplementary responsibilities. The Head of the Department is

responsible for submitting the self-evaluations of faculty members to the Academic Committee for their assessment. The Principal requests an annual report detailing the academic and non-academic activities of each staff member, which is used for evaluation and recognition during the college foundation day. Furthermore, faculty performance is assessed in accordance with guidelines set forth by the State Government, adhering to UGC standards as outlined in G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.2012 and G.O. No. 1373-Edn (CS)/5P-52/98 dated 07.12.2017, along with any subsequent amendments. Faculty members are tasked with various additional activities, and their performance reports are reviewed by the Internal Quality Assurance Cell (IQAC) for appraisal purposes. The Academic Committee evaluates the performance of the teaching staff, and the resulting reports are forwarded to the Governing Body (GB) and IQAC for further consideration. In terms of the appraisal system for non-teaching staff, assessments are provided by the Head Clerk and the Principal to the Governing Body. The GB is responsible for making the final appraisal decisions regarding non-teaching staff based on these evaluations.

File Description	Documents
Paste link for additional information	http://www.nakshalbaricollege.com/career-advancement-scheme.html
Upload any additional information	View File

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

The College upholds financial transparency through both internal and external audits. All expenditures are aligned with the approved budget and require the consent of the Finance Committee. Purchases exceeding Rs.10,000 undergo a review by the Finance Committee, which subsequently submits them to the Principal for approval. The Principal then presents these requests to the Governing Body for final authorization, after which the relevant agency proceeds with the purchase via quotation or e-tendering. Any inconsistencies identified during the review of income and expenses are reported to the Principal for rectification. The

internal audit report is then submitted to the Governing Body for their approval. Should any discrepancies arise during the audit, the Governing Body addresses them in accordance with the Financial Rules of the Government of West Bengal or the Government of India, as applicable. External audits, conducted by an Auditor appointed by the Government of West Bengal, take place every two to three years, meaning they are not performed annually at the college. For the fiscal year 2023-2024 the Government of West Bengal has yet to appoint an auditor, leaving the external audit for this period pending.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

00

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

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

Mobilization of Funds:The institute primarily depends on the tuition fees collected from students as its main source of revenue. The college receives grants from various State and Central agencies, including the NSS Grant, Special Assistance Programme (SAP), Furniture Grant, and Infrastructure Development Grant from Mahakuma Parishad and the North Bengal

Development Department, among others. Additionally, funding is obtained from different corporate entities through their Corporate Social Responsibility initiatives, such as the Gyandhara Project associated with Radhamadhab Institute.

Utilization and Allocation of Funds: The financial resources allocated by the State Government for salaries are directed towards compensating both teaching and non-teaching personnel. Additionally, the college is responsible for covering the salaries of its management staff. Expenditures related to the acquisition of books, construction of facilities, and other operational costs are executed in alignment with established norms and budgetary provisions, following the endorsement of the Finance Committee, Building Committee, Library Committee, and other relevant statutory committees within the College.

TUITION FEES:As per Government Order No.114-Edn (CS)/5P-47/12 dated the 11" February, 2013, everyGovernment-aided Collegein West Bengal has to depositfifty percent (50%) of its tuition fees collected from the students to Government Exchequer each Academic Year.

File Description	Documents
Paste link for additional information	http://nakshalbaricollege.com/fees-structure.html
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

The Internal Quality Assurance Cell (IQAC) at Nakshalbari College was established on April 4, 2013, in alignment with the UGC XII Plan Guidelines. In 2015, the Committee was restructured under the leadership of the Principal, with the primary objective of fostering a culture of quality across both administrative and academic spheres. The enhancement of quality is a continuous endeavor, and the IQAC is instrumental in maintaining and improving these standards. The committee supervises various subcommittees and is involved in teaching-learning methodologies, evaluation processes, infrastructure development, faculty training, and

student-focused initiatives. Additionally, the IQAC aims to cultivate a learner-centric atmosphere that enables students to fully benefit from their educational experiences. It organizes seminars, workshops, and lectures featuring guest speakers. The coordination of supplementary courses for students is managed by both internal and external faculty, in collaboration with other educational institutions and organizations. Furthermore, the IQAC recommends remedial classes for students requiring additional assistance and encourages participation in sports. Regular feedback from key stakeholders is collected to gain insights into the current situation, facilitating a thorough evaluation. While feedback was initially gathered from final year students, from the academic year 2018-2019 onwards, input from other college stakeholders has also been incorporated.

File Description	Documents
Paste link for additional information	http://www.nakshalbaricollege.com/iqac-resolution-action-taken-report.html
Upload any additional information	View File

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 implemented various mechanisms and processes to facilitate both academic and administrative functions. To this end, several sub-committees have been established, each tasked with operating within specific domains and providing recommendations. These sub-committees undergo reorganization every two years, led by the Principal, who considers the suggestions and recommendations put forth by the Internal Quality Assurance Cell (IQAC). The IQAC plays a crucial role in overseeing the activities of these sub-committees to improve planning and execution. It also gathers input regarding infrastructural enhancements and submits recommendations to the relevant departments, which include: 1. Upgrading classrooms 2. Enhancing ICT facilities to support the teaching and learning process 3. Improving the library system, library facilities, books, and e-resources Moreover, the IQAC monitors compliance with departmental targets, supervises the lesson plans of faculty members and their execution, and maintains records of participation by

both teaching and non-teaching staff in various academic events. Additionally, it aids in the promotion of teachers based on their eligibility criteria for different positions within the Career Advancement Scheme (CAS).

File Description	Documents
Paste link for additional information	http://www.nakshalbaricollege.com/iqac-resolution-action-taken-report.html
Upload any additional information	View File

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	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Nakshalbari College takes pride in providing adequate facilities and enabling consciousness and sensitization

towards gender equality through several activities during this year. Facilities available:

- The college has a Girls' common room with amenities for sports and recreation.
- The college has installed a sanitary vending machine.
- CCTV cameras are installed that helps in monitoring the safety of girl students.
- The College is equipped to address grievances related to sexual harassment through its active Internal Complaints Cell (ICC). However, no such grievances have been reported till date.

Sensitization programs: The Gender Sensitization Committee and NSS make endeavours to foster a progressive attitude towards gender equality. The Gender Sensitization Committee coordinate with the students to carry out a number of activities to root ideas of gender awareness in real-time actions. Several interactive activities are undertaken to educate the youth on gender norms and gender empowerment. Students actively participate in the celebration of International Women's Day on 8th March each year. To promote an awareness of gender roles a special lecture had been arranged for teachers and students. Moreover, the NSS unit of the College arranged various programmes about Gender Equality.

File Description	Documents
Annual gender sensitization action plan	http://nakshalbaricollege.com/annual-gender-action-plan.html
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	http://www.nakshalbaricollege.com/photo-gallery/annual-gender-action-plan.html

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	C. Any 2 of the above

efficient equipment

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

Nakshalbari College dreams in "Clean Campus, Green Campus". The NSS and NCC unit of the College has been playing a vital role behind this motto. They are regularly organizing various awareness programme throughout the year for achieving the same. Work description: Solid Waste Management: Solid wastes are mainly of two types-i) Non-biodegradable waste, and ii) biodegradable waste. Non-biodegradable soild waste materials are collected from different departments and offices time to time and stored in the properly labelled waste-bins for disposal. Bio-degradable waste such as food materials, leaves, grasses, flowers etc. stored in a separate waste Bin. Liquid Waste Management: Liquid waste mainly consists of waste water and liquid chemicals. Waste water of toilet of the campus is disposed of through a developed drainage system into the high drain of the Local Gram-Panchayet. Rain water harvesting facilities available in the college campus. E-Waste Management and Waste Recycling: E-waste describes electrical and electronic waste those are non-repairable and non-usable in future. These are Computer monitors, printers, scanners, Key boards, mice, cables, cartridge, circuit boards, calculators, electric bulbs etc. All the E-wastes are stored in separate bin.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	http://nakshalbaricollege.com/photo-gallery/waste-management.html
Any other relevant information	View File

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	**B. Any 3 of the above**

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

7.1.5 - Green campus initiatives include

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

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

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

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

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

| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** | A. Any 4 or all of the above |

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).

The institute undertakes necessary initiatives to provide an inclusive environment for the students. The purpose of undertaking such steps is to inculcate the sense of peace, equality and harmony among students. Various activities/events have been organized in our institute to increase consciousness about tolerance and harmony. These activities were focused on cultural, religious, regional, linguistic, communal and socioeconomic diversities. Celebration Students' Week: Every year the Institute celebrates Students' Week (2nd – 7 th January) to make thestudents aware about various scholarship (Kanyashree, Yuvashree etc.) and Study Loan provided by the Govt. of West Bengal and Govt. of India. Along with that, this week long celebrationincludes Music, Songs, Recitations, Dance, Extempore, Drawing etc competitions.

International Mother Language Day: The Institute celebrates International Mother Language Day every year on 21st February to create awareness about Mother Language of each linguistic community. Yoga Day: International Yoga Day (21st June) in every year is celebrated by the students and teachers in Institute. The students and staff performyogic exercises and 'Pranayam' to celebrate this day. The college organizes Yoga training course for students. Cultural Events: Every year the College and students arrange a Freshers' Welcome and College Social.

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	View File

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

Indigenous education plan of Nakshalbari College reiterates College's long standing commitment to learners' families, communities and organizations. The plan supports the principles outlines in developing human values and the declaration on Rights, Values, Duties and Responsibilities.

Inclusive governance: The college administers observation of Independence Day, Republic Day, National Youth Day to ensure the continuous participation, collaboration and to inculcate values with decision making processes and governance structures which ensure more responsive environment. Identity Building: The college braids ways of being, knowing and doing into course structure and co-curricular activities as reflected through participation in college magazine to various competitions and seminars. Culturally rich and supportive learning environments: The college empowers learners and staff to achieve their full potential socially, academically and professionally while participating in College Rabindra Jayanti, observation of Library Day etc.

Collaborative Engagement: The college strengthens bonds of respect, creativity and community engagement through observation of Vani Vandana (Saraswati Puja) to inculcate meaningful and responsive values.

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 Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Republic Day and Independence Day: Flag hoisting ceremonies and other cultural activities are conducted to indulge students in grand celebrations. NCC cadets of Nakshalbari College take part in parades. International Women's Day: Each year, Nakshalbari College organises International Women's Day. Birth and Death Anniversary of Kabiguru Rabindranath Tagore and Kazi nazul Islam: Our college pays tribute to Kabiguru and Nazrul Islam by offering dance, melodious songs, poems and recitals by the students and the teachers.

World Environment Day: To observe World Environment Day on June 5th, Nakshalbari College conducts workshops on topics like sustainable living, climate change, and conservation and organizes a cleanliness drive rallyto clean up the campus and surrounding areas, launch a tree-planting campaign and

promote afforeststation efforts to combat climate change.
Annual Sports: Annual Sports Day is a fantastic way to
promote physical fitness, teamwork, and sportsmanship among
students for holistic developments

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.

Best Practices – I Title of the Practice: Best Library User
Awards Objectives of the Practice: To encourage students to
make efficient use of library resources and services. The
Context: Best Library User Awards motivate students to
utilize their college library's resources effectively. The
Practice: The Best Library User Award started in 2023 to
motivate students to use the Library effectively. It is based
on the frequency of library visits, books issued, and
behavior (70%; 30%), and is presented annually during the
Library orientation Programme. Evidence of Success: The
initiative has significantly increased library visits and
book borrowings. Students have reported improved academic
performance and a habit of regular reading.

Best Practices II Title of the Practice: Uniform for
students. Objectives of the Practice: To act as a mark of
identification outside the college in situations that
requires immediate action. Evidence of Success: Since
implementing the dress code, students have become more
disciplined and focused on their studies, reducing
absenteeism and boosting a healthy campus culture.

Details of Best Practices in proper format have been
uploaded.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness: Women in Majority at Nakshalbari College In Nakshalbari College, women's enrolment in higher education has been on the rise. At Nakshalbari College, this trend is distinctly noticeable. Despite the students predominantly coming from rural areas with low-income backgrounds, and many belonging to marginalized groups, the number of female students exceeds that of male students across various semesters.

Details of Distintiveness uploaded.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action for the Next Academic Year

The college aims to enhance academic excellence, foster student well-being, and promote community engagement in the upcoming academic year. Key priorities will include:

1. **Curriculum Development: Regularly updating course offeringsto incorporate emerging fields like AI, sustainability, and digital literacy, ensuring that our students remain competitive and well-prepared for the workforce.**

2. **Faculty Development: Conducting workshops and seminars to support faculty in adopting innovative teaching methods and integrating technology into the classroom.**

3. **Student Support Services:** Strengthening counseling andcareer servicesto help students navigate academic and personal challenges, ensuring mental well-being and career readiness.

4. **Sustainability Initiatives:** Launching green campus initiatives, including energy conservation, waste reduction, and sustainability-focused programmess to align with global environmental standards.

5. **Extracurricular Growth:** Promoting a variety of student clubs and organizations to foster leadership, creativity, and teamwork outside the classroom.

By focusing on these priorities, the College will continue to provide a holistic education and cultivate a nurturing environment for all students.