



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	NSHM KNOWLEDGE CAMPUS, DURGAPUR - GROUP OF INSTITUTIONS
Name of the head of the Institution	Dr. Alok Satsangi
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0343-2533813
Mobile no.	9800042460
Registered Email	alok.satsangi@nshm.com
Alternate Email	aloksatsangi@gmail.com
Address	Arrah Shibtala Via Muchipara
City/Town	Durgapur
State/UT	West Bengal
Pincode	713212

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Mousumi Mukherjee			
Phone no/Alternate Phone no.		+918637319349			
Mobile no.		9635783312			
Registered Email		mousumi.mukherjee@nshh.com			
Alternate Email		mousumi2685@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://goidep.nshh.com/naac.php			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		http://goidep.nshh.com/calendar.php			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.41	2019	01-Apr-2019	31-Mar-2024
6. Date of Establishment of IQAC			25-May-2017		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Uploading of college data on AISHE portal of MHRD, Govt. of India	20-Feb-2020 3		8		

Workshop on DVS- University online Evaluation system	10-Dec-2019 2	94
Meeting on Questionnaire design for Conducting Student Satisfaction Survey	10-Dec-2019 2	30
Discussion on applying NBA for BHMCT	10-Sep-2019 3	25
Meeting on Institutional participation in various surveys like Week, Outlook, CSR	03-Jul-2019 2	32
Workshop on Academic Development Program	05-Jul-2019 5	102
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NSHM Knowledge Campus, Durgapur	Research Development	DST&BT	2018 2	50000
NSHM Knowledge Campus, Durgapur	Research Development	DST&BT	2019 2	50000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Conducting online Student satisfaction survey (SSS) on teaching and learning process, analyzing the report and providing suggestions to the Principal related to this survey

Preparation of student database

To create awareness and enhance the ecological practices so as to conserve water, power etc. and keep the campus eco-friendly.

To attain maximum utilization of digital learning platforms (Moodle / Whiteboard Projection / LMS) by all faculty.

Continuous Online student assessment through LMS.

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

Plan of Action	Achievements/Outcomes
Student Satisfaction Survey	Feedback taken from students on teaching and learning process and outcome shared with HEI, on which necessary actions taken.
LMS	Successfully implemented LMS and closely monitoring the utilization.
Continuous Assessment through LMS	Successful conduction of online internal exams and reducing paper usage.
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

27-Mar-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission	20-Feb-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. At the beginning of each academic session, college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, vacations etc. 2. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation 3. Routine is prepared and circulated by different departments. Routine is prepared strictly in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. 4. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department 5. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic 6. Along with the traditional chalk and talk method, teachers often use power-point projections during the lectures to demonstrate topics 7. Reading materials and lectures of teachers are also being uploaded on the LMS prior, for students as an e-learning technology. 8. Class tests/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 9. Tutorial classes are held in some departments within class routine hours. 10. Extra classes are also held during the summer and winter vacations every year to keep pace with the industry requirements. 12. Post-graduate students are specially trained to handle assignments, open-house seminars and dissertation to prepare themselves for academic research in future. 13. Interactive sessions with students and, sometimes with guardians are held to identify problem areas. Special care is taken to address the problems of slow learners, advanced learners and first generation learners. Social net-working sites are also used by some departments for interaction between faculty and students beyond the class hours 14. Student satisfaction survey is conducted by IQAC to improve the teaching learning process of each department

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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BVoc	BFSI	10/04/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Banking and Insurance	17/09/2018	20
Disaster Management	19/02/2019	15
French	11/02/2019	68
STAAD Pro Training	18/03/2019	15
CAD 3D in AutoCAD	20/08/2019	36
Advance Microprocessors and Microcontrollers	29/01/2019	55
Gyan Jyoti	22/07/2019	65
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BHMCT	Hotel Management and Catering Technology	74
BTech	CSE/CE/ME/ECE/EEE/EE	205
MBA	HR/ Finance/ Marketing	29
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback on the teaching-learning process is received from students as Students

satisfaction survey based on a structured questionnaire framed and feedback is analysed by batch coordinators which is then forwarded to IQAC and further the feedback is shared with the Academic Advisory Council. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and University affairs which is analysed by the Advisory Council and correctively measures are taken accordingly. A structured feedback questionnaire is filled up by Teachers. A structured questionnaire is also sent to Alumni, Parents and Employers. The feedback is collected through mail/ by post/ verbally. The feedback of Employers is analysed by the portal heads and placement cell which is incorporated in the coming session for student's development. The college is planning to introduce online feedback system from the academic session 2019-2020.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BTech	CE	60	29	25
BTech	CSE	60	57	46
BTech	ECE	60	7	5
BTech	EE	60	21	8
BTech	ME	60	37	32
BHMCT	Hotel Management and Catering Technology	120	133	93
MBA	Finance/HR/Marketing	60	33	25

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	265	26	90	8	16

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
114	94	4	32	0	3

[View File of ICT Tools and resources](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

NSHM has a strong mentoring process. Each student is attached to faculty mentors for personal guidance, career advancement and development. Faculty members continue to be the mentors with the students allocated to them. Every faculty member is expected to create a rapport with the student mentee, encourage them to ask questions, attempt to clarify doubts and facilitate counselling on different issues (as required). The essence of mentorship is a sustained human relationship a one to one developmental relationship that ensures a students that they is a valued person. A mentor is expected to focus on the mentee's holistic development by guiding her in areas like academics, summer internship, comprehensive projects/dissertation, career choices, final placements etc. If required Mentor can also meet or speak to the Mentee's guardian. A mentor is required to conduct two formal meetings (minimum) per semester with their mentees (one in a group and one on a one-to-one basis). Details of all such meeting are to be documented by the Mentee.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1187	114	10.41

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
111	114	0	0	27

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Alok Satsangi	Principal	21st Century Educational Leadership Award 2019Dr
2018	Dr. Sudupto Sarkar	Professor	D K International research foundation
2019	Amitava Das	Assistant Professor	TPC / Reviewer of ICET4SD 2019, Indonesia.
2019	Supravat Mondal	Assistant Professor	NET Qualification
2019	Bijoy Kumar Mandal	Assistant Professor	PhD
2019	Ananya Satapati	Assistant Professor	NET Qualification
2019	Dr. Alok Satsangi	Principal	Best Administrator of the Year Award REAA-2019
2019	Subhendu Barat	Assistant Professor	PhD
2018	Dr. Abik Mukherjee	Assistant Professor	FullBright-Nehru Postdoctoral Research Fellowships
2018	Sumit Kumar Biswakarma	Assistant Professor	NET Qualification

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BHMCT	022	ODD/2018	19/12/2018	27/02/2019
BHMCT	022	EVEN/2019	07/06/2019	31/07/2019
MBA	009	ODD/2018	18/12/2018	27/02/2019
MBA	009	EVEN/2019	12/06/2019	31/07/2019
BTech	013	ODD/2018	17/12/2018	27/02/2019
BTech	013	EVEN/2019	01/06/2019	31/07/2019
BTech	003	ODD/2018	17/12/2018	27/02/2019
BTech	003	EVEN/2019	01/06/2019	31/07/2019
BTech	016	ODD/2018	17/12/2018	27/02/2019
BTech	016	EVEN/2019	01/06/2019	31/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• NSHM Knowledge Campus is an affiliated college under Maulana Abul Klam Azad University of Technology, West Bengal. • The end-semester exams are conducted by the University but held in the college. • The examination committee has reinforced norms for the conduct of the examinations and made all faculty aware of these norms before the commencement of the exams. • Preference of faculty regarding dates of invigilation duties is taken and factored in while preparing the duty chart. • Duty chart of invigilation duty is prepared and circulated much in advance to ensure presence of faculty during exams. • Flying squads comprising of senior faculties ensured that use of unfair means was checked. • Departments have also taken steps to streamline internal exams. • Continuous and Comprehensive Evaluations were undertaken through class tests, assignment problems, Case Studies and Projects. • Multiple assignments were given to students, topics were given in advance to enable them to prepare. • The best of 2/3 assignments were submitted for their internal assessment data. • Those students who did not perform well in the assignment were counselled individually and when required, weaker students were given more chances to improve their scores. This led to an improved outcome as there was no/lesser performance anxiety. • Extra classes by teachers and group classes on general but very important topics are taken. • Students involved in co-curricular and sports activities who missed the first test could appear in the second/ third round.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Continuous Internal Evaluation in consultation with affiliating universities academic calendar and regulations. Each year is divided into two semester - Autumn semester (July- December) and Spring semester (January- June). The Autumn semester ordinarily begins in July for students' already on rolls and Spring semester ordinarily begins in January. However, the first semester (Autumn, for admitted students) may begin a little later depending on the

completion of admission formalities. The number of teaching weeks in each semester shall be 15 - 18 with a minimum of 90 teaching days excluding the period of examination. Each year the University draws out a calendar of academic and associated activities, which is adhered to as far as possible. Details of curricula and syllabi are decided by the academic council with provision for modification from time to time as per needs of specialization concerned. The evaluation of course items for each subject in a semester is 100 for theory paper where end semester examination are of 70 marks and internal 30 marks. For internal two tests are ordinarily be conducted at near identical intervals and the best performance shall be considered for final reckoning which is considered for 15 marks out of 30 internal marks and the same features in college academic calendar. The college exam committee after the approval of the Director/ Head of the department ordinarily sets the test schedule and announces the test date as per the academic calendar. The test scripts are corrected or evaluated with in 7 days of actual conduct of test and solutions discussed in the class. During discussion students have the access to the corrected scripts and final award list for each test is put on the departmental notice board within next 2 days and copies are communicated to Director/ Principal for record. The process is repeated for each test. Another 10 marks college considers for quizzes and assignments for continuous evaluation as guided by the University which all the time does not reflects in the academic calendar but it is there in the lesson plan of the concerned course teacher who all are responsible to conduct these during there lectures or tutorial class. The course teacher is solely responsible for a final award or marks under this category. Apart from these two heads rest 5 marks or points considered from students regularity and participation in the class. For end semester Examinations College follow a centralized evaluation system and dates as per the University guideline and incorporates it to its academic calendar. To conduct the practical/lab examinations the University gives a time slot to conduct the practical exams within a stipulated time. The practical examinations are of 100 marks in which 60 marks are the term end evaluation and 40 marks are given as internal assessment and schedule for the same adhered or followed as per university schedule and incorporated to the college academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://goidgp.nshm.com/prog-advantage.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
022	BHMCT	Hotel Management and Catering Technology	69	62	89.9
009	MBA	Finance/HR/Marketing	26	19	73.1
013	BTech	CE	47	39	83
001	BTech	CSE	63	60	95.2
003	BTech	ECE	17	16	94.1

016	BTech	EE	10	8	80
028	BTech	EEE	7	6	85.7
007	BTech	ME	60	56	93.3
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://drive.google.com/file/d/1DndPSkf9r1P3ehMIy7lgEuNZeYrFVmwk/view?usp=sharing>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	2	DSTBT, Govt. of W.B	0.5	0.5
Any Other (Specify)	2	DSTBT, Govt. of W.B	0.5	0.5
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Integrated Transportation Technique Incorporated with Green Energy	Akshay Lal Singh	NIT, Durgapur	15/03/2018	Eco friendly Innovation
Smart Dustbin	Abhishek Kumar Mishra	NIT, Durgapur	15/03/2018	Seminar Contest
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

02

01

26

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	EE	1	0
National	MBA	3	1.8
National	BHMCT	2	0
International	CE	2	7.36
International	CSE	5	1
International	EE	2	0
International	ME	2	2.45
International	MBA	25	7.8
International	BHMCT	2	3

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MBA	30
BHMCT	1
Civil Engineering	2
Mechanical Engineering	1
Electrical Engineering	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Permanent Magnet Motor Rotor Analysis Performance Analysis	Chiranjib Mukherjee1 Poulomi Chatterjee2 Sayantan Dutta	Permanent Magnet Motor Rotor Analysis Performance Analysis	2018	4.396	NSHM, Durgapur	0
A numerical investigation of natural convection	Shantanu Dutta	International Journal of Heat and Mass Transfer,	2019	6	NIT, Durgapur	3

heat transfer of copper-water nanofluids in a rectangular enclosure heated uniformly from the bottom wall		2019, Elsevier Netherlands IF 4.91				
Dynamic stability of rural road embankment founded on electro kinetically stabilised soft soil sub-grade	Sahinur Rahaman Debanjali Hazra	ICADVC 2018	2018	5	NIT, Durgapur	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Demographic Factors Impacting the Financial Risk Tolerance of Retail Investors of Urban West Bengal	Amrita Bhattacharya Avijan Dutta	Indian Journal of Finance	2019	5	0	NSHM GROUP OF INSTITUTIONS, DURGAPUR
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	28	22	2	20
Presented papers	29	0	2	0
Resource persons	2	0	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness programme on Disaster Management	Indian Red Cross Society, Durgapur	12	82
Blood Donation Camp	IQ City Narayana Hrudayala Hospital Blood Bank	10	70

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Fastest lighting of Diyas	Indian Record	Limca Book of Records	200

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Unnat Bharat Abhiyan	MHRD,GOI	Distributing of Bengali and English Alphabet books and Pencil Kits	2	10
Unnat Bharat Abhiyan	MHRD, GOI	Distributing water filters , Sanitary kits	2	10

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab	Duration From	Duration To	Participant
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with contact details

No Data Entered/Not Applicable !!!

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Matrix Infosys Overseas Education Consultants	18/05/2018	International Training Exposure	20
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
110	101.61

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
TCS ION	Partially	2017	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	29945	6496096	0	0	29945	6496096
Reference Books	4342	1000000	0	0	4342	1000000
e-Books	3150	0	0	0	3150	0
Journals	90	239250	0	0	90	239250
e-Journals	12	31500	0	0	12	31500
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Pralay Ganguly	Tourism and Hospitality service management	SWAYAM	12/11/2018
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	374	8	18	1	0	1	2	400	0
Added	0	0	0	0	0	0	0	0	0
Total	374	8	18	1	0	1	2	400	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

18 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
70	59.65	50	45.06

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) The Institute has appointed several personnel for maintaining the infrastructure by way of building maintenance, transport, furniture and generator operator in case if the power shuts down. Separate Complaint registers are maintained for various services like electrical, plumbing, housekeeping etc. The people, who work here on maintenance of the college, will report regularly about the breakage of instruments and devices to the higher authority. The Maintenance committee is headed by the GM Administration who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the GM Admin and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc. The maintenance officer conducts periodic checks to ensure

the efficiency / working condition of the infrastructure. Adequate in - house staff (Contractual) is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by the Contractual Housekeeping Staff. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by a full time gardener. Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Elevator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers. Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories. Parking facility is well organized. It is efficiently maintained by security under the control of security officer. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester. Pest control of the building, library books and records is done every year by the maintenance department. GM Administration and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping. The Housekeeping office workers look after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored by Contractual Supervisor.

<http://goidgp.nshh.com/infrastructure-maintenance.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga / Meditation	21/06/2019	120	Sports Management-NSHM
Language Lab Sessions	09/09/2019	65	Center for Language and Communication
YOGA DAY CELEBRATION	21/06/2018	70	NSHM Knowledge Campus, Durgapur
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed

2019	Workshop on GATE examination	65	0	0	18
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Various	1078	223	Various	580	83

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	BHMCT	Hotel Management	NSHM Knowledge Campus, Durgapur/ Burdwan University	MBA
2018	4	BHMCT	Hotel Management and Catering Technology	Uttranchal University/ Sister Nivedita University/ Madurai Kamaraj University/ NSHM Knowledge Campus, Durgapur	MBA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GMAT	24

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural Competition by Aangan	Institutional Level	65
Spic Macay	National Level	25
AcceptUs- A cultural event	Institutional Level	1000
Diya lighting for Limca Book of Records	National Level	300
Inter college sports	Inter College	40
Sports Week	Institutional level	300
Carnival of Lights	Institutional level	230
Alok Varsha	Institutional level	140
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has created a platform for the active participation of the students in the various academic administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. They help in coordinating all the events related to academics and other curricular Extra-curricular activities, as per the directives of teaching faculty. Modus Operandi: • Each council has a representative council, which is called Class Committee and includes student members too. • The student members bring forward the views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the class. • The composition of students depends upon the election mode done among the students in presence of the faculty members. • The Student Council helps students share ideas, interests, and concerns with lecturers and principal. They often also help raise funds for various activities, including social events, community projects, helping people in need and college reform. • Various programs like paper presentations, workshops, seminars, cultural events, educational tours and quiz and debates are organized by these bodies every year. We have formed 6 student committees such as: Library committee Cultural Committee Academic committee Anti-Ragging Committee Sports Games Committee Canteen Committee Alumni Committee NSS Committee, Students are also part of IQAC. The funding for various activities of the internal college bodies is provided by the College Management. NSHM Knowledge campus Durgapur, GOI provides necessary support to the council members in organizing coordinating the events. It encourages the students to develop their leadership skills through these activities. Student members in this council can become real heroes and competent managers in future by learning all these skills.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

2165

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

An Alumni meet was conducted on 16th August 2019 where few alumni attended in Durgapur Campus. There is no such registered alumni association but there is an online portal in which alumni are connected and they have registered.

<https://alumni.nshmc.com/members.d>

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Education is being decentralized in numerous countries as part of a larger move to reform public management systems. However, NSHM Group of Institutions, right from its inception, has practiced Decentralization, and a process of distributing or dispersing functions, powers, and people away from a central location or authority. It is well recognized by NSHM that governance arrangements critically influence the performance of constituent institute's service delivery. Decentralization also fosters accountability, cooperation and vigilance and reduces alienation in the governance of the Institution. The Decentralization arrangements refer to the design of jurisdictions: i.e., to the distribution of powers within different levels of management, and between different constituent units to provide student services, as well to the social and outreach functions in these jurisdictions. These include formal institutional factors such as the extent of institutional and fiscal autonomy, the type of hierarchical oversight exercised, and other administrative arrangements that determine information flows for decision-making.

Decentralization is having a significant impact on policy, planning, and management of various educational programs of the Institution. The constituent institutes under professional leadership have been given sufficient autonomy with the intention of improving service delivery to the students, and bringing professional administrators closer to the students. The conscious approach to collegial governance in the management of the institution brings more perspectives into the mix, producing high quality outcomes, beneficial to the stakeholders like faculty, students, and staff. The central authority provides an important oversight function, verifying that the constituent institute executives are carrying out their responsibilities honestly and effectively and making sure that all voices are heard. Certain kinds of decentralization characterized by collegial governance, student participation in governance, budget making exercise, expenditure authority, etc. have been found to improve performance in the constituent institutes. Following are the case studies that show sufficient decentralization and participative management in the institution: A. Admissions: It is a constituent institute-driven activity, whereby eligible candidates are selected for filling up the allotted seats in various programs. The admission process is conducted jointly by the Admissions department, and the constituent institute. Apart from monitoring the overall trend and gross figures, the central authority is not involved in any

admissions related activity. B. Placement: Placement is another institute-driven and managed activity, where the constituent institute, with the help of faculty and placement officers, assigned to the respective institute, endeavors. Participative Management: The institution implemented participative management practice for being receptive to different proposals, suggestions about the academics and beyond the curriculum from different stake holders which in turn are incorporated into decision making processes through governing body ratifications. Various levels of participation includes professors, assistant professors, technical staffs and non technical staffs in the following administrative committees which are decentralized and correspond to individual departments. The committees are Governing body IQAC Anti-ragging committee Examination committee SC- ST Committee OBC Committee Minority Committee Corporate Research and Talent Transfer (CRTT) Academic Advisory Committee Grievance Redressal Internal Complaints Committee Disciplinary Committee Library Committee Academic Calender Committee Cultural Committee

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>The institute takes part in different pre-counselling career fairs all over India. The annual admission brochure is circulated in these educational fairs. Advertising is done in local English/ regional language newspapers and through electronic media. Career awareness lectures are being conducted by the Institute's Branding Communication Department and faculty members. The admission process is done following the norms and conditions specified by Higher Education Department, Government of West Bengal and MAKAUT which provide an idyllic study atmosphere, fine infrastructure, qualified and dedicated faculty and standardized systems for a strong career foundation. i) MBA Admission: MBA admission through CAT or MAT or JEMAT. Students are selected from different regions of the country basis their merit which includes students from all genders, caste and backward community. ii) B. Tech admission in CSE/ECE/ME/CE/EE/EEE : Admission is taken through valid score card of WBJEE or JEE main or AIEEE after passing 102 (Higher Secondary Examination) iii) Hotel Management admission: Hotel management admission through JEHOM AND institutes own admission test. iv) M.Tech Admission: Students who have passed B.E or B.Tech in equivalent stream with valid GATE or PGET score</p>

<p>Industry Interaction / Collaboration</p>	<p>NSHM always values its stake holders and one of the important stake holder is industry partners /employers where institute made some good relations over the years where its students train engage in those different organizations for practical exposures as well as career. Different Industry experts are invited to institute for lectures, motivational speech, campus recruitment, seminars, workshops etc. Institute also values their feedback and also take corrective measures for mutual benefit.</p>
<p>Human Resource Management</p>	<p>Quality management principles • Customer Focus - understanding, creating, delivering • Leadership - unity, direction, environment • Involvement of people - sharing, empowering, trusting • Process approach - identifying risk, working systematically, functioning effectively • System approach to management - interactive processes, effectiveness and efficiency, achieving objectives • Continual improvement - measuring, reflecting, changing • Factual approach to decision making - gathering data and information, analyzing, deciding Quality goals We shall meet and exceed customer requirements - needs as well as expectations • We shall meet and exceed requirements of every other stakeholder • We shall improve continually Means to achieve quality goals • Pursuing excellence by advancing quality • Embedding quality in the organizational culture • Use of quality assurance procedures • Measurement • Corrective and preventive action • Striving towards zero defect • Benchmarking • Embracing best practices • Monitoring and periodic review</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Infrastructure. The best infrastructural facilities are available to the students. Teachers use ICT to make learning an interesting experience. This minimizes the monotony of the lecture and makes understanding simpler and an enriching experience. Students are also encouraged to give presentations in the class by using the latest technology. The Institute provides 24 hours free internet facility to all the staff and students. Students are encouraged to use internet as learning resource for assignments on</p>

current topics as well as for projects. Also software ERP is provided to students and faculty on which information related to academics can be checked. Library. Library is equipped with effective use of e-learning and e-journals to make learning an interesting and enriching experience for the students.

Research and Development

The Institute continuously encourages research for faculty members as well as students. The institute has a policy also to reimburse conference registration fees and also grants paid leaves to attend conferences. Publication in high impact factor journals are rewarded in cash or kind. All faculty members are also engaged in guiding students in their research activity as per the curriculum where library also plays an important role. Institute also encourages faculties to enroll and complete PhD as research priority in turn faculties get special increments in their salaries.

Curriculum Development

As the Institute is affiliated to MAKAUT, WB, we are following the University Syllabus as prescribed but feedback of stakeholders are taken and shared with the University Bodies in Syllabus Review Meetings organised by the University.

Examination and Evaluation

The institute is affiliated to MAKAUT, WB . With introduction of semester system of examination, twice in a year for all the courses both external and internal evaluations were started. Through oral instructions by putting notices on college notice boards the institution makes its students aware about the dates, routine and process flow regarding the internal evaluation and from the University website students get the routine for semester examination. Institute has its well structured department to organize all examinations and co-ordinate with University from time to time related to students issue like: admit card for examination, mark sheets etc. There are various committees for student evaluation and examination like: committee for question paper moderation for internal examination, examination committee for conducting the semester examination and internal assessment. The examination papers are set and

answer copies are evaluated externally by the University. University also asks for the model questions from college faculty before each semester examination. Seventy five percent of attendance is mandatory to fill the form which makes the students eligible for University semester examination. The management of the college ensures that all the students attend their class regularly and clear their internals as per the norm.

Teaching and Learning

The initiatives of teachers are encouraged and are assisted in teaching with the following: Use of modern teaching aids (e.g. LCD-Projector) for conducting special classes smoothly. Participating in various faculty development programs, workshops, seminars, conferences, etc to enrich their knowledge. E-learning facilities, Laptops are provided to all the faculty members of the institution which help them in teaching and delivering good lectures. Wi-fi and Internet facility is available throughout the campus for better teaching learning process. Innovative teaching-learning methodologies are used to make the teaching process more attractive. Consultation with Senior Professors. Lesson plans are prepared well in advance taking into consideration of mapping of Course outcome and program outcome. As the syllabus is already prescribed by the university, hence additional assignment, projects, add on study materials as per the required industry trends for holistic development of the students in taken care. Students are encouraged towards skill based activity like lab work and internship training in the industry to aware the students about the live projects of the industry.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Tata Consultancy Services Limited, TCS House Raveline Street, 21 D. S. Marg, Fort, Mumbai 400001 Year of Implementation -2017
Administration	Tata Consultancy Services Limited, TCS House Raveline Street, 21 D. S. Marg, Fort, Mumbai 400001 Year of Implementation- 2017

Finance and Accounts	Tata Consultancy Services Limited, TCS House Raveline Street, 21 D. S. Marg, Fort, Mumbai 400001 Year of Implementation- 2017
Student Admission and Support	After admission enrollment Tata Consultancy Services Limited, TCS House Raveline Street, 21 D. S. Marg, Fort, Mumbai 400001 Year of Implementation- 2017
Examination	For Internal Examinations- Tata Consultancy Services Limited, TCS House Raveline Street, 21 D. S. Marg, Fort, Mumbai 400001 Year of Implementation- 2017 For Final examination - MAKAUT, WB

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Arun Upadhyay	ICICSE- 2018	Guru Nanak Institute of Technology	2500
2018	Dr. Arun Upadhyay	International Conference on Management Education: The road ahead	Sri Mata Vaishno Devi University	3000
2018	Amrita Bhattacharya	Indian Journal of Finance indexed by Scopus	KIIT	4000
2019	Amrita Bhattacharya	International Conference on Social Science Humanities(ICSS H)	Social Science Humanities Research Association (SSHRA) in association The National University of Singapore Society (NUSS)	12000
2019	Anand Mohan	iCon-MESSSH 19	Society for research and development, Phuket	6000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2018	Workshop by J S Sareen Global Head -HR Simplex Infrastructure Ltd	Nil	13/08/2018	14/08/2018	15	5
2018	"WINE TRAINING AND CERTIFICATION SESSION - LEVEL 1"	Nil	20/09/2018	21/09/2018	16	0
2018	Application of Optimization Techniques to Engineering and Management Sciences	Nil	15/11/2018	16/11/2018	65	18
2019	FDP -Python Programming and Industry Perspective	Nil	02/12/2019	06/12/2019	36	6

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Induction Program by TLC, IIT, KGP	2	30/06/2018	21/07/2018	21
National Workshop on KOHA	2	27/07/2018	28/07/2018	2
FDP -Python Programming and Industry Perspective	42	02/12/2019	06/12/2019	5

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
112	114	27	27

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund, Pension Scheme, Health Insurance	Provident Fund, Pension Scheme, Health Insurance	Scholarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The financial resources are managed in an effective and transparent manner. Each and every transaction is supported by bills and vouchers. All the expenditures, recurring and nonrecurring are incurred through cheques, demand drafts or on- line transaction. For effective verification of accounts, internal and external audits are done periodically. Internal Audit: The Chief Finance Officer undertakes regular internal audit of the institute's finance-related records. The internal audit is done on daily basis. External audit: Every year a group of external auditors comprising a team of chartered accountants perform the auditing of the institute's financial records and books as per guidelines of the income tax department

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NSHM believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. Although the college does not maintain formally registered parent-teacher association, yet interactions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students. Teachers have been able to communicate with parents to prevent any suspicious behaviour of their ward. Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents. In almost all

cases, parents provide essential support and care to ensure proper attendance of their ward.

6.5.3 – Development programmes for support staff (at least three)

- Support staff is also encouraged to join FDP that are held in Institute. -
- They are also encouraged to do develop themselves by higher education. -
- Faculties give them training and support in the lab work.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Workshop on Academic Development Program Discussion on applying NBA for BHMCT
Conducting Student Satisfaction Survey

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Workshop on Academic Development Program	03/07/2019	05/12/2019	10/12/2019	102
2019	Meeting on Institutional participation in various surveys like Week, Outlook, CSR	03/07/2019	03/12/2019	03/12/2019	32
2019	Discussion on applying NBA for BHMCT	05/09/2019	05/09/2019	05/09/2019	25
2019	Meeting on Questionnaire design for Conducting Student Satisfaction Survey	09/12/2019	10/12/2019	10/12/2019	30
2019	Workshop on DVS- University online Evaluation system	09/12/2019	10/12/2019	10/12/2019	94

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Gender Sensetization, Prevention Prohibition of Sexual harassment of women Employees at work place	18/03/2019	18/03/2019	30	45

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	13/09/2018	1	Swacch Bharat Abhiyaan in Local nearby Primary School	Cleanliness and Hygiene	30
2018	1	1	26/02/2018	3	Cook Training for Mid day Meal Scheme in association with W.B Govt	Mid day meal food cooking to locals	6
2018	1	1	15/03/2018	1	Community	Food Dist	200

			8		Meal	tribution	
2019	1	1	15/03/2019	1	Community Meal Service	Food Distribution	180
2019	1	1	15/02/2019	1	Unnat Bharat Abhiyaan	Distribution of Sanitary Kits	20
2019	1	1	18/02/2019	1	Unnat Bharat Abhiyaan	Distributing of Bengali and English Alphabet books and Pencil Kits	20
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct (HR manual)	05/06/2018	<p>CODE OF CONDUCT PURPOSE It is vital to the success of NSHM that we conduct ourselves with integrity and honesty, and in compliance with all applicable legal and regulatory requirements. This Code of Conduct sets out the fundamental standards to be followed by employees in their everyday actions on behalf of the Organisation. Further guidance on the Organisation's standards in specific areas will be provided through related corporate policies and guidelines. SCOPE This policy applies to all employees, within all portal, regions, areas, and functions. POLICY Each NSHM employee must:</p> <p>I. Conduct in the Organisations's with honesty and integrity and in a professional manner that protects the NSHM's good public image and reputation. II. Build relationships with students and their wards,</p>

vendors, partners, and fellow employees based on trust and treat every individual with respect and dignity. III. Become familiar with and comply with legal requirements, organisation's policy, and procedures. IV. Avoid any activities that could involve or lead to involvement in any unlawful practice or any harm to the NSHM's reputation or image. V. Avoid actual or potential conflicts of interests with the Organisation, or the appearance thereof, in all transactions. VI. Provide accurate and reliable information in records submitted, safeguard the confidential information, and respect the confidential information of other parties, students, colleagues, in a nutshell with whom we deal with.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Universal Brotherhood Day	13/09/2018	14/09/2018	200
Communal Harmony Campaign Week	19/11/2018	25/11/2018	250
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Upkeep of Greenery: Tree plantation is the major concern of the management to maintain the pristine purity and beauty of the college and to provide a congenial atmosphere for the academic and non-academic pursuits. The barren agricultural land on which the Institute is situated is transformed with plantation into a haven of flora and fauna. Felling of one tree for the construction of building to meet the growing academic requirements is replaced by planting a few trees on the campus. Horticultural staff periodically supervises the maintenance of the existing plants and locating places for planting new trees. Nurturing Plants is one of the horticulture pursuits that develop eco-concern among the students. Trained horticulture personnel plant, water, and weed and maintain the plants, greens, herbs and trees. Yearly addition of trees to the green campus is the joint venture with Forest Department, Government of West Bengal. Personal experience of sowing seeds, watering plants, preparing and using organic manure, removing weeds etc., has ecologically sensitized the faculty and students of this Institute. The open

air amphitheatre serves as a green background for college level functions and a lounge for students at lunch break and evening hours. Paper cups are used in the coffee joints inside campus to say no to "Plastic". The canteens also use eco-friendly materials to avoid polluting the environment. The trees from a virtual canopy of bright green verdure cordoning off the academic blocks in an enclave of tranquility. Pedestrian Friendly avenues: Proper pedestrians are constructed for the students and faculties. The parking areas for cars and bicycles are separately placed at different gates to control the traffic and keep the campus pollution free. Openspace parking zones are made to keep the campus eco-friendly. Trees have been planted in the parking areas to keep the vehicles in eco-friendly shed. Initiatives taken by the institution to make campus ecofriendly are- 1. Swachh Bharat Abhiyaan 2. Clean Campus Green campus 3. Say No to "Plastic" 4. Rain water harvesting 5. Only LED lights to be used

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title: NSHM SOCIAL RESPONSIBILITY COMMUNITY ENGAGEMENT OBJECTIVES OF THE PRACTICE NSHM was established with the express intent of catering to the growing needs of the rural community for decent technical education, development and growth. Towards the attainment of this cherished goal NSHM has been regularly launching programs that carry forward the onus of upliftment of the neighboring rural community. Several programs regarding the banking awareness in the rural areas have been initiated by NSHM. Another intention of these activities is to inculcate in youth an honest concern for the delicately poised health, hygienic, social and economic conditions prevailing in rural Bengal. NSHM regularly promotes and arranges blood donation camps, health and hygiene camps in the campus to help the community. CONTEXT Engagement with community is one of the core values of NSHM. It is with this belief that the institute was established in a rural area on the outskirts of Durgapur, in Arrah village. The guiding principle of the institute is to ensure consonance and connect with a predominantly agrarian neighborhood. In accordance with the 12th plan guidelines of UGC, NSHM established a number of bodies, committees and cells to promote and sustain various extension activities. Such activities successfully organised by the students and faculty of NSHM promote distinct contribution to the development of knowledge in the field of social service, community engagement. They inculcate the spirit of social responsibility and prepare the youth for the new world citizenship. Every year the institute organises the following CSR activities: • Book Donation • Blood Donation • Eye Check Up camp • Health Check-up camp • Swad O Pushti (Mid-Day meal scheme) • Cloth Donation • Tree plantation • Community meal for locals • Employment of the locals Apart from the above regular activities, the institute has also catered to the following CSR activities in the last couple of years: Development of roads, construction of bus stand, Swachh Bharat Abhiyaan, ATM centre outside the campus. The institute also has a free eye check up lab for the locals all through out the year. The institute is also a member of the Unnat Bharat Abhiyan under MHRD, India. THE PRACTICE The major categories of programmes fall into 1) Health and hygiene 2) Youth training 3) Environment (Clean and Green) 4) Distribution/Donation of Equipment and commodities. NSHM has organized training programs, health and hygiene camps, clean and green programmes and various categories of distribution of equipment and commodities over last five years. Apart from the above regular activities, the institute has also catered to the following CSR activities in the last couple of years: Development of roads, construction of bus stand, Swachh Bharat Abhiyaan, ATM centre outside the campus. The institute also has a free eye check-up lab for the locals all throughout the year. Health and hygiene is considered one of the three major problem areas that affect the rural population of our country. Despite major initiatives taken by successive Governments with growing

participation of the NGOs, it still remains one of the biggest challenges before us. Starting in a small way with blood donation camps, NSHM gradually forayed into larger programmes like Eye camps, Health Care etc. which covered a greater number of villages. NSHM also aimed at developing the employment of the local community in the Arrah, Shibtala region in order to improve the health and living standards of the locals and give them local employment.

EVIDENCE OF SUCCESS The response to the various programs implemented over the years has been encouraging. In terms of participation there has been a marked increase in the participation of faculty and students. This translates into 4.16 lakh man hours spent in various service activities. This indicates a positive impact on student enthusiasm and interest and makes a good platform for wider participation and involvement in forth coming programs. The moral support of Health Department and Junior School teachers helped our students immensely in acclimatizing to the conditions. The smooth transfer of academic and experiential knowledge benefited them mutually. The community has developed in the local areas and they are more concerned towards education and better living. The biggest take away from the program is for the team members and students who were moved to learn that charity is not just a stack of clothes or a wad of notes but that it involves emotions like joy, gratitude and satisfaction.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED A number of CSR activities were conducted by NSHM inside the campus as well as around the local areas and some other districts of west Bengal. However certain problems were recognised stated as below: Lack of awareness among the community about various schemes and also the blind belief of the community in superstitions. General apathy and cynicism towards programmes. Time constraints for the community participants due to their work schedules. The busy academic schedule that limits the participation of students and faculty.

Title: ICT applications to academic and administrative functions

Objectives of the Practice These two factors combined derive numerous activities in educational process in which ICT is or can be implemented. In order to streamline them and to try to identify some common points and shared resources, it is proposed to group them in three sets of objectives (i) To facilitate Independent as well as Interactive teaching and learning. (ii) To enhance effective knowledge transfer in classroom with various electronic gadgets. (iii) To implement a reliable, secure and user friendly business solution in order to improve productivity, increase efficiency, decrease cost and streamline processes.

Context Integrating ICT in Education is a relatively new concept and education leaders across the globe are trying to find the right balance for necessary optimization. Self-paced learning has taken a different dimension. The process of using ICT in everyday education is very complicated. The opportunities provided by ICT to support teaching and learning are not problem-free. The barriers may be classified into two major categories of extrinsic and intrinsic barriers. Extrinsic barriers are first-order and cited access time, support, resources and training and intrinsic barriers as second-order and cited attitudes, beliefs, practices and resistance. However the above challenges were skilfully met and ICT was implemented in NSHM Knowledge Campus.

Practice Higher education in India is experiencing a major transformation in terms of access and quality. The same is highly influenced by swift development of ICT. Other relevant parameters viz. Management, Efficiency, Pedagogy and Quality are also transforming equally. ICT is an umbrella of terms that includes any communication device or application including but not limited to Radio, TV, Cell Phone, Computer, Network, Hardware, Software etc. E-learning, Blended Learning and Distance Learning have emerged as key categories of Education and Training. The use of ICT at NSHM is evident from the following activities:

Hardware Infrastructure Network and Security Infrastructure Fortigate300D UTM is in place which ensures filtered bandwidth for students as well as team members. Extreme Core Switch X460G2 controls all the distribution switches which are also responsible for managing VLAN in the campus. All the PCs are

protected with Kaspersky Endpoint security. Wi-fi Infrastructure Selected Wi-fi facilities are available in - 1.NSHM Front Office 2.NSHM Conference Room 3.NSHM Seminar Hall 4.NSHM Mind Tree 5.NSHM Central Library 6.NBS Staff Room 7.OLD NFET Ground Floor 8.OLD NFET Staff Room1 9.OLD NFET Staff Room3 10.OLD NFET Second Floor 11.NEW NFET Ground Floor 12.NEW NFET First Floor Problems Encountered and Resources Required a. Adaption was a challenge in some of the areas. This was overcome by repetitive training and workshops. b. Proper training methods for students and teachers. c. Teachers suffer from a lack of time to prepare ICT materials for lessons. To overcome this additional time required was given to use ICT tools appropriately in order to successfully integrate technologies into the classroom. d. ICT maintenance was also a problem faced with was controlled by internal quality control and efficient technicians. e. Make the students aware of ICT and inspire them to use it.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://goidgp.nshmc.com/best-practices.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness The institute is committed to emerge as a knowledge hub of global excellence through prioritizing its efforts in delivering innovative products and services in the academic domain as well as developing industry-ready high-caliber professionals. Evidently, the development of leadership qualities matter significantly in meeting the stated objectives. In accordance with its vision and priorities, the institute has been always taking the initiatives directed to the area of nurturing Skill backed Leadership Qualities in our students. All along its journey, the institute has consistently worked towards grooming the student's academic and overall personality. The focus is to transform them into successful and excellent professionals in their respective domain. Institute has also thrived to give the students an international outlook by tie up with international companies. The institute also encourages in enhancing research and development in students and faculties. This has been implemented through a series of initiatives for providing an exposure to the external environment. Following are the snapshots of some of the activities undertaken to enrich the students' skill, competence and instilling the leadership qualities, relevant to the workplace: Global Tie Ups- MOU with Bird Academy, Canada for Aviation and Tourism training purpose, Matrix (Presence in South East Asian countries) signed MOU with NSHM GOI for training and placement and advanced course in hospitality. Innovative Practices Arranging curriculum projects in industries, for example our students undertake projects in reputed business houses under mentorship of faculty members. It spans for about 3 to 6 months of rigorous work in live environment. Conducting industry/field visits where the students get an exposure to industry production processes. Students earlier visited Ultra Tech Cements, Super Smelters, Supreme, ITC Sonar, Shoppers Stop. Student and Faculty Empowerment All academics, co-curricular and extracurricular activities orient the student towards their inherent value enrichment. There is lot of hard work rendered jointly by the students and our faculty members to accomplish this mission. The results of such exercise are also quite encouraging - a large number of our students are well placed in may reputed industries acting as the ambassadors of our goodwill, bringing laurels to their alma mater. Faculties are provided with incentives and on duty leave for research projects. Additional Outcome based CO/PO attainment has helped in upbringing excellence in education quality. ERP implementation has further boosted all round development of students. It is matter of great pride that the

institute has been able to sustain such hard earned reputation. It is due to the institution's ability to adapt itself to the changing needs of the times without losing touch with its core values. The institute is dedicated in its constant endeavour of creating a stimulating teaching learning environment which equips students with the knowledge and skills required to face the challenges of the global business environment. At the same time, it is committed to instilling a deep sense of social responsibility and self-discipline in its students. It also strives to cultivate a warm, cordial and mutually supportive relationship with all its stakeholders.

Provide the weblink of the institution

<http://goidqp.nshm.com/institutional-distinctiveness.php>

8.Future Plans of Actions for Next Academic Year

Up gradation of existing laboratories and purchase of equipment to promote student projects and research activities of faculty members. This plan has been initiated at the beginning of session 2019-2020 and some equipment have been already purchased Construction of Lift facility in the main academic building. Organization of workshop, seminar and job oriented services by the CRTT (Placement Unit). The college plans to organize job interviews by local companies and also organize interactive sessions of final year students with skilled professionals and alumni Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching-learning, research, extension related and co-and extracurricular activities. Organization of workshop for E-content development at a larger scale and duration to promote the use of E-resources among all faculty members. The use of Learning Management System (LMS) for regular teaching, learning and evaluation related activities by maximum number of teachers will be encouraged Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies Promoting activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff