



Yearly Status Report - 2017-2018

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	VIVEKANANDA SATAVARSHIKI MAHAVIDYALAYA
Name of the head of the Institution	Dr. Uma Bhaumik
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03222230244
Mobile no.	9433722528
Registered Email	vsm@vsm.org.in
Alternate Email	iqac.vsm20@gmail.com
Address	At- Manikpara P.O. : Manikpara District - Jhargram
City/Town	Jhargram
State/UT	West Bengal
Pincode	721513

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Smt. Manjusha Singha Mahapatra			
Phone no/Alternate Phone no.		03222230244			
Mobile no.		8918501699			
Registered Email		iqac@vsm.org.in			
Alternate Email		iqac.vsm20@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.vsm.org.in/download/71621165001.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://www.vsm.org.in/download/71626084827.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.88	2016	19-Jan-2016	18-Jan-2021
6. Date of Establishment of IQAC			01-Apr-2012		
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		
An annual meeting was	02-Sep-2017		50		

held comprising of all teaching and non-teaching staff and GB members where the various matters related to AQAR 2016-2017 were presented by Prof. Manjusha Singha Mahapatra	1	
Inter-disciplinary Seminar by faculty members where around 14 members made interesting presentations on diverse topics. All faculty members actively participated with enthusiasm to make the event successful	31-Oct-2017 12	30
Cultural Competition by students of various departments were held to promote confidence and for providing a platform for showcasing their talents.	06-Sep-2017 2	110
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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/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2018 0	0
No Files Uploaded !!!				

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 :	7
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	No

during the year?

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

A number of seminars/ workshops/ orientations was arranged by the career counseling cell of our college.

Automation of students' admission, student fee collection and college accounts. For making a well-equipped office some infrastructural developments were made by purchasing and installing an accounting module (CAS 5.0.006)

For promotion of office automation one trained staff was employed on daily-wage basis.

Proposal for introduction of new subjects like NCC, NSS, Education, Nutrition and Music.

Encouraging students to take up field based study tours by funding field trips.

[View File](#)

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	Achivements/Outcomes
Interdisciplinary Seminar	Inter-disciplinary Seminar was arranged in the newly inaugurated smart classroom. Fourteen faculty members presented their papers on diverse topics.
Initiatives would be taken to promote cashless transaction	Most of financial transactions were made cashless and directly with the banks.
Extension Activities by NCC	Extension activities like "safe drive save life" and tree plantation were done by the NCC cadets.
Extension Activities by NSS Units	N.S.S. units of our college successfully conducted a number of extension activities in and around Manikpara and also in the adopted villages.
Data pertaining to students will be digitized as a measure to initiate MIS	Digitization of data was successfully done using MS Excel spreadsheets.
Reformulation of IQAC	Few more teaching staff were included in the IQAC.
ParentTeacher Meeting shall be conducted for all the departments	A majority of the departments arranged parentteacher meeting (PTM). We received valuable and practical suggestions as outcome of the meeting.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body of the College

12-Dec-2018

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

02-Sep-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Online mode of admission process is already operational. Also, office automation using CAS 5.0.006 has been recently installed along with a trained staff employed on daily wage basis. Student data relating to registration number, subject combination for each examination as well as marks obtained have been recorded using excel spreadsheets. As a move towards greater transparency initiative for cashless transactions were taken.

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

Since we are an affiliated college under Vidyasagar University, we are bound to follow the syllabus and academic calendar as provided by the University at the beginning of the academic year. Syllabus is distributed among the faculty members in the respective departmental meetings. An overall discussion on teaching-learning process and a schedule on conduct of internal evaluations is also done in the Teachers Council meeting. The choice based credit system (CBCS) was introduced at the undergraduate level for Honours students of Science stream for the first time in this session. As part of the CBCS curriculum, internal assessments were conducted at appropriate times and students were awarded marks on the basis of their performance in the internal

evaluations and attendance.

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
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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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
BSc	Under Graduate Honours Course	01/07/2017

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
Nil	Nil	Nil
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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
BA	Educational Tour by department of Santali	20
BA	Educational Tour by department of Bengali	53
BSc	Educational Tour by department of Geography	33
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

Nil

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
BSc	B.Sc. Hons. in Physics	32	58	17
BSc	B.Sc. General Course	50	45	5
BA	B.A. Hons. in Political Science	70	44	19
BA	B.A. Hons. in Philosophy	70	62	10
BA	B.A. Hons. in History	90	147	65
BA	B.A. Hons. in Santali	52	37	18
BA	B.A. Hons. in Sanskrit	70	120	55
BA	B.A. Hons. in English	70	95	51
BA	B.A. Hons. in Bengali	117	384	110
BA	B.A. General Course	550	1121	541

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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
2017	1487	Nil	20	Nil	Nil

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-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

	Resources)				
55	15	4	3	1	5
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Teachers are available and accessible to the students in the departments beyond their required teaching hours for helping and advising the students, addressing their problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1487	20	1:74

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
26	20	6	1	6

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
Nil	Nil	Nil	Nil
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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
BA	BNGH	1st Year	14/07/2017	01/12/2017
BA	BNGH	2nd Year	19/06/2017	18/10/2017
BA	BNGH	3rd Year	24/04/2018	21/07/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The students are evaluated at regular intervals through class tests, projects prepared by them, internal assessment and on the basis of their regularity of attendance in the class, besides their understanding of the course of study.

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

Academic calendar is prepared by the affiliating University, i.e. Vidyasagar University and shared with the college at the beginning of each academic year. The details of the academic calendar are discussed in the departmental meeting of each department and also in the teachers' council meeting. Necessary

modifications are made where the number of lectures to be delivered by each faculty, tentative timeline of completion of syllabus and conduction of examination are finalized. The schedule given in the academic calendar is strictly followed by all the departments.

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)

<https://www.vsm.org.in/download/71626086352.pdf>

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
BNGH	BA	Bengali(Hons)	57	53	93
ENGH	BA	English(Hons)	29	29	100
SANH	BA	Sanskrit(Hons)	28	24	85.71
GEOH	BA	Geography(Hons)	18	12	66.67
HISH	BA	History(Hons)	18	18	100
MTMH	BSc	Mathematics(Hons)	6	6	100
CEMH	BSc	Chemistry(Hons)	5	5	100
PHSH	BA	Physics(Hons)	3	3	100
SNTH	BA	Santali(Hons)	4	4	100
ACNH	BCom	B.Com(Hons)	1	1	100

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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://www.vsm.org.in/ckfinder/userfiles/files/NA_SSS_2017-18.pdf

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
Minor Projects	730	UGC	1.8	0.6

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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
Nil	Nil	

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
Nil	Nil	Nil	Nil	Nil
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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
Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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	Mathematics	1	Nil
National	Santali	2	Nil
National	Chemistry	1	Nil
International	Mathematics	2	Nil
International	Commerce	11	Nil
International	History	3	Nil
International	Library	1	Nil

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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
Sanskrit	2
Physical Education	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
Double Fuzzy Number and its Application in Risk Analysis in a Production System using Fuzzy Cognitive Map	Kartik Patra	Journal of Physical Sciences	2017	1	ivekananda Satavarshiki Mahavidyalaya	1
An Production Inventory Model with Imperfect Production and Risk	Kartik Patra	International Journal of Applied and Computational Mathematics	2018	4	ivekananda Satavarshiki Mahavidyalaya	4
A note on connectedness in bispace	Rahul Mondal	Malaya Journal of Matematik	2017	0	The University of Burdwan	Nil
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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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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	5	3	2	1
Presented papers	8	4	Nil	1
Resource persons	Nil	Nil	Nil	Nil
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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
First Aid camp	NSS	4	40
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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
East Zone Pre- Republic Day camp-2017	Participation in Republic Day Camp-2017	Regional Directorate of NSS Bhubaneshwar, Government of India, Ministry of Youth Affairs and Sports	2
Republic Day Parade, New Delhi	Participation in Republic Day Parade Camp-2018	Government of India, Ministry of Youth Affairs and Sports	1
Republic Day Parade, Kolkata	Participation in Republic Day Parade at Kolkata,2018	Government of India, Ministry of Youth Affairs and Sports	1
View File			

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
N.C.C.	N.C.C.	Safe Drive Save Life Campaign	1	100
N.S.S	N.S.S. units of College	Safe Drive Save Life Campaign	2	232
N.S.S	N.S.S. units of College	Literacy Campaign	7	41
N.S.S	N.S.S. units of College	Blood Donation Camp and AIDS Awareness Rally	15	235
N.S.S	N.S.S. units of College	Street Play for Awareness	10	201
N.S.S	N.S.S. units of College	Soil Filling in Primary Health Centre	7	164

N.S.S	N.S.S. units of College	Cleaning in Adopted Village	4	256
N.S.S	N.S.S. units of College	Celebration of Raksha Bandhan Utsav	12	203
N.S.S	N.S.S. units of College	Swachhta Pakhwara	8	262
N.S.S	N.S.S. units of College	Celebration of Aranya Saptaha	5	264
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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
Nil	0	Nil	0
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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 with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
No file uploaded.					

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
Nil	Nil	Nil	Nil
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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
7.65	7.6

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
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
View File	

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
SOUL	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23209	2271570	335	52112	23544	2323682
Reference Books	537	94439	23	6490	560	100929
Journals	6	3180	1	1620	7	4800
Digital Database	1	5800	Nil	Nil	1	5800
CD & Video	15	Nil	5	Nil	20	Nil
Weeding (hard & soft)	340	23120	Nil	Nil	340	23120
Others (specify)	6	4540	Nil	Nil	6	4540

[View File](#)

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
Nil	Nil	Nil	Nil

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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	47	2	10	1	1	7	7	2	13
Added	1	0	0	0	0	0	1	0	6
Total	48	2	10	1	1	7	8	2	19

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

0 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
Nil	Nil

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
9.97	9.85	3.42	3.4

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)

• Our college has a dedicated Building Committee to supervise the maintenance and upkeep of buildings. • As and when required, electricians, plumbers and carpenters are engaged, following the advice of Building and Finance Committee, for maintenance and repair of various college amenities. • As and when required, technical personnel are engaged for repairs, maintenance and upgradation of computer systems and peripherals.

https://www.vsm.org.in/ckfinder/userfiles/files/procedure_and_Policies_2017-18.pdf

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
Financial Support from institution	Financial support from college provided to a student for participation in an International event in Australia	1	10000
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0
View File			

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
Career guidance classes for students of the	01/07/2017	122	College

college			
Activity with Zee Bangla	24/08/2017	85	Zee-Bangla
Free Mock Test for competitive examination with G.S.C.E	10/01/2018	130	George School of Competitive Examination
Workshop in collaboration ABP Ananda	25/05/2018	60	ABP Ananda
View File			

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
2017	Career guidance classes for students of the college	122	122	5	5
2017	Activity with Zee-Bangla	85	85	Nil	Nil
2018	Free Mock Test for competitive examination with G.S.C.E	130	130	Nil	Nil
2018	Workshop in collaboration ABP Ananda	60	60	Nil	Nil
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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
Nil	Nil	Nil

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
Nil	Nil	Nil	Nil	Nil	Nil

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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	1	B.A. (Hons.)	Santali	Vidyasagar University, Burdwan University Midnapur College Belda College Sri Sitaram Vedic Sanskrit Adarsha Maha vidyalaya	M.A.
2017	11	B.A. (Hons.)	Bengali	Vidyasagar University, Burdwan University Midnapur College Belda College Sri Sitaram Vedic Sanskrit Adarsha Maha vidyalaya	M.A.
2017	12	B.A. (Hons.)	Sanskrit	Vidyasagar University, Burdwan University Midnapur College Belda College Sri Sitaram Vedic Sanskrit Adarsha Maha vidyalaya	M.A.
2017	8	B.A. (Hons.)	History	Vidyasagar University, Burdwan University Midnapur College Belda College Sri Sitaram Vedic	M.A.

				Sanskrit Adarsha Maha vidyalaya	
2017	2	B.Sc. (Hons.)	Geography	Bilaspur University	M.Sc.
View File					

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
NET	2
Any Other	4
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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
Annual Sports Meet	College Level	150
Cultural Competition	College Level	140
Fresher's welcome ceremony	College Level	400
Fresher's welcome and farewell at the departments	Department Level	520
Celebration of Teacher's day	Department Level	350
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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
2017	Stood first in Athletics	National	1	Nil	N/A	Anupama Mahata
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students union consists of elected student representatives coming from all streams and academic years. Student union elections are conducted as per the schedule provided by Vidyasagar University. The General Secretary of the student union is included as a member of the Governing Body (GB) other elected representatives are included in various student related sub-committees like Sports, Cultural, Admission etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

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)

The college authority encourages decentralization of activities at various levels. Various sub-committees are constituted for the purpose of facilitating academic and infrastructural developments. As per the recommendation of the Teachers' Council, one or two teachers are assigned as in-charge for different units of student union. An admission committee manages the admission process while other sub-committees address specific issues for which they are set up. N.S.S. Advisory committees and N.S.S. programme officers of four units look into various extension activities and social services. Departments are also engaged with various activities as instructed by the college authority. The departments are governed by the respective Heads. Plan of academic and infrastructural development for the college are discussed in the Teachers Council (T.C.). Representatives from students, teachers, administrative-support staff, government and affiliating university etc. are included in various sub-committees and the Governing Body. Thus participative management is ensured by including representatives from various stakeholders in the committees, IQAC and G.B. of the college. The plan of development thus prepared are placed in IQAC and finally to the Governing Body (G.B.), the highest statutory body of the college.

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

Partial

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	The admission committee supervises the admission process of our college. Rules, regulations, number of seats across all courses (as stipulated by Vidyasagar University) and the corresponding admission fee(s) are published in our college prospectus. A fraction of college seats are reserved as per State Government norms. The application procedure for taking admission into our college as well as publication of merit list are conducted entirely in an online mode. The applicants are asked to attend a

counselling session organized by our college as per their rank in the merit list. Selected candidates are allowed to admission after payment of the requisite admission fees. Already enrolled students, after appearing for their annual or semester examinations, take admission to subsequent year or semester by paying the admission fees through banks.

Industry Interaction / Collaboration

There has been no such interaction or collaboration with any corporate sector till date

Human Resource Management

As students are the major stakeholders, our efforts are always directed towards their welfare enhancement through improvement in service delivery of all sorts. We have two categories of staff-teaching and non-teaching- to support their education. Although the teaching staff (consisting of fulltime teachers and librarian in substantive post, part-time teachers and guest teachers) are engaged mainly in teaching and mentoring they also actively participate in administrative work like admission and other academic and extra-curricular activities. On the other hand, the non-teaching staff are engaged in office work, laboratory maintenance, gardening, cleaning and sanitization etc. Our college has a number of committees to manage co-curricular activities that are observed from time to time. Salary of fulltime and part-time teachers, librarian and permanent nonteaching staffs are granted by the government through the HRMS portal. Employment of the guest teachers is governed by the management and their remuneration is paid from college funds directly to their bank accounts. Development and maintenance of our college is carried out from the fee collected from the students.

Library, ICT and Physical Infrastructure / Instrumentation

Our college has a spacious well-equipped and partially automated library, secured under CCTV surveillance. The library currently facilitates only online catalogue service (OPAC) which is accessible only in library premises. 385 new books have been added to the library collection. Subscription of N-LIST database has been renewed. The college office has been upgraded through the installation

	<p>of a computerized accounting module. Latest instruments and equipment purchased for up-gradation of laboratory of physics department. Some departments have been provided with desktops, laptops and printers. 5 more broadband connections from BSNL under NMEICT project has been added.</p>
Research and Development	<p>Teachers are advised to pursue their research work beyond their assigned duties. They are also advised to attend/present some seminar/workshop/short term course to develop their research ability. College authority approves their days to attend in these programmes as leave on duty. All the departments have been provided desktop and laptops. Internet facility is available in the computer centre, library and college offices. They are also encouraged to submit their research related projects to appropriate authorities.</p>
Examination and Evaluation	<p>The examination and evaluation is divided into two parts—internal and external. The internal examination is of a smaller weightage and is conducted by the teachers of our college through various modes like class tests, viva-voce, project-work etc. The external examination, on the other hand, is conducted once (for the students enrolled in annual system) or twice (for the students enrolled in semester system) a year and all activities starting from allotment of examination centers, setting-up of question papers, evaluation of answer sheets to award of mark-sheets is entirely governed by Vidyasagar University. Students have to qualify in every examination of the three academic years to obtain their graduation degree.</p>
Teaching and Learning	<p>Most of the teaching learning process has been done in the classroom using blackboard/whiteboard and chalk/pen. Some PPT slides are prepared to present more interestingly to the students using ICT or smart classrooms. Sometimes relevant illustration or demonstrations are downloaded from available website to motivate the students in this way. In practical based classes, the respective teachers guides the students to do and on experiment. Some departments arrange field work based study tour.</p>

Curriculum Development	Syllabus and academic calendar are provided by our affiliating University, i.e., Vidyasagar University Based on this, syllabus distribution and routine of the respective departments are advised to be effective from the beginning of the academic session. At the end of the academic session, the academic audit has been done in the prescribed format of Vidyasagar University. To complete the syllabus in time, some guest teachers are appointed by GB as per University norm.
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>The IQAC team in consultation with the Head of the Institution of the college identifies and prioritizes the areas requiring academic and infrastructural development for smooth functioning of the college. The governing body plays a key role in facilitating the execution of the plans and activities. E-governance has been continuously implemented in various processes and activities undertaken by the college authority with computerized management systems, such as academic matters like admission, registration, preparation of academic calendar and routine, examinations schedules and results, reports, library management as well as financial matters pertaining to tender based purchase, salary and expenses and so on. This has several advantages e.g. faster data processing while reduced chances of errors, enhanced efficiency of the working staff and teachers and quick and easy compilation of reports and minutes. Besides, admission has become a hassle-free and faster process with online form fill up and online mode of fee payment that has significantly reduced the effort. Communication between office and various departments and committees has been facilitated. A very well designed college website has been developed which can be accessed by all faculty members for searching any college related information of the past or present as and when required for planning for any activity.</p>
Administration	In case of college administrative functions, e-governance has significantly helped by enabling the

sharing of information with minimum time and effort e.g. posting of different types of college notices and university circulars on the College Website for all the stakeholders, as well as sending out urgent notifications to the higher authorities or the office staff or faculty members as and when required through e-mail. This enables smooth functioning of administration as well as proper referencing and documentation. All the developmental activities are uploaded to the website for the publicity of the college.

Finance and Accounts

All finance and accounts related work including salary payments or other payments and receipts are maintained through HRMS software systems. Most of the financial transactions i.e., remuneration of guest teachers and casual staffs and submission of student fees are made through the bank and maintained by the office software.

Student Admission and Support

Before the start of admission process all details related to: fee structure, rules/regulation, code of conduct are published in the website. The whole process of form fill up to take admission in various streams and publication of merit list has been done completely on the online mode using proper software. This reflects the transparency throughout the admission process. Students in most remote area get informed timely and gathering in the college premises is avoided.

Examination

All information related to internal examinations by the college are shared with the students through e-notices posted in our college websites as well as in the college notice board. All information starting from form fill up, examination schedule, University guidelines as well as seating arrangements in case of university exams are communicated in a flawless and timely manner to the university website. Students are asked to follow the University website. Result analysis has been published in the college website.

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
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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 development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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
Refresher Course	1	07/11/2017	27/11/2017	21
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

6.4 – Financial Management and Resource Mobilization

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

Not yet done.

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
Nil	0	Nil
No file uploaded.		

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	Yes	COLLEGE and V.U.	Yes	PRINCIPAL
Administrative	No	Nil	No	Nil

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

Nil

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

(1) Computer training. (2) Training sessions for handling online admissions through software. (3) Training sessions on operating swipe machine for facilitating digital payments. (4) Training sessions on operating the College Automation Software
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

(1) Proposal for opening of five new subjects has been submitted to West Bengal State Council of Higher Education (2) Initiatives was taken to construct a seminar room was started. (3) Several seminars and orientation programs were organized by Career Counselling Cell to motivate our students for job.
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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
2017	Interdisciplinary Seminar	24/04/2018	24/04/2018	15/05/2018	30
View File					

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
Nil	Nil	Nil	Nil	Nil

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
Nil	No	Nil

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of 'Aranya Saptaha'	14/07/2017	21/07/2017	264
Swachhta Pakhwara	01/08/2017	15/08/2018	262
Cleaning in Adopted village by NSS Units of College	12/09/2017	22/09/2017	256
Street Play for raising awareness on social evils	24/10/2017	26/10/2017	201
Observation of National Unity day	31/10/2017	31/10/2017	185
Blood donation Camp and AIDS awareness rally	01/12/2017	01/12/2017	235
Soil filling Camp in Primary Health Centre	23/09/2017	26/12/2017	164
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Our college is deeply committed to achieve new standards in preservation of greenery in the campus which we have inherited so naturally and effortlessly. The campus encompasses a big garden comprising of diverse species of plants and trees and a wide range of seasonal flowers are grown especially during the winter season. Such a pollution-free and oxygen-rich atmosphere helps in making the perfect and conducive ambience for education and good health of the students, staff and teachers. Implementation of environmentally sustainable practices and efforts towards maintenance of the greenery inside the campus has

always been our priority. Our efforts in this direction may be noted in the following points: 1. Maintenance of a beautiful garden with large collection of plants, including medicinal herbs 2. World Environment Day is celebrated on 5th June whereby NSS members take initiative to plant more trees inside the campus and hostel premises and spread awareness about the necessity of environmental conservation 3. Smoking is strictly prohibited inside campus 4. No petrol/diesel run vehicles are allowed to be parked inside the campus 5. Rain-water harvesting is commonly practiced 6. Waste-management

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

In continuation to the best practices adopted in 2016-17, the following best practices have been adopted for the session 2017-2018. (1) Interdisciplinary seminar was arranged for our faculty members were in those brief periods when the class-load was low. (2) Annual day was observed and annual report and AQAR2016-17 was placed and discussed with all staff members of the college

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

https://www.vsm.org.in/ckfinder/userfiles/files/Best_Practices_17-18.pdf

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

(1) Service to our students is the most important priority to us. (2) Poor and meritorious students are supported financially. (3) Those who are motivated to perform higher education are guided by the concerned teacher. (4) Sports and cultural committee identify the talented students by arranging cultural /sports competition and recommend them for participation in higher level events (5) Most of the students are first generation learners. NSS and NCC have taken the challenge to develop the confidence level of these students. (6) Career counselling cell is dedicated to provide them proper guidance and exposures of job opportunities. (7) Hostel fees are very low so that students from remote area can afford, stay and continue their education. (8) Grievance cell collects address student grievances and provides proper counselling (9) Access to the library and office is available in the office hours. (10) Representatives from students' union take their active participation in different student related activity. Their suggestions are incorporated as far as possible. (11) A large green campus which spreads around 18 acres is another distinctiveness of our college. Students actively participate to maintain and develop forestry within the campus. Gardening and plantation of trees are important regular activities of the NSS of our college.

Provide the weblink of the institution

https://www.vsm.org.in/ckfinder/userfiles/files/Institutional_distintiveness.pdf

8.Future Plans of Actions for Next Academic Year

For next academic session, IQAC plans to focus on the academic development of the college. More tutorial and remedial classes are planned to be introduced. Feed back from the stake holders, at least from the students is to be collected. MIS should be introduced. (1) Some vocational courses and soft skill development should be started. (2) Faculty members will be encouraged to pursue research in their concerned field.