



Yearly Status Report - 2018-2019

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/71621168853.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/71626090500.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	
Motivation seminar by		12-Oct-2018		68	

Prof. Pratip Choudhury on quality assurance in teaching and administration in college.	01	
Motivation seminar by Dr. Sib Sankar Das on Distance Learning in Higher Education: Swayam and SwayamPrabha courses	05-Oct-2018 01	85
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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
Vivekananda Satavarshiki Mahavidyalaya	Women's Hostel	UGC	2018 365	500000
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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 :	6
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)

Automation of the process of student's admission, fee collection and college accounts.

Introduction of student feedback system.

Encouraging extension activities through NSS and NCC like Blood donation camp, Swaccha Bharat Abhiyan, Human Rights Day, Voter Awareness, Winter camp etc.

Anti-ragging campaigning.

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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
It was planned to develop the infrastructure for the Dept. of Computer science.	Enrolment of students in the Computer Science department has been started.
It was planned to introduce five new subjects: NSS,NCC, Education, Music and Nutrition so as to provide more choice of subjects among students under the newly implemented CBCS pattern.	Proposal of five new subjects has been submitted to West Bengal State Council of Higher Education (WBSCHE).
It was planned to construct office counter with proper shade to manage excess student crowd.	Construction of office counter with proper shade has been completed.
It was planned to extend the library so as to provide a separate space for the journals and periodicals section.	The desired extension plan has been achieved and a separate space for journals and periodicals is complete.
The online admission process of the students is already in operation. It is resolved that full automation of the process of preparing student's attendance register, maintaining student related data and online cashless fee collection from the students are desirable. The maintenance of financial accounts of the college should also be done using appropriate software.	A software for office automation (CAS 7.0) is purchased from a software vendor. AIDNI infotech. The software is installed in a number of computers in the college office and Principal's room and arrangements are made for training of staff members for using this software. At present most of the process of record keeping related to student's admission, results, preparation of attendance register for the students, fees collection from the students' etc. are done using this software. Account keeping are also maintained using the software 'Accounts Module, CAS 7.0'.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of the College	28-Nov-2019

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	24-Dec-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)	(1) Due to the admission of the students has been maintained by the admission software, all the information of the students of our college has been included in our MIS. (2) Office automation using CAS 5.0.006 has been working. (3) So, all the financial details are included in the MIS (4) Student data relating to registration number, subject combination for each examination as well as marks obtained have been recorded using excel spreadsheets. The result analysis is uploaded in the website (5) All the notices and communications are maintained systematically

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 in all streams of Under Graduate curriculum. Orientation program has been arranged with the newly admitted 1st semester students. As part of the CBCS curriculum, students are encouraged to attend the classes regularly because marks are credited on the regularity in classes as well as internal assessment. Students of second year and final year students are still in yearly pattern. Running of yearly and semester pattern simultaneously is really a challenging task. Before appearing to the semester end examinations, Departments arranged some tutorial classes for the students during the period of their preparation of semester end examination. A fraction of the students remains to qualify in Part-I examinations in yearly pattern. All the Head of the departments are requested to arrange special remedial classes for these students.

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	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	B.Sc. General with Computer Science	09/08/2018
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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
BA	B.A. General	01/07/2018
BA	B.A. Hons. in Bengali	01/07/2018
BA	B.A. Hons. in English	01/07/2018
BA	B.A. Hons. in Sanskrit	01/07/2018
BA	B.A. Hons. in Santali	01/07/2018
BA	B.A. Hons. in History	01/07/2018
BA	B.A. Hons. in Philosophy	01/07/2018
BA	B.A. Hons. in Political Science	01/07/2018
BCom	Accounts & Finance Hons.	01/07/2018
BCom	B.Com. General	01/07/2018
BSc	B.Sc General	01/07/2018

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
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Educational Tour by department of Santali	22
BA	Educational Tour by	63

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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

Feedback from the students about the teaching learning process and other support services are collected during the courses by the teachers and at the end of the courses by IQAC and placed in the IQAC meeting. Feedbacks from students are utilized for motivating all stake holders for improvement in the teaching learning process and support services. Introduction of an online feedback mechanism from the students is planned from the next academic session.

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	55	16
BSc	B.Sc. General	50	21	8
BA	B.A. Hons. in Political Science	70	85	47
BA	B.A. Hons. in Philosophy	70	35	20
BA	B.A. Hons. in History	90	160	81
BA	B.A. Hons. in Santali	52	25	12
BA	B.A. Hons. in Sanskrit	70	115	61
BA	B.A. Hons. in English	70	92	58
BA	B.A. Hons. in Bengali	117	410	108
BA	B.A. General	500	1275	771

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	1881	Nil	19	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-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
53	20	4	4	1	8
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
1881	19	1:99

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
25	19	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
2018	Dr. Shantanu Mistri	Assistant Professor	Best NSS Programme Officer from the colleges affiliated to Vidyasagar University
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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	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
BA	BNGH	2nd Semester	23/07/2019	Nil
BA	BNGH	1st Semester	19/01/2019	Nil
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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 on continuous basis by class tests, evaluation of projects prepared by students, internal assessment and on the basis of their regularity of attendance in the class and depth of their understanding of 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 Vidyasagar University and sent to the college at the beginning of each academic year. The academic calendar is discussed in the departmental meeting of each department and also in the teachers' council. Delivery of lectures, completion of syllabus and conduction of examination are held in accordance with this 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)

<https://www.vsm.org.in/download/71626090888.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
ACNH	BCom	Accountancy(Hons.)	1	1	100
GEOH	BA	Geography(Hons.)	15	15	100
CEMH	BSc	Chemistry(Hons)	3	3	100
MTMH	BSc	Mathematics(Hons)	12	10	83.3
HISH	BA	History(Hons)	31	26	83.8
SNTH	BA	Santali(Hons.)	7	6	85.7
SANH	BA	Sanskrit(Hons)	14	10	71.4
ENGH	BA	English(Hons)	18	16	88.8

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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/Questionnaire_and_SSS_2018-19.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	365	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
No file uploaded.					

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)
International	Mathematics	1	0
International	Chemistry	2	0
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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	1
Santali	2
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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
Rough convergence of sequences in a cone metric space	Rahul Mondal	Journal of Analysis	2019	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	2	4	2	7
Presented papers	1	3	1	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
Swaccha Bharat Abhiyan	N.C.C	1	170
Children's day celebration	N.S.S	4	65
Pulse Polio Programme	N.S.S	4	30
Blood Donation Camp	N.S.S	4	140

AIDS Awareness Seminar	N.S.S	4	204
Human Rights day	N.S.S	4	164
Voter Awareness Programme	N.S.S	4	130
World Environment Day	N.S.S	4	145
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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
N.S.S.	Best Volunteer	Vidyasagar University	1
State level Pre Republic Day Camp-2018	Participation in Pre Republic Day Camp-2018	Regional Directorate of NSS Kolkata, Government of India, Ministry of Youth Affairs and Sports	1
Adventure Camp	Participation in Adventure Camp	Atal Bihari Vajpeyee institute of Mountaneering and allied sports, Manali, Govt of Himachal Pradesh	2
National Integration Camp	Participation in National Integration Camp	Regional Directorate of NSS Ahmedabad, Government of India, Ministry of Youth Affairs and Sports	2
National Integration Camp	Participation in National Integration Camp	Regional Directorate of NSS Patna, 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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NCC and NSS Units of our college with Manikpara Gram Panchayat	Swachha Pakhwara	4	282

AIDS Awareness	NSS Units of our college	AIDS awareness programme and rally	4	204
World Women's Day	NSS Units of our college	World Women's Day	4	185
Safe Drive Save Life	NSS Units of our college Manikpara Bit House	Safe Drive Save Life	4	148
Mission Nirmal Bangla	NSS Units of our college Jhargram Zila Parisad	Mission Nirmal Bangla	4	216

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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
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 with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
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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
Nil	Nil	Nil	Nil
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
16.34	16.24

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	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
Software for University Libraries (SOUL)	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23204	2323682	64	29122	23268	2352804
Reference Books	560	100929	3	690	563	101619
Journals	6	3180	3	900	9	4080
Digital Database	1	5900	Nil	Nil	1	5900
CD & Video	25	Nil	3	Nil	28	Nil
Weeding (hard & soft)	600	40800	Nil	Nil	600	40800
Others (specify)	6	4540	Nil	Nil	6	4540
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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
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
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Existing	48	2	10	1	1	7	8	2	19
Added	0	0	7	0	0	0	0	0	1
Total	48	2	17	1	1	7	8	2	20

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
8.89	8.86	14.21	14.2

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)

(1) Our college has a dedicated Building Committee to supervise the maintenance and upkeep of buildings. (2) 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. (3) As and when required, technical personnel are engaged for repairs, maintenance and upgradation of computer systems and peripherals. (4) One lab-assistant each have been recruited for the lab-based departments who look after the maintenance of lab. (5) Critical areas of college are under CCTV surveillance. (6) Adequate water purification facilities as well as toilet facilities for staff and students have been adequately maintained. (7) Our college has a generator installed to meet electricity requirements for smooth functioning of the college, under events of power outages. (8) Playground, badminton court and gymnasium are available within the college campus for recreational activity. (9) Our college has both boys and girls hostel with adequate number of seats for providing accommodation to students.

https://www.vsm.org.in/ckfinder/userfiles/files/procedure_and_policies_2018-19.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	0	0	0
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0

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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
Seminar on employment linked skilling programme	07/09/2018	100	Enlightenment Engineers Pvt. Ltd.
Motivational Seminar on Value Added Courses	16/10/2018	40	Nivedita Gramin Karma Mandir
Programme with 'Step-up Skill Foundation'	21/02/2019	100	Step-up Skill Foundation

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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
2018	Seminar on Employment Linked skill programme	100	100	5	5
2018	Motivation seminar on value-added courses	40	40	Nil	Nil
2019	Programme with STEPUP SKILL FOUNDATION	100	100	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
1	1	2

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
2018	3	B.A. (Hons.)	SANSKRIT	SSVSAM	M.A.
2018	1	B.A. (Hons.)	SANSKRIT	MIDNAPUR COLLEGE	M.A.
2018	8	B.A. (Hons.)	SANSKRIT	VIDYASAGAR UNIVERSITY	M.A.
2018	3	B.A. (Hons.)	BENGALI	VIDYASAGAR UNIVERSITY	B. ED
2018	1	B.A. (Hons.)	BENGALI	BELDA COLLEGE	M.A.
2018	1	B.A. (Hons.)	BENGALI	KHARAGPUR COLLEGE	M.A.
2018	5	B.A. (Hons.)	BENGALI	MIDNAPUR COLLEGE	M.A.
2018	1	B.A. (Hons.)	SANTALI	BURDWAN UNIVERSITY	M.A.
2018	1	B.A. (Hons.)	PHILOSOPHY	VIDYASAGAR UNIVERSITY	M.A.
2018	3	B.A. (Hons.)	HISTORY	VIDYASAGAR UNIVERSITY	M.A.

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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
NET	1

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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	35
Cultural Competition	College Level	55
Fresher's welcome ceremony	College Level	700
Fresher's welcome and farewell at the departments	Department Level	650
Celebration of Teacher's day	Department Level	455

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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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Generally, student union has been formed after the general student election. But the student Union election has not been done in this session. In this circumstance, some of the teachers took the responsibility in the student related events like, fresher's welcome, sports, cultural etc. For other requirements, respective students placed their application to the college authority. Principal, after consultation of GB and concerned committee members meets their requirements. Under the guidance of NSS program officers and NCC ANO, a number of students get involved in other development works in the college.

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 :

Nil

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)

Plan of academic development and infrastructural development for the college are discussed in the Teacher's Council. Various sub-committees constituted for the purpose of facilitating academic and infrastructural developments and IQAC. The plan of development thus prepared are placed in IQAC and finally to the Governing Body, the highest statutory body of the college. Representatives from students, teachers, support staff, government and affiliating university etc. are included in these committees and governing body. Thus the participative management is ensured by including representatives from various stakeholders in the committees, IQAC and Governing Body of the college. The college authority encourages decentralization of activities at various levels. For example NSS advisory committee and NSS programme officers look into the various extension activities and social services, Admission Committee manages the online admission process and other sub-committees also addresses the specific issues for addressing which they are set up.

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	<p>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.</p>
Industry Interaction / Collaboration	<p>There has been no such interaction or collaboration with any corporate sector till date</p>
Human Resource Management	<p>As students are the major stakeholders, our efforts are always directed towards their academic progress 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 full time</p>

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. 67 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 of a computerized accounting module. A separate space for periodicals and newspaper reading section has been set up in the library. 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 and 2 Jio-fi devices have been added.

Research and Development

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.

Examination and Evaluation

Examination and Evaluation The examination and evaluation are 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 a year and all

	<p>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	<p>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.</p>

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</p>

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.

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
Faculty Development Programme	1	10/01/2019	16/01/2019	7
NSS Orientation Programme	2	19/05/2019	25/05/2019	7
Short Term	1	23/08/2018	29/08/2018	7

Course				
Orientation Programme	1	15/11/2018	12/12/2018	28
Refresher Course	1	15/11/2018	28/02/2019	90
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	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)

Nil

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 Authority and VU	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 initiating digital payments. (4) Training sessions on operating the College Automation Software.

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

(i) Students' feedback on various services and amenities of the college are

collected in an offline mode. The collected data is entered in computer, processed and analysed to prepare a comprehensive report which is later discussed in our internal meetings and also uploaded in the website for general viewership. (ii) Initiatives have been taken for the parent teacher meeting for the honours students. (iii) Our college campus is fairly large and the open spaces is full of trees. In a recent count we have found that there are about 2478 Eucalyptus trees within our campus. (iv) A Computer Science department has been newly started and a guest teacher has been recruited to offer computer science as a subject for our undergraduate science students. This has been done in order to increase the number of science subjects our students can choose from under the newly operational CBCS curriculum. The first batch of students have already been enrolled in the subject. (v) The approval of opening of five new subjects: Education, Music, Nutrition, NSS, NCC has been granted from West Bengal Council of Higher Education Department and also from Vidyasagar University. (vi) Our prime concern has always been to provide an adequate platform for our students to nurture and hone their talents. Towards this end, apart from sports and cultural activities we have started a magazine titled 'Sukriti'. Our current students, alumni, current and retired faculty members have contributed their valuable articles to this magazine. The magazine was inaugurated on 30th April 2019 on the day of our Prize giving ceremony. (vii) To develop MIS, some of our faculty members devoted a large effort to train the office staffs beyond their assigned teaching hours.

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
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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
International Women Day	08/03/2019	Nil	120	65

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
Blood Donation Camp	01/12/2018	Nil	140
Children Day	14/11/2018	Nil	65
Pulse Polio Awareness	25/11/2018	Nil	30
Constitution Day	26/11/2018	Nil	140
AIDS Awareness	01/12/2018	Nil	204
Youth Day	12/01/2019	Nil	145
Human Rights Day	10/10/2018	Nil	164
Voter Awareness	27/02/2019	Nil	130
World Women Day	08/03/2019	Nil	185
World Environment Day	05/06/2019	Nil	145
View File			

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

Our college campus is located amidst extensive greenery and freshness of the countryside, far away from the bustle of the cities. It gives the perfect and conducive ambience for education as well as good health of all our students. Implementation of environmentally sustainable practices and efforts towards maintenance of the greenery inside the campus has never been compromised with.

We are deeply rooted to our commitments to achieve new standards in preservation of greenery in the campus which we have inherited so naturally and effortlessly. Our efforts in this direction may be noted in the following points: (1) As a step towards better managing the natural resources within our college campus, an initiative was taken to count the number of Eucalyptus trees in the north portion of our campus. It was found that in total there were about 2478 Eucalyptus trees. (2) Our college encompasses a large garden in the front portion near the main entrance gate. We have maintained the garden with beautiful seasonal flowers, properly trimmed trees and planting herbal medicinal plants like tulsi, aloe vera, kalmegh etc. One kitchen garden has also been maintained in the open spaces adjoining the college hostel. (3) Every year

the World Environment Day is observed in our college where the NSS Programme Officers along with their enrolled cadets conduct a tree plantation drive both inside the college campus and the hostel premises. It is followed by a brief lecture on ways to prevent environmental degradation and promote sustainable development. (4) Our students regularly organize poster-based campaigns to prohibit tobacco use, smoking and use of plastic both within and outside the campus. They have also taken initiatives to make our campus noise free by prohibiting parking of student vehicles at close proximity of classrooms. (5) Throwing away of non-biodegradable waste just about anywhere is prohibited in the campus. To prevent such undesirable activities dustbins have been placed at several places (6) A gardener and a sweeper are in constant care of the garden and building premises. Besides NSS cadets take special care in maintaining the garden, watering the plants and keeping the campus clean and Eco-friendly. (7) We have planned to construct a structure above the library building for storing rainwater which can later be used for gardening.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(1) A prize distribution ceremony was arranged to award the best performing students in the fields of sports, cultural activities and academics. The event was conducted to encourage the students to perform better in various curricular and extra-curricular activities. (2) A college magazine titled 'Sukriti' was published with articles contributed from our current and ex-faculty members and also from our current and past students. (3) Some departments took initiative to publish wall magazine comprising of small articles, drawing etc. from their respective students and teachers. (4) Several remarkable extension activities, like Blood donation camp, pulse polio programme were arranged through NSS. (For more information please visit : <https://www.vsm.org.in/iqac-menu/best-practices.php>)

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_2018-19.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

(1) Implementation of online feedback system for all the stakeholders of our college. (2) Construction of health unit. (3) To equip library with more books, journals and periodicals. (4) Completion of construction of seminar room. (5) An adequate infrastructure for storing and using excess rainwater. (6) Introduction of value added courses as a means to motivate our students and also improve their employment prospects.