



Yearly Status Report - 2019-2020

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/71622778439.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/71626090542.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		
A seminar on value added	21-Feb-2019		334		

courses was organized by the Career Counselling Cell in collaboration with the Step up Skill Foundation team.	1	
A demonstration seminar was arranged to familiarize the students with the online mode of feedback collection.	21-Nov-2019 1	100
On recommendation of IQAC, one Thalassemia camp was organized under the joint initiative of Health Unit and the NSS units of our college in collaboration with Paschim Medinipur Thalassaemia Prevention Society.	26-Nov-2019 1	272
Celebrating National Science Day to motivate school students in neighbouring area to pursue higher education in science stream.	28-Feb-2020 1	215
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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	2020 0	0
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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
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Under the guidance of IQAC, Career Counselling Cell of our college introduced some ValueAdded Courses in collaboration with Step up Skill Foundation. Around 300 students were enrolled in the available courses.

Enrolment to the first semester of the newly introduced subjects: Education and NCC of BA General program was started.

Collection of student satisfaction survey was made online.

With the objective of encouraging school students of surrounding areas to take up science for further studies, a National Science Day was organized in our college with the combined efforts of all the faculty members of science departments. A popular lecture by Prof. Somnath Bharadwaj from the Department of Physics, IIT Kharagpur; exhibition of few student made crude scientific-models and quiz competition were some of the major activities of the event.

The Health unit jointly with the NSS team of our college and Paschim Medinipur Thalassaemia Prevention Society organized a Thalassaemia Awareness and Detection camp for the students of our college. Moreover, one seminar on Girl Trafficking and Cyber Crime was organized by the college in collaboration with Manikpara Beat House to create student awareness against such hazards.

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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
Plan to start few valueadded courses by the Career counselling cell	About 300 students enrolled in these courses. Tailoring machines and computers were purchased. Infrastructures were developed for this purpose.
Reformation of IQAC team and uploading of AQAR reports for the previous years was planned. Preparation for NAAC visit is to be considered.	IQAC Coordinator and some of the team members have been replaced by new members. Regular meetings have been arranged and preparation of AQAR for the previous three years have been undertaken.
Online admission processes to be implemented for all semesters. Also the student feedback is to be collected online.	The admission process for all the semesters was completely shifted to the online mode. Data related to student details were stored digitally. Similarly, more and more official data

were digitalized. Analysis of student feedback was also carried out.

It was planned to form a health unit to raise student awareness on basic health and hygiene.

One health unit was formed with proper instruments. The unit successfully conducted a Thalassemia Awareness and Detection camp in collaboration with NSS units of our college and Paschim Medinipur Thalassaemia Prevention Society.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of the College	18-Dec-2020

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

2020

Date of Submission

11-Feb-2020

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)

The MIS was partially developed with joint initiative of a group of faculty members. One computer and one hard disc was fully dedicated to this purpose. Details of MIS is described as follows: (1) Admission of new batch of students into first semester and already enrolled batches into subsequent semesters is conducted completely in the online mode. As a result a comprehensive student database is automatically prepared. (2) Office automation using CAS 5.0.006 is already operational. As a result, all the financial details are included in the MIS. (3) Student data relating to registration number, subject combination for each examination as well as marks obtained have been recorded using excel spreadsheets. The analysis of students' performance in

their annual and semester examination is uploaded in the website. (4) Online mode of collection of student's feedback has been implemented. The collected data has been analyzed and incorporated in MIS. (5) All the notices and communications are indexed systematically in databases.

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

As we are affiliated to Vidyasagar University we follow the syllabus and academic calendar as provided by the latter. With the start of every academic session each department holds an internal meeting where the relevant syllabus is distributed among the faculty members and the class routine is finalized. A general Teachers' Council meeting is also conducted where, among other things, the schedule of internal examinations is also discussed and finalized. Since from the current session the Choice Based Credit System (CBCS) was fully operational across all the streams; a need was felt to organize an orientation seminar so as to familiarize the newly admitted batch regarding the structure of their curriculum. Most importantly, students were encouraged to attend the classes regularly as a part of internal examination marks was to be awarded on the basis of regularity of attendance. On the other hand, as the students in their final year are still under the previous annual pattern a separate academic schedule is to be followed for their teaching and evaluation. The simultaneous operation of annual and semester systems was, indeed, challenging for both the teaching and the non-teaching staff of our college. Tutorial classes was organized by several departments for the respective students to support them prepare for semester-end examination. Also special remedial classes were arranged for the small fraction of back students belonging to the previous annual pattern to aid them in passing their Part-I and Part-II examinations.

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
BA	B.A. General in EDUCATION (EDCG)	01/07/2019
BA	B.A. General in NCC (NCCG)	01/07/2019
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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
Nil	Nil	Nil

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	Study tour by the department of Santali (Hons.)	33
BA	Study tour by department of Bengali (Hons.)	66
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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 received from the current and final year/ semester students were analysed and discussed in the IQAC general meeting. The analysis and the results have been uploaded to the college website. This has been discussed with the staff members of the college. From the insights received from the feedback analysis, IQAC recommended to increase the number of guest teachers as an important measure for timely completion of the syllabus. Few office staffs are engaged temporarily on a daily wage basis to provide service as and when required. Secondly, the Career Counselling Cell has been advised to develop the necessary infrastructure for starting some value-added courses.

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 Mathematics	55	81	24
BSc	B.Sc.Hons.in Chemistry	32	45	12
BSc	B.Sc. Hons. in Physics	32	67	12
BA	B.A. Hons. in Political Science	70	91	32
BA	B.A. Hons. in Philosophy	70	51	15
BA	B.A. Hons. in History	90	183	53
BA	B.A. Hons. in Santali	52	32	13
BA	B.A. Hons. in Sanskrit	70	124	34
BA	B.A. Hons. in English	70	165	39
BA	B.A. Hons. in Bengali	117	543	61
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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
2019	2578	Nil	21	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
56	21	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 department even beyond their required teaching hours for helping and advising the students as well as addressing their problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2578	21	1:123

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	21	5	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	3rd Year	09/04/2019	06/06/2019
BA	BNGH	2nd Year	23/07/2019	30/07/2019
BA	BNGH	3rd Sem	29/01/2020	Nil
BA	BNGH	2nd Sem	17/06/2019	12/07/2019
BA	BNGH	1st Sem	17/02/2019	Nil
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

After the onset of CBCS curriculum every college affiliated to Vidyasagar University has to allot two kinds of marks: marks secured by students in continuous internal assessments (IA) consisting of class tests, viva-voce, project based home assignments etc. and marks on regularity of their class attendance (CA). While the allotment of marks on regularity of class attendance incentivizes our students to attend more and more classes this reform is a part of the CBCS curriculum itself where the role of our college is just to enforce this rule. However, at the institutional level we have also tried to initiate subtle reforms like increasing the number of viva-voce based assessments to assess the conceptual understanding of students and other assessments where they are asked to present a topic before their class.

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

Since our college is affiliated to Vidyasagar University, the academic calendar is prepared and notified by the University at the beginning of the academic session and our college strictly adheres to the same. In-keeping with

the academic calendar prepared by the university, our college authority also prepares an academic calendar for the college by incorporating few modifications as per necessity. This academic calendar comprises of the dates of commencement of classes and examinations viz. the semester wise schedule for CBCS courses of the college, the date of commencement of classes, schedule of the college internal assessments, tentative schedule of University examinations etc.. Holidays and other activities and celebrations/observances by the college are also included in the academic calendar. The academic calendar is discussed in the departmental meeting of each department and also in the teachers' council. It is then distributed among all teaching faculty and non-teaching staff of the college. 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/71626090925.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
PHIH	BA	Philosophy (Hons.)	2	2	100
BNGH	BA	Bengali (Hons.)	45	32	71.1
SNTH	BA	Santali (Hons.)	7	6	85.7
CEMH	BSc	Chemistry (Hons)	3	3	100
MTMH	BSc	Mathematics (Hons)	12	10	83.3
HISH	BA	History (Hons)	31	26	83.8
GEOH	BSc	Geography (Hons)	15	15	100
SANH	BA	Sanskrit (Hons)	14	10	71.4
ENGH	BA	English (Hons)	18	16	88.8
ACCH	BCom	Accountancy 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/SSS_Questionnaire_2019-2020.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
Nil	0	Nil	0	0

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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
Governor's Medal	Abhijit Mahata	Office of the Governor, Govt. of WB	25/02/2020	Best NCC Cadet
Best Performance in implementation of KanyashreePrakalpa of WB Govt.	Vivekananda Satavarshiki Mahavidyalaya	Office of The District Magistrate, Jhargram, West Bengal	14/08/2019	Implementation of KanyashreePrakalpa of WB Govt.

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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)
International	Mathematics	2	1.3
International	Chemistry	2	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	1
Santali	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
Assessment of heavy metal contamination in soils irrigated with paper mill effluent in West Bengal, India	Tapas Kumar Das	Annals of Plant and Soil Research	2019	Nil	Vivekanda Satava rshiki Mahavidyalaya	Nil
Health risk assessment of heavy metals in soil irrigated with paper mill effluents	Tapas Kumar Das	Annals of Plant and Soil Research	2019	Nil	Vivekanda Satava rshikiMahavidyalaya	Nil
A new approach to similarity measure for generalized trapezoidal fuzzy numbers and its application to fuzzy risk analysis	Dr. Kartik Patra	Granular Computing	2020	Nil	Vivekanda Satava rshiki Mahavidyalaya	1
Mixture inventory	Dr. Kartik	Annals of	2020	Nil	Vivekanda Satava	Nil

model of lost sale and backorder with stochastic lead time demand on permissible delay in payments	Patra	Operations Research			rshiki Mahavidyalaya
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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
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	9	2	Nil
Presented papers	Nil	2	Nil	Nil
Resource persons	Nil	1	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
Swaccha Bharat Abhiyaan	National Cated Corps	4	170
World Environment Day	National Service Scheme	4	154
Tobbaco Free Campaign	National Service Scheme	4	164
World AIDS Day	National Service Scheme	4	206
Thalassemia Detection Camp	Health unit and NSS in collaboration with Paschim Medinipur Thalassaemia Prevention Society	4	272

Swacchta Pakhwara	National Service Scheme	4	190
Swaccha Bharat Summer Internship	National Service Scheme	4	214
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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 Parade Camp-2019	Participation in Pre Republic Day Parade Camp-2019	Regional Directorate of NSS Kolkata, Government of India, Ministry of Youth Affairs and Sports	2
NSS Day Celebration and Felicitation Programme	Best Volunteer Award	Vidyasagar University	1
NCC Best Cadet	Governor's medal	Office of Governor, West Bengal	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
International Youth Day	College NCC Unit	HIV Awareness Programme through short drama	1	60
Tobacco free campaign	College NSS unit	Awareness programme about harmful effect of tobacco on health	4	164
National Youth Day	College NSS unit	Observing birth anniversary of Swami Vivekananda	4	214
World Aids Day	College NSS unit	Aids Awareness programme	4	206
Thalassaemia Detection Camp	College Health Unit with NSS and Paschim Medinipur Thalassaemia	Awareness of thalassaemia disease and free detection camp for thalassaemia	4	272

	Prevention Society			
Children's Day Celebration	College NSS unit	Observing birth anniversary of Pandit Jawaharlal Nehru	4	58
Rakhsha Bandhan	College NSS unit	Spreading the message of friendship and love	5	112
Swachhta Pakhwara	College NSS unit	Awareness about clean environment	4	190
Swachh Bharat Summer Abhijaan	College NCC unit	Swachh Bharat Summer Abhijaan	1	170
Swachh Bharat Summer internship 2.0	College NSS unit	Awareness programme about keeping environment clean	4	214
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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
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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
Stepwell Multiproject Pvt. Ltd.	22/08/2019	Providing Skill Development Trainings through Utkarsh Bangla project of Govt. of	300

[View File](#)**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
9.83	9.72

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing

[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
Software for University Libraries (SOUL)	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23608	2324170	490	89510	24098	2413680
Reference Books	568	102844	7	1915	575	104759
Journals	9	4080	Nill	Nill	9	4080
Digital Database	1	5900	Nill	Nill	1	5900
CD & Video	28	Nill	4	Nill	32	Nill
Weeding (hard & soft)	145	14450	Nill	Nill	145	14450
Others(s pecify)	6	4540	Nill	Nill	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
Existing	48	2	17	1	3	7	8	2	20
Added	4	0	1	0	0	0	1	0	0
Total	52	2	18	1	3	7	9	2	20

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

150 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
9.07	8.99	5.83	5.76

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) Strategic areas of college are always under CCTV surveillance. (6) Adequate purified drinking water facilities are available maintained by the service provider through Annual Maintenance Contract (AMC) (7) Adequate toilet facilities for staff and students are available and regularly maintained by the sweeper of the college. (8) To meet electricity requirements under events of power outages our college has our own generator. (9) Sports committee supervises the maintenance of playground, badminton court and gymnasium. (10) Our college has both boys' and girls' hostel with adequate number of seats for providing accommodation to students. Both the hostels are maintained by respective hostel sub-committees and the designated supervisors. (11) The Library Subcommittee, appointed by the GB, is responsible for

maintenance and up-gradation of library facilities in consultation with the academic sub- committee. Library carries out its activities adhering to the guidelines of a properly drafted library manual that is approved by the library sub-committee.

https://www.vsm.org.in/ckfinder/userfiles/files/procedure_and_policies_2019-20.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	National Scholarship	1	10000
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 implemetation	Number of students enrolled	Agencies involved
Nil	Nil	Nil	Nil
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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
Nil	Nil	Nil	Nil	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	Rashmi	5	1

Group of
Companies

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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
2019	3	B.A. (Hons.)	History	VIDYASAR UNIVERSITY	M.A.
2019	3	B.A. (Hons.)	Santali	BURWAN UNIVERSITY	M.A.
2019	5	B.A. (Hons.)	Sanskrit	VIDYASAR UNIVERSITY	M.A.
2019	1	B.A. (Hons.)	Bengali	WBUTTPA	B.ED
2019	2	B.A. (Hons.)	Bengali	NETAJI SUBHAS OPEN UNIVERSITY	M.A.
2019	1	B.Sc. (Hons.)	Mathematics	VIDYASAR UNIVERSITY	M.Sc.
2019	4	B.Sc. (Hons.)	Physics	MIDNAPUR CITY COLLEGE	M.Sc.
2019	2	B.Sc. (Hons.)	Geography	MIDNAPUR COLLEGE	M.Sc.
2019	5	B.Sc. (Hons.)	Geography	BILASPUR UNIVERSITY	M.Sc.

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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
Any Other	15

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

Activity	Level	Number of Participants
Cultural Meet (online on occasion of Rabindra Jayanti)	College Level	140
Fresher's welcome ceremony	College Level	500
Fresher's welcome and farewell at the departments	Department Level	230
Celebration of Teacher's day	Department Level	200

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

Student union is usually formed after the conduct of student union election following University schedule and guidelines. However, in the current session it was not possible to conduct the election for the student union. As a result the responsibility of student related activities like fresher's welcome, sports and cultural events were assigned to some of the faculty members. For other requirements, the students placed their application to the college authority. Principal, after consultation with GB and concerned committee members, fulfilled their requirements. Under the guidance of NSS program officers and NCC ANO the enrolled students performed a number of extension activities apart from their regular set of duties.

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)

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
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.
Teaching and Learning	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.
Examination and Evaluation	The examination and evaluation is broken 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 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.

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.

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. 497 new books including text and reference 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. Latest instruments and equipment purchased for up-gradation of laboratory of physics and chemistry department. Career counselling Cell has been provided with desktops. 10 sewing machines have been purchased for providing free tailoring hands-on training to the students. A optical fibre broadband connection with wi-fi facility of 150 MBPS from Wishnet Internet service provider has been added. A wi-fi hub has been set up by Reliance Jio for providing free wi-fi to the college students.

Human Resource Management

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 and part-time teachers, librarian and permanent non-teaching 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.

Industry Interaction / Collaboration

A MoU has been signed with Stepwell Multi Project Pvt. Ltd. for providing Skill Development Training to the students.

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 which is available online. A fraction of college seats are reserved as per State Government norms. The admission process including the counselling of students is completely online. Selected candidates are allowed to take admission after payment of the requisite admission fees through the online mode. Already enrolled students, after appearing for their annual examinations and semester-end examinations, take admission to subsequent year and semester by paying the admission fees in an online mode.

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

E-governance area	Details
Planning and Development	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.

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 maintained through HRMS portal of Govt. of West Bengal. Most of the financial transactions i.e., remuneration of guest teachers and casual staffs, submission of student fees and other payments and receipts are made through bank and maintained by the office

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	01/08/2019	14/08/2019	15
Faculty Development Programme	1	15/06/2020	20/06/2020	7
Faculty Development Programme	1	09/06/2020	15/06/2020	7
Faculty Development Programme	1	01/06/2020	05/06/2020	5
Faculty Development Programme	1	15/06/2020	19/12/2020	5
Refresher Course	1	01/10/2019	31/12/2019	90

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	5	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

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	COLLEGE 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 for proper documentation. (2) Training sessions for handling online admissions through software. (3) Training sessions on operating the College Automation Software.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

(1) Seminar room has been well furnished and is ready for use. (2) Infrastructure has been developed to store rain water. (3) Health unitequipped with proper instruments has been set up. (4) More rest/wash rooms have been created for the use of students.
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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
2019	MoU for Skill Development Training with Stepwell Multiproject Pvt. Ltd.	22/08/2019	23/08/2019	30/09/2019	300
2019	Orientation program was conducted for the newly admitted batch of students on CBCS curriculum.	30/07/2019	30/07/2019	30/07/2019	520
2019	A seminar has been arranged on online	21/11/2019	21/11/2019	21/11/2019	215

submission
of feedback

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Observation of Women's day	09/03/2020	09/03/2020	105	80
Awareness seminar on Girls trafficking and Cyber crime	24/09/2019	24/09/2019	56	54

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
2020	1	1	28/02/2020	1	Celebration of National Science Day	Local school children offered opportunity to interact with Science experts, present innovative models, participate and win prizes in Science	200

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observing Swaccha Bharat Abhiyaan (by NSS)	22/07/2019	31/07/2019	214
AIDS Awareness Programme on National Youth Day	01/12/2019	01/12/2019	60
Celebrating Independence Day	15/08/2019	15/08/2019	187
Celebrating Raksha Bandhan Utsav	15/08/2019	15/08/2019	112
Workshop on Girl Trafficking and Cyber Crime	24/09/2019	24/09/2019	110
Celebrating Santali Bhasa Bijoy Dibas	22/11/2019	22/11/2019	36
Celebrating National Youth Day	12/01/2020	12/01/2020	214
Celebrating Women's Day	08/03/2020	08/03/2020	185
Observing World Environment Day (online mode)	05/06/2020	05/06/2020	54
Free Thalassemia Detection Camp	26/11/2019	26/11/2019	272

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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. Rain-water harvesting is commonly practiced 6. Waste-management

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(1) Career Counseling Cell has taken some major effort to launch value-added training courses and hands-on practices for the students. (2) A separate health unit has been established for providing first aid to the student and staff. The unit also aims at organising various health camps and awareness camps at the college campus and surroundings. A Thalassemia detection camp was organized by the NSS units and Health units of the college. (3) Some departments organised Parent-Teacher meetings to discuss the progress and problems of the students and find solutions to academic or behavioral problems. (4) Department of Santali celebrated Santali Bhasha Diwas to propagate the language among the local students which is the local language of the nearest area. (5) National Science Day was observed by the Science departments of the college to grow up the interest in science among the school students of the nearest schools. (Please visit <https://www.vsm.org.in/iqac-menu/best-practices.php> for more information)

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_2019-20.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/Instiutioal_distintiveness.pdf

8.Future Plans of Actions for Next Academic Year

(1) Enhancing MIS system with more functionalities. (2) Courses on Soft skill development, mushroom-culture, spoken English and some other value-added courses should be arranged by Career Counselling Cell. (3) Collection of online feedback should be extended to the parents and alumni of our college. (4) For less power consumption more LED bulbs should be purchased (5) Solar Panel should be installed. (6) A stage for cultural events should be prepared in our college

