



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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@vsm.org.in
Address		At: Manikpara PO: Manikpara
City/Town		Dist: Jhargram
State/UT		West Bengal
Pincode		721513
<b>2. Institutional Status</b>		

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)	<a href="https://www.vsm.org.in/download/71625912218.pdf">https://www.vsm.org.in/download/71625912218.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.vsm.org.in/download/71625927497.pdf">https://www.vsm.org.in/download/71625927497.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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
Orientation of NSS Volunteers	09-Aug-2016 3	357
Educational tour was	02-Feb-2017	91

conducted by IQAC coordinator and students of other departments. Ayodya Pahar	1	
Regular meetings of IQAC members	22-Dec-2016 3	8
<a href="#">View File</a>		

**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	Implementation of COSA and online admission process	Govt. of West Bengal	2017 365	150000
Vivekananda Satavarshiki Mahavidyalaya	Setting up Virtual Classroom in Government aided Colleges in West Bengal	Govt. of West Bengal	2016 365	300000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

IQAC organized ParentTeacher meeting for ensuring a direct communication between the parents and the respective teachers of their children.

As per the advice received from IQAC several extension activities were conducted through the NCC and the NSS units of our college.

Proposal for opening of five new subjects: NSS, NCC, Nutrition, Education and Music was initiated.

As a move to improve transparency in the overall admission process of the first year students, activities like the form fill-up process, payment of the associated fee and display of merit list was made online.

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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	Achivements/Outcomes
Arrangement of ParentTeacher Meeting	Since most of the students are first generation learners, on request of the parents remedial and tutorial classes were arranged before their University examinations.
Promotion of Educational tour for students.	1. The IQAC coordinator Smt. Manujusha Singha Mohapatra arranged an educational tour to Ajodhya Pahar in Purulia district. Four teaching staffs, two non-teaching staff and around 100 students participated in the tour. 2. The departmental heads of Bengali and Santali organized study tours for their students. Four teaching staffs and around 60 students of Bengali department made an educational trip to Bishnupur in Bankura district. The students of Santali department, on the other hand, made an educational tour to Dandbose in Mayurbhanj district of Orissa where around 20 students took part along with the departmental head.
Proposal for opening five new subjects were taken	Steps for opening new subjects have been initiated
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	28-Nov-2017

15. Whether NAAC/or any other accredited

No

body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	24-Mar-2017
17. Does the Institution have Management Information System ?	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

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. Internal assessments were conducted at appropriate times and students were awarded marks on the basis of their performance in the internal evaluations.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
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	Educational tour organized by IQAC coordinator for the students of BA General stream.	91
BA	engali department organised a study tour to Bishnupur in Bankura district.	54
BA	Santali department organised an educational trip to Dandbose in Mayurbhanj district of Orissa	20
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
Nil

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	B.Sc. Hons. in Physics	32	55	14
BA	B.Sc. General	50	35	8
BA	B.A. Hons. in Political Science	70	38	14

BA	B.A. Hons. in Philosophy	70	60	8
BA	B.A. Hons. in History	90	160	59
BA	B.A. Hons. in Santali	52	32	16
BA	B.A. Hons. in Sanskrit	70	98	52
BA	B.A. Hons. in English	70	95	48
BA	B.A. Hons. in Bengali	117	312	105
BA	B.A. General	550	1050	530
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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
2016	1463	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
21	12	4	3	Nil	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
1463	21	1 : 70

## 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	9	9

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

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

Academic calendar is prepared by the affiliating University, i.e. Vidyasagar University and shared with the college at the beginning of each academic year. The details of the academic calendar are discussed in the departmental meeting of each department and also in the teachers' council meeting. Necessary modifications are made where the number of lectures to be delivered by each faculty, tentative timeline of completion of syllabus and conduction of examination are finalized. The schedule given in the academic calendar is strictly followed by all the departments.

## 2.6 – Student Performance and Learning Outcomes

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

<https://www.vsm.org.in/about-department.php?details=result-report-2016-2017>

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	B.Com (Hons)	1	1	100
SNTH	BA	Santali (Hons)	4	4	100
PHSH	BSc	Physics (Hons)	3	3	100



CEMH	BSc	Chemistry(Hons)	5	5	100
MTMH	BSc	Mathematics(Hons)	6	6	100
HISH	BA	History(Hons)	18	18	100
GEOH	BA	Geography(Hons)	18	12	66.67
SANH	BA	Sanskrit(Hons)	28	24	85.71
ENGH	BA	English(Hons)	29	29	100
BNGH	BA	Bengali(Hons)	57	53	92.98
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## 2.7 – Student Satisfaction Survey

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

[https://www.vsm.org.in/ckfinder/userfiles/files/NA\\_SSS\\_2016-17.pdf](https://www.vsm.org.in/ckfinder/userfiles/files/NA_SSS_2016-17.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	4.55	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
Nil	Nil	Nil	Nil	Nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil

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### 3.3 – Research Publications and Awards

## 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	3	Nil
National	Economics	1	Nil
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## 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Library	3
Sanskrit	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
Consumption pattern in West Bengal -A study of per capita expenditure elasticity by income group	Subrata Kundu	Journal of economics and Social Development	2017	Nil	Vivekanda Satava rshiki Mahavidyalaya	Nil
A Note on convergence of double sequences in a topological space	Rahul Mondal	Mathmatiki Vesnik	2017	Nil	Burdwan University	Nil
A Note on connectedness in a bispace	Rahul Mondal	Malaya Journal of Matematik	2017	Nil	Burdwan University	Nil

A single item inventory model with variable production rate and defective items	Kartik Patra	International Journal of Applied and Computational Mathematics	2017	Nil	Techno India University	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
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	Nil	2	Nil	Nil
Presented papers	3	8	1	Nil
<a href="#">View File</a>				

## 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
Agricultural Awareness Seminar	NSS	4	285
Cashless Campaign	NSS	4	203
Cleaning of breeding sites of mosquitoes and awareness Programme on dengue prevention	NSS	4	285
AIDS awareness Programme	NSS	4	255
Van Mahotsab	NSS	4	225
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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
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NSS	Best Volunteer Award	Vidyasagar University	1
<a href="#">View File</a>			

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
National Integration Camp, Bankura	NSS	National Integration Camp	1	2
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
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
2.5	2.37

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2015

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23042	2242164	167	29406	23209	2271570
Reference Books	531	92555	6	1884	537	94439
Journals	6	3180	Nil	Nil	6	3180
Digital Database	1	5800	Nil	Nil	1	5800
CD & Video	12	Nil	3	Nil	15	Nil
Others (specify)	6	4540	Nil	Nil	6	4540
<a href="#">View File</a>						

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
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	47	3	10	1	1	7	7	2	13
Added	5	0	0	0	0	0	1	0	6
Total	52	3	10	1	1	7	8	2	19

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

0 MBPS/ GBPS

#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
9.24	9.21	1.07	1.05

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

Our college has a dedicated Building Committee to supervise the maintenance and upkeep of buildings. As and when required, electricians, plumbers and carpenters are engaged, following the advice of Building and Finance Committee, for maintenance and repair of various college amenities. As and when required, technical personnel are engaged for repairs, maintenance and upgradation of computer systems and peripherals. One lab-assistant each have been recruited for the lab-based departments who look after the maintenance of lab. Strategic areas of college are always under CCTV surveillance. Adequate purified drinking water facilities are available maintained by the service provider through Annual Maintenance Contract (AMC) Adequate toilet facilities for staff and students are available and regularly maintained by the sweeper of the college. To meet electricity requirements under events of power outages our college has our own generator. Sports committee supervises the maintenance of playground, badminton court and gymnasium. 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. 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\\_2016-17.pdf](https://www.vsm.org.in/ckfinder/userfiles/files/procedure_and_Policies_2016-17.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	Half-fee waiver	45	18000
Financial Support from Other Sources			
a) National	Nil	Nil	0
b) International	Nil	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
Career awareness sessions	03/12/2017	380	A career counselling professional was hired on a regular basis to inform interested students on career avenues across different fields.
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Sessions on career awareness	380	700	5	5
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	5	B.A. (Hons.)	Bengali	Vidyasagar University, Burdwan University Midnapur	M.A.

				College Belda College Sri Sitaram Vedic Sanskrit Adarsha Maha vidyalaya	
2016	2	B.A. (Hons.)	Santali	Vidyasagar University, Burdwan University Midnapur College Belda College Sri Sitaram Vedic Sanskrit Adarsha Maha vidyalaya	M.A.
2016	5	B.A. (Hons.)	Sanskrit	Vidyasagar University, Burdwan University Midnapur College Belda College Sri Sitaram Vedic Sanskrit Adarsha Maha vidyalaya	M.A.
2016	8	B.A. (Hons.)	History	Vidyasagar University, Burdwan University Midnapur College Belda College Sri Sitaram Vedic Sanskrit Adarsha Maha vidyalaya	M.A.
2016	1	B.Sc. (Hons.)	Chemistry	Vidyasagar University	M.Sc.
2016	6	B.Sc. (Hons.)	Geography	Vidyasagar University, Bilaspur University	M.Sc.
2016	2	B.A. (Hons.)	Philosophy	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	3
Any Other	6

[View File](#)

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	120
Fresher's welcome ceremony	College Level	600
Fresher's welcome and farewell at the departments	Department Level	500
Celebration of Teacher's day	Department Level	330

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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)

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

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

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

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

No

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	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 examinations, take admission to subsequent year by paying the admission fees through banks.

Industry Interaction / Collaboration	There has been no such interaction or collaboration with any corporate sector till date.
Human Resource Management	<p>As students are the major stakeholders, our efforts are always directed towards their welfare enhancement through improvement in service delivery of all sorts. We have two categories of staff—teaching and non-teaching— to support their education. Although the teaching staff (consisting of full-time teachers and librarian in substantive post, part-time teachers and guest teachers) are engaged mainly in teaching and mentoring they also actively participate in administrative work like admission and other academic and extra-curricular activities. On the other hand, the non-teaching staff are engaged in office work, laboratory maintenance, gardening, cleaning and sanitization etc. Our college has a number of committees to manage co-curricular activities that are observed from time to time. Salary of fulltime and part-time teachers, librarian and permanent non-teaching staffs are granted by the government of West Bengal. Employment of the guest teachers is governed by the management and their remuneration is paid from college office. Development and maintenance of our college is carried out from the fee collected from the students.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>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. 173 new books have been added to the library collection. Subscription of N-LIST database has been renewed. 2 new computers has been installed in the office to act as the server for the admission software and registration process.</p>
Research and Development	<p>Teachers are advised to pursue their research work beyond their assigned duties. They are also advised to attend/present some seminar/workshop/short term course to develop their research ability. College authority approves their days to attend in these programmes as leave on duty.</p>

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**

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.

**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. During a short phase of study leave, just before examination, tutorial classes are arranged. Also special classes are arranged during the examination period. Remedial classes and class tests are arranged some of the departments, if required.

**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.

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

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

	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 COSA and 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
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the	Title of the	From date	To Date	Number of	Number of
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	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
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
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	9	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Employees Credit Cooperative Society	Employees Credit Cooperative Society	Student Union Fund

## 6.4 – Financial Management and Resource Mobilization

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

<b>No Data Entered/Not Applicable !!!</b>
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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
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

6.4.3 – Total corpus fund generated

<b>No Data Entered/Not Applicable !!!</b>
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## 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	Nill	No	Nill

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

**No Data Entered/Not Applicable !!!**

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

- Computer training.
- Training sessions for handling online admissions through software.
- Training sessions on operating the College Automation Software.

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

- Construction of girls' hostel has been complete and adequately furnished to accommodate at least 20 students.
- Faculty members are encouraged to submit research proposals for minor and major research projects.
- Latest and advanced books and periodicals have been purchased for the betterment of students.

**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
2016	Renovation of college garden-Vivek Udyan	20/07/2016	20/07/2016	25/09/2016	364
2017	Furnishing of Girls Hostel for accommodation	16/01/2017	16/01/2017	22/01/2017	10

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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
Nil	Nill	Nill	Nill	Nill

**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
Nill	No	Nill

**7.1.4 – Inclusion and Situatedness**

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of 'Vana Mahotsav Saptaha'	20/07/2016	26/07/2016	252
Celebration of Independence Day	15/08/2016	Nil	212
Celebration of Rakhi Bandhan Utsav	17/08/2016	Nil	201
Awareness programme on Dengue Prevention	15/09/2016	Nil	285
AIDS day procession and awareness programme	01/12/2016	Nil	255
Celebration of Republic Day	26/01/2017	Nil	201
'Walk for Water' rally	03/03/2017	Nil	231
<a href="#">View File</a>			

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 ambiance 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. As a means to foster clean and green campus a large garden was maintained in the middle of the campus with seasonal flowers, medicinal herbs and trimming of existing trees. The garden was named Vivek Udyan after the visionary leader Swami Vivekananda whose statue graces the rear-center of the garden. 2. World Environment Day is regularly celebrated on 5th June whereby NSS Programme Officers with their students of respective units take initiative to plant more trees inside the campus and hostel premises and spread awareness about the necessity of environmental conservation. 3. No smoking

campaigning is conducted by the NSS units every year. 4. Breeding sites of mosquitoes are cleaned by the enrolled students of NSS from time to time as a preventive measure against dengue. 5. Awareness programme on Waste-management is regularly organized by the NCC and NSS units of our college. 6. To raise student awareness on judicious use of water and water management a crude but effective rainwater collection system was maintained above the library building of our college.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(1) Our college campus has about 2500 Eucalyptus trees which, besides raising its aesthetic value, provides adequate shade and helps maintain a green and eco-friendly environment. Tree plantation drives are regularly organized by the NSS units of our college in order to add more greenery to the campus as well as to raise student awareness on conserving environmental resources. A well maintained garden in the front area of our college aptly reflects our core values on environmental conservation. (2) Adoption of modern means of educational technology through the use of ICT-enabled teaching and a dedicated smart classroom. These initiatives make lectures more comprehensive. Also such measures help us upgrade ourselves with the latest technology in education sector. (3) Regular guidance and mentoring of students by Career Counselling Cell help the students remain updated on both the traditional and emerging fields of employment. (4) Special winter Camps are arranged by NSS and NCC for imbining a sense of discipline, leadership, secularism, adventure and selfless service in the minds of students. (5) In addition to the usual classroom based pedagogy students are encouraged to participate in various activities like N.S.S, N.C.C., sports and cultural events. (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\\_2016-17.pdf](https://www.vsm.org.in/ckfinder/userfiles/files/Best_practices_2016-17.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/Institutioal\\_distintiveness.pdf](https://www.vsm.org.in/ckfinder/userfiles/files/Institutioal_distintiveness.pdf)

### **8.Future Plans of Actions for Next Academic Year**

(1) Parents-Teacher meeting should be arranged in regular interval to improve the academic quality of the students. (2) Teachers will be encouraged to use the ICT based classrooms. (3) Annual report will be submitted in in time and annual day should be observed to place the annual report. (4) Initiatives should be taken by career counselling cell to introduce several value added courses and soft skill development.