



YEARLY STATUS REPORT - 2022-2023

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 its own campus?	Yes	
• Phone no./Alternate phone no.	03222230244	
• Mobile No:	9433722528	
• Registered e-mail	iqac@vsm.org.in	
• Alternate e-mail	iqac.vsm20@gmail.com	
• Address	PO: Manikpara, Dist - Jhargram	
• City/Town	Manikpara	
• State/UT	West Bengal	
• Pin Code	721513	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Vidyasagar University				
• Name of the IQAC Coordinator	Sri Aditya Prakash Singha				
• Phone No.	03222230244				
• Alternate phone No.	9434119253				
• Mobile	9932789727				
• IQAC e-mail address	iqac@vsm.org.in				
• Alternate e-mail address	iqac.vsm20@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.vsm.org.in/download/71715409997.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vsm.org.in/download/71714043107.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.88	2016	19/01/2016	18/01/2021
6.Date of Establishment of IQAC			01/04/2012		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	04
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
A significant number of desktops, laptops and printers have been purchased to enhance the accessibility of students. Moreover, a number of computers have been repaired and upgraded for the laboratory and library of the college.	
High speed broadband connection has been extended to several classrooms, laboratories and library.	
Two more projectors and screens have been purchased for smooth functioning of the ICT-enabled classrooms.	
Several certificate courses have been organized.	
Several activities like Thalassemia Camp, Awareness on Cyber Crime, AIDS awareness, orientation programme on Stress management and suicide prevention, personality development etc. have been organized. Initiatives have been taken to march towards green campus.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Admission, Library and Office Automation Software to be upgraded and/or purchased	Integrated Automation Software has been purchased for upgradation.
Feedback from students and teachers shall be collected as done in previous years.	Collected feedback from staff members and outgoing students has been analyzed. Some infrastructural developments and renovation works have been recommended accordingly to the competent authority.
To start some skill enhancement courses like tailoring, computer, entrepreneurship and other vocational courses on the recommendation of IQAC.	Certificate courses in Computer Application, Self-defense, and entrepreneurship-"Vivek Bazar" were started for students.
To develop a pollution free green campus.	Initiatives like plantation drive, prevention of single use plastic, rain water storage, replacement of incandescent bulbs by LED tube/bulbs and bicycle and green vehicle zone were undertaken.
To take initiative to foster Indian Knowledge System (IKS) through language and communication lab.	One furnished classroom equipped with computers and accessories was allocated for fostering IKS.

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	10/02/2024

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2022-23	05/03/2024

15.Multidisciplinary / interdisciplinary

Thirty three programmes are running in different disciplines BA, BSc, BCom. Considering the subject bunching and infrastructure of the college Multidisciplinary curriculum is going on.

16.Academic bank of credits (ABC):

As our college is affiliated under Vidyasagar University, the decision regarding ABC is taken by the university.

17.Skill development:

For skill development of students following initiatives have been arranged:

- a. Certificate course in Computer Application
- b. A forty hours course in Special Coaching Cum Guidance for Competitive Examinations.
- c. Vivek Bazar–To promote the spirit of entrepreneurship among students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Department of Santali and Sanskrit took the initiative to integrate Indian Knowledge System (IKS). One classroom has been allotted for this purpose. Final year students were encouraged to attend the classes beyond the usual class hours. Eminent resource persons were also invited to augment the system.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

At the beginning of each semester the syllabus and programme outcomes of each course are discussed thoroughly and all the stakeholders are informed accordingly. Based on the guidance of respective teachers, the students select their special papers out of the available alternatives (e.g., GE/DSE/SEC etc.)

20.Distance education/online education:

Following UGC advisories on blended mode of education, our faculty members took the initiative to take occasional online classes during the weekends over and beyond usual offline classes to enrich our

students' knowledge. E-contents are regularly distributed through WhatsApp groups and library website.

Extended Profile

1.Programme

1.1	33
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1738
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	564
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	348
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	53
Number of full time teachers during the year	

File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	60
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	30
4.2 Total expenditure excluding salary during the year (INR in lakhs)	27.19754
4.3 Total number of computers on campus for academic purposes	32
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>We follow the syllabus and academic calendar as provided by our affiliating University. At the beginning 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 meeting of the Teachers' Council is also conducted where, among other things, the schedule of internal examinations is also discussed and finalized. To familiarize the newly admitted batch with the structure of the syllabus an orientation seminar is also conducted by each of the departments with their respective students. Students are encouraged to attend their classes regularly as a part of internal examination marks were to be awarded on the basis of the regularity of attendance.</p>	

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	N/A

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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 alignment 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 class lectures, 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. With the progression of syllabus, continuous internal evaluation is conducted by all the academic departments twice in a semester-once during the mid-semester and the other in the end-semester. Internal evaluation is conducted in various modes-written examination, viva-voce, class presentation, project-based home assignments etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.vsm.org.in/download/71714043107.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating

C. Any 2 of the above

University and/are represented on the following academic bodies during the year.
 Academic council/BoS of Affiliating University
 Setting of question papers for UG/PG programs
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

33

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

78

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

78

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Our college follows the curriculum as provided by Vidyasagar University to which we are affiliated. Within the curriculum

several aspects in relation to Professional Ethics, Gender, Human Values, Environment and Sustainability can be identified. Some of the courses of our undergraduate programmes like Philosophy, Sanskrit, Bengali, and Environmental Studies do contain the desired elements. Two courses of the undergraduate programme in Philosophy, namely Indian and Western Ethics cater to Human values and Professional Ethics. The course on Environmental Awareness and Taittiriyo Upanisad within the undergraduate curriculum of Sanskrit raises awareness on environment and human values respectively.

Within the undergraduate curriculum of Bengali, the courses, namely Charjapad, Birangana, and Muktohdhara explore various aspects of

human values, gender equity and environmental issues. Finally, the section on Environmental Policies & Practices within the curriculum of the compulsory course on Environmental studies delivers various aspects on Environmental Ethics.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

508

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.vsm.org.in/igac-menu/feedback-analysis-reports.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1252

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

344

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

After ample progress in coverage of syllabus, our faculty members normally conduct the first internal evaluation which serves as the first avenue to identify the slow learners and advanced learners. Once identified, the slow learners are provided separate counselling whereby their reasons for poor academic performance are elicited. Our experience over the years have shown that while a section of students are genuine slow learners, others perform poorly due to poor attendance. Extra classes/tutorial classes are conducted for the genuine slow learners to uplift their academic performance, while those performing poorly due to poor attendance are issued notices and wherever required a meeting is conducted with their guardian. On the other hand, the advanced learners are provided advanced materials and online contents from reputed institutions.

File Description	Documents
Link for additional Information	N/A
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1738	53

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Following methods of experiential learning, participative learning and problem-solving are currently followed:

Experiential Learning:

Students from Science streams have adequate access to laboratories to gain experiential learnings from experimental exercises. Students from Humanities and Social Sciences get the avenues of experiential learnings through field visits, primary survey, study tours which form an important component of the curriculums of Santali, Education, Geography, and Environmental Studies.

Participative Learning:

- Few departments have started taking departmental seminars where undergraduate students make a presentation on a topic of their interest.
- Department level quiz competition are regularly held as a part of assessment. Moreover, a general quiz competition is also held every year as a part of Annual Cultural Competition.
- Events and ceremonies like Fresher's welcome, Teachers' Day, Saraswati Puja celebration etc. are organized by students themselves which helps them gain working knowledge.
- Different participative activities organized by NCC, NSS, and MGNCRE like tree-plantation drive, cleanliness drive, Thalassaemia detection camp, primary survey of adopted villages help students get practical insights.

Problem Solving:

To help students develop analytical, numerical as well as computational problem-solving skills students from science streams are provided guidance by their respective teachers on the problem-

based exercises after the completion of each chapter.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	N/A

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Our college has tried integrating ICT enabled tools to enhance the effectiveness of conventional teaching-learning process as far as practicable.

- Mobile Applications like: Google forms are used to enroll students into various extra-curricular activities and to conduct quizzes; each department operates multiple WhatsApp Groups-one group for each class-to convey important updates, notices, and e-contents.
- Students are provided hands-on-training on their discipline specific software applications like MS Office, SPSS, Matlab, Python, C, C++, Tally etc.
- Our college has one-smart classroom, four projectors, and three projector screens for conducting effective presentation-based lectures. 2 wi-fi enable broadband routers are installed in the campus. 100 MBPS fibre of Wishnet internet connections has been subscribed.
- Almost all of our departments are equipped with one desktop computer and a printer.
- Our college has access to n-list databases by virtue of which we have access to 6094 e-journals and 1,39,309 e-books

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.vsm.org.in/facilities/ict-based-classrooms.php

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

53

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

572

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At the beginning of every academic year our college prepares an academic calendar following the schedule provided by the affiliating university. Accordingly, our faculty members carry out their teaching assignments and continuous internal evaluations on a regular basis in different modes—written exam, viva, class presentation, project assignments etc. The internal assessments are conducted around the dates as specified in the academic calendar. Additionally, students are duly notified in advance on the dates on which the internal assessment is to be conducted. As the score of Internal assessment is credited in the End Semester Examination students are strongly advised to prepare adequately. The answer sheets are evaluated and displayed to the students pointing out their strong and weak areas so as to improve their score in the final examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	N/A

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Our college has adequate mechanisms to deal with internal examination related grievances. Internal Assessments are conducted as per the academic calendar provided at the beginning of the academic year. Notice specifying the dates of the internal assessments are also issued and circulated across the student notice boards and college websites. After the internal assessment is over, the answer sheets are evaluated by the respective faculty and displayed to the students where their areas of weakness are pointed

out and accordingly appropriate guidance for improvement are provided. For a section of students who failed to attend the internal examination on scheduled dates or those who want to reappear for the test in an attempt to score more satisfactory marks, the internal examinations are rearranged on request. In addition to internal examinations, students are also evaluated regularly through continuous internal evaluations which keep the students academically engaged throughout the semester and also aid in deeper revision of their syllabus.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	N/A

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The syllabus for the undergraduate students is designed by the Board of Studies of our affiliating university. The Programme and Course outcomes of each of the programmes are stated in the respective departmental web pages of our college website for perusal of the students. The faculty members too state the course outcomes before the start of each course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	N/A
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

We assess the attainment of POs, PSOs, and COs in a number of ways. Continuous internal evaluations are conducted throughout the semester to test the grasp of the students over the subjects. Students are asked to appear for written internal exams, viva-voce and home-assignments. In some cases, they are also encouraged to give presentations in their class under the subject teacher's supervision. Such periodic evaluation also gives ample scope for identifying slow learners. Once identified, the reasons for their

poor performance are ascertained and due care is provided so as to uplift their level of understanding at par with their peers. Each semester terminates with an End Semester Examination where the comprehensive ability of students is best understood. The End Semester Examination is always a written examination and the question paper is set by the affiliating University. Some of the subjects, mostly from science stream and few from Humanities and Social Sciences also have a part on practical evaluation which requires the students to demonstrate their skills and dexterity on the applied aspects of the subjects. We try our best to keep track of our students and gather data on their progress toward higher education and employment status.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	N/A

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

319

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	N/A

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.vsm.org.in/download/71713262543.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	N/A

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The following extension activities were carried out during this academic year:

1. National Yuva Divas, January 12.
2. "Antarjatic Matri Vasha Divas" February 21.
3. International Women's Day, March 8.
4. World Environment Day, June 5.
5. "Arannya Saptaha" July 14 - 20
6. International Yoga Day, June 21.
7. Teachers' Day September 5
8. NSS Day, September 24.
9. Rashtriya Ekta Divas, October 31.
10. NCC Day, November 26.
11. World AIDS Day, December 1.
12. Human Rights' Day, December 10.
13. "Santali Vasha Divas" December 22.
14. Voter Awareness Programme August 31
15. "Swachhata Abhiyan" October 2
16. "Rabindra Jayanti" May 9
17. Independence Day August 15
18. 59th College foundation day August 17

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

471

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

06

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

06

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Our college is situated in a rural location in West Bengal and is bestowed with a fairly large green campus with an area of 18.86 acres surrounded by a natural landscape with more than five thousand trees of Eucalyptus, Akashmoni, etc.

Our campus encompasses the following physical facilities and infrastructures:

- The college has thirty classrooms, including two spacious halls, which support the regular teaching and learning activities.
- One fully equipped smart classroom with a projector, computer, smart board, sound system, Internet connectivity, and other necessary accessories.
- Four ICT-enabled classrooms including a seminar hall equipped with projectors, computers, and Internet connectivity.
- Five laboratories (Physics, Chemistry, Geography, Mathematics and Computer) with adequate laboratory equipment and computers with Internet facility.
- A library with a decent collection of books and e-journals, along with a spacious reading room and two computers for

library users

- A well-furnished seminar hall for arranging seminars, workshops, and other events of the college.
- All the departmental rooms, offices, and the library have high-speed broadband connections.
- The college campus is equipped with Wi-Fi connectivity through the Jio network under MHRD scheme.
- Separate rooms are assigned for individual departments with internet connection and printers.
- We offer two separate hostel accommodations: one for male students and the other for female students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	N/A

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

1. A spacious playground measuring approximately 8300 square meters is situated adjacent to the main building, serving as a venue for the physical activities of students participating in NCC, NSS, and physical education, as well as those passionate about sports. The college effectively utilizes this area to host various sports events, conduct yoga sessions, and organize cultural activities.
2. A fairly equipped gymnasium, measuring 2080 square feet, is available for use by both students and staff members during and beyond regular class hours.
3. The college possesses sufficient sports apparatus for various sports and games such as athletics, football, cricket, badminton, volleyball, kho-kho, and more.
4. A basketball court and a badminton court are maintained to cater to the recreational needs of our faculty members and students.
5. Our college possesses three rooms, including a seminar room and two large halls with considerable seating capacity, which are frequently used for the purpose of hosting cultural programs and other events, meetings, etc.
6. The units such as NCC, NSS, and Physical Education promote activities related to physical and mental well-being such as yoga, meditation, exercises and sports that contribute to the holistic welfare of the students.

7. The institution has created a homely atmosphere that fosters various athletic, cultural, and extracurricular activities within the campus, under the supervision of the Sports subcommittee and the cultural subcommittee.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	N/A

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	N/A
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

12.28742

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

1. Name of ILMS Software: Software for University Libraries (SOUL)
2. Nature of Automation: Partially
3. Version: 2.0
4. Year of Automation: 2015

The library is partially automated using Integrated Library Management System (ILMS) SOUL 2.0 developed by INFLIBNET. The automation of Library services started in 2015. A range of library housekeeping activities including cataloguing, spine label and barcoding of books, report generation, stock verification etc. are done through this software. The library also provides online access to the catalogues (OPAC) available within the library premises. The library has planned to implement automated circulation process by upgrading the local intranet software to the cloud version from the subsequent year.

The college library has been equipped with six computers including a server computer for the smooth functioning of the library activities and services. Students are provided with two computer terminals for searching online catalogue, e-resources and also for other educational purposes. The library has a separate website (URL: <https://vsmlibweb.wordpress.com/>) for easy dissemination of library information and e-resource services along with a separate library tab integrated with the college website.

Note: The SOUL 2.0 ILMS has been replaced by a cloud-based library management software, AIMES Cloud, developed by Infotech Lab in Kolkata, which is integrated with the college ERP software since July 2023. This MARC21-compatible system efficiently handles various library functions, including managing books, journals, e-resources, acquisitions, and circulation. The library's Online Public Access

Catalog (OPAC) can be accessed at:
https://vivekanandasatavarshiki.in/lib_opac.aspx.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://vsmlibweb.wordpress.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.93078

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

49

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college attempts to regularly enhance its IT infrastructure to support both the teaching-learning process and administrative services as needed.

During the session 2022-23, the following IT equipment has been purchased:

Particulars Number Desktop 08 Laptop 02 Printer 02 Monitor 02 Projectors 02 Projector Screen 02 UPS 08 CCTV 03 Broadband New Connection 01 (150 MBPS)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	N/A

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

9.58846

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Proper management of the available infrastructure plays a complementary role in the growth and development of any educational institution. Areas and building facilities requiring repair or replacement are identified and noted by the building subcommittee. After consulting with the Governing Body, the relevant work is accomplished by hiring repair services, viz. plumbing, electricity, carpentry, or masonry, on a daily wage basis or on a contract basis. In case of the requirement of laboratory equipment or repair and replacement of computers, printers, scanners, and photocopying machines, the respective HoD or coordinator places the list of requirements with the Principal who discusses the matter with the relevant committees like the IT-infrastructure sub-committee, the purchase sub-committee etc and finally forwards the proposals to the finance committee for further processing. Subsequently, the equipment is purchased or repaired either by tendering or from the lowest bidder after inviting quotations from vendors. The playground

and the gymnasium of the college are regularly monitored by the Physical Education Department. Facilities like sports, culture, health, canteen, etc are looked after by the respective sub-committees. The software for managing library books and records is regularly maintained by the librarian. The library subcommittee meets regularly to discuss the improvement of facilities provided by the library. Cleaning and sanitation of the campus, departmental rooms, and classrooms are done by sweepers and cleaners every day before the opening of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vsm.org.in/policies-and-procedures.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1177

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	N/A
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

247

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

247

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

29

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

47

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

7

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Our institution has adequate provision for students' representation and engagement in various administrative, co-curricular and extracurricular activities. Their involvement is strong in cultural as well as sports events. At the start of each cultural event, a notice is circulated amongst the students seeking their active participation. This is followed by a meeting amongst the teachers and interested students where the programme schedule is finalized as well as the roles and responsibilities are allotted amongst the students. This mode of student engagement is followed in student centric events like Fresher's welcome, College Foundation Day, Rabindra Jayanti, Matribhasha Diwas, Saraswati Puja, Teachers Day, Rakshabandhan etc. In the Annual Sports Event student support the concerned teachers is critical. They actively help with student coordination, enlist the names of participants across different events, help in event management as well as prize distribution.

Apart from these events, students are also actively engaged in different events conducted by the National Cadet Corps (NCC), National Service Scheme (NSS), and Mahatma Gandhi National Council of Rural Education (MGNCRE)cells of our college.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

30

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is no registered Alumni Association.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our governance structure aligns closely with our stated vision and mission. At the start of each academic session, the academic committee of our college prepares an academic calendar following the schedule provided by our affiliating University. Accordingly, the routine committee prepares the class routine to be followed by all the departments. NCC and NSS units of our college help in developing

human values, morality, and character among our students apart from their regular training and extension activities respectively. We also have MGNCREcell which inculcates a deep concern towards nature and its conservation as well as instills the spirit of entrepreneurship among our students. The Career Counselling Cell raises awareness among the students on different avenues of employment. Similarly other sub-committees like sports, cultural, magazine, admission, examination etc. look after their respective fields. All such sub-committees that look after student and academic related issues are proposed in the Teachers' Council and approved in the Governing Body. We also have the Mentor-Mentee System to provide help, support and necessary guidance to our students. At the end of the academic session the details of all activities are reported to the Governing Body of our college.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and participative management are the key approaches utilized to ensure effective administration and curriculum delivery. Under this system, academic and administrative responsibilities are dispersed among Heads of Departments and various committees, which include both teaching and non-teaching staff, and sometimes students. The policies and oversight for the college are overseen by the Governing Body, while the IQAC serves as a planning and coordinating agency for quality initiatives. Each committee is led by a Convener who conducts meetings and delegates tasks in a democratic manner, ensuring that all voices are heard and final decisions are recorded. To encourage fair distribution of responsibilities, the Convener position rotates every two years among the faculty. Similarly, Heads of Departments are chosen on a biennial rotation basis to manage the academic departments. The Teachers' Council Secretary is also elected to represent the faculty's best interests. The Teachers' Council meeting provides a democratic platform for discussion of issues relating to welfare issues of teaching staff as well as academic and infrastructural development of the college. Several nodal officers have been appointed, out of faculty members, for facilitating student related services like student credit card, scholarships, and management of

student data.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

At the start of the academic year the following perspective plans were undertaken:

1. To augment automation in admission, library, administration, and student database management.
2. Improve infrastructural facilities as well as teaching-learning methods based on feedback collected from stakeholders.
3. To start skill development courses like tailoring, computer applications, and other vocational courses.
4. To start a course on Indian Knowledge Systems (IKS).
5. To progressively increase the adoption of ICT-based classes among our faculty members.
6. To encourage our teachers on e-content development for the benefit of students.
7. To gradually increase the usage of environment friendly electric appliances.
8. To develop green, clean, and pollution free campus.
9. Improve infrastructural facilities for the benefit of students.
10. To upgrade library facilities and computer terminals for the usage of both students and faculty members.
11. Strengthening the mentor-mentee system of the college. Counselling sessions to be provided to mentees as and when required.
12. To develop a rainwater harvesting system within the college premises.
13. To organize plantation drives along the empty spaces in and around our college building.
14. To install sanitary vending machines for female students.
15. To establish Language and Communication Lab in the college

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Decentralization and participative management is adequately reflected in the organogram of our college. Our college is government-aided and affiliated to Vidyasagar University. Accordingly, our functioning across various dimensions is regulated by agencies like UGC, Ministry of Education, WBHED, and Vidyasagar University. The college is headed by Principal who supervises the internal administration. The Principal, in turn, reports to the Governing Body-the apex policy making body-constituted as per the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. A number of sub-committees consisting of both teaching and non-teaching staff as well as students (wherever applicable) have been constituted to manage various activities of our college. The IQAC, Finance Committee, and Academic sub-committee are formed by the Governing body, which look after quality assurance, financial decision making, and academic activities respectively. Teachers Council is also a statutory body and looks after the welfare of teachers so as to aid in smooth functioning of college. To manage the overall activities of college, a number of other sub-committees are formed in the meeting held by the Teacher's Council.

File Description	Documents
Paste link for additional information	N/A
Link to Organogram of the Institution webpage	https://www.vsm.org.in/igac-menu/institutional-organogram.php
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and

B. Any 3 of the above

Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

As both the teaching and non-teaching staff are the pillars of all academic institutions; provision of adequate welfare measures for both the groups is imperative. We have the following welfare measures:

- The Service Book committee initiates and updates the service books of all employees wherein an account of all kinds of leaves and details of promotions received are systematically documented.
- A dedicated P.F. sub-committee looks after P.F. advances and withdrawals and the associated interest credited in the employees' account books.
- The IQAC, besides supervising its usual academic administration, plays a pivotal role in career advancement of faculty members by verifying and processing the CAS related paperwork of the incumbent.
- The non-teaching employees are provided their promotional benefits on completion of 7/10/20 years of service subject to the approval of Governing Body of our college and the Directorate of Public Instructions (DPI).
- Faculty members are encouraged to participate in Seminars and Workshops as well as to undertake Doctoral research at institutions of repute. Such endeavors are promoted by allowing leaves as per statutory and Government provisions.
- The college provides a monthly advance to newly recruited

employees on permanent post till their official procedure of pay-fixation is complete.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution takes into account the attendance and the number of leaves taken up by the staff for their performance-based appraisal. Excessive leaves over and beyond the permissible limit are treated as 'extraordinary leave' and invite penalties in the form of salary deduction as per standard rules. The deducted amount is then returned to the government accounts. For the fulltime teaching

staff, serving at the level of Assistant Professor, a performance-based appraisal system is already operational following the prescribed UGC guidelines under Career Advancement Scheme (CAS) which takes into account: attendance, involvement in teaching-learning and evaluation activities, involvement in administrative activities, and involvement in research activities as reflected by publications in journals, books, and participation in seminars and conferences. On the other hand, for the State Aided College Teachers (SACT) and non-teaching staff, a satisfactory service for a stipulated number of years renders him/her eligible for a higher slab.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal financial audit has not been conducted by our institution for the year 2022-23.

External financial audit is conducted on the directives of the Department of Higher Education, West Bengal. In the current academic year, however, no external financial audit was carried out as no external audit team has been assigned by the Higher Education department.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

As of the current academic year, our institution has two major sources of financial inflow. First, is the Grants-in-Aid received from the State Government which is utilized for payment of salaries to the employees. Second, is the revenue generated out of tuition fees of students--half of the same is remitted to State Government--and a number of other fees which is utilized for augmenting college facilities. A dedicated Finance Sub-committee headed by the Principal with the assistance of Bursar and Accountant ensures rational use of the available financial corpus. This committee plays a critical role in finalizing the annual budget of our college. It's needless to mention that the said committee functions under the supervision of the Governing Body. All major procurements are carried out following standard practices like inviting tenders/ quotations etc. from different vendors. As a move towards, greater transparency we are encouraging the use of digital payment as far as practicable.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Mentor-Mentee system initiated on the recommendation of IQAC is running smoothly and has been instrumental in facilitating personalized counselling as well as student centric academic practices apart from other beneficial outcomes.

On the basis of data collected from feedback and student satisfaction survey (SSS) from the outgoing students, IQAC has recommended a number of infrastructural improvements like: improvement in toilet and sanitation facilities for students, allocation of new desktops for running certificate courses, increase in internet facilities, and development of new ICT classrooms.

IQAC has also taken adequate initiatives on implementing eco-friendly practices like:

- Development of rainwater harvesting system.
- Installation of solar light around the garden and playground for enhancing security and saving commercial electricity consumption.
- Initiatives for green, environmental, and energy audits are under consideration.

Additionally, adequate efforts were taken to upgrade library infrastructure and improve accessibility of students and faculty.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

At the beginning of every academic session, the newly admitted batch of students are provided a detailed orientation on the curriculum, continuous internal assessments, internal assessments, best practices, as well as the general rules and regulations to be followed within the college.

At regular intervals Principal and internal IQAC members discuss about the teaching learning process and design future course of action.

Our college has a dedicated Academic Committee that carries out internal academic audit at regular intervals. Based on the internal academic audit, a report is also sent to our affiliating University.

Each department prepares an internal report on academic activities

and other developmental initiatives which is discussed in the IQAC meeting.

The number of ICT enabled classrooms have been increased to promote modern methods of teaching and learning.

The IQAC takes an initiative to collect online feedback from the passing out batch of students on a number of services and facilities of our college. The collected feedback is computer processed and the feedback report is discussed. Accordingly, corrective measures are adopted for improvement of the required areas.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	N/A
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In pursuance of the UGC guidelines, our college has a sexual harassment cell and Internal Compliance Cell which strives to provide a safe and healthy work ambience. We also have a girl's hostel along with security guards to provide safe accommodation to outstation girl students. We celebrate women's day every year. For the academic calendar 2022-23, we too celebrated international women's day. Dr. Mithu Phaujdar (Paramanik), from Department of History and Professor Dr. Sadiya Afrin and Professor Manjusha Singha Mohapatra, from Department of Philosophy were our chief speakers. A girl's common room has been allotted for the convenience of our girl students. We also have an Anti -Ragging Cell for their concerns and safety.

File Description	Documents
Annual gender sensitization action plan	N/A
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	N/A

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

A clean and properly sanitized campus is a prerequisite for maintaining the basic aesthetics of any academic institution. For avoiding littering of waste materials dustbins have been positioned at appropriate places. The cleaning staff of the college takes care of sanitation and cleanliness. The college has provided a few

garbage bins for disposing both bio-degradable and non-biodegradable wastage separately. Liquid waste is segregated and disposed off in a nearby pit where the waste products decompose naturally. National Service Scheme (NSS) and Mahatma Gandhi National Council of Rural Education (MGNCRE) team takes initiative for the waste management and cleanliness programmes through their various activities. Solid and liquid waste are segregated and disposed off in a nearby pit where the waste products decompose naturally.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.vsm.org.in/facilities/waste-management.php
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

As our college is located in the remote district of Jhargram - cultural, regional, and linguistic diversity do exist in our college. A major portion of students are from Kurumali speaking Mahata community, followed by students from Bengali community. A small proportion of students are from Santali community which is a primitive tribe traditionally residing in Jhargram and the adjoining state of Jharkhand. The college through its various activities and cultural programmes celebrates communal harmony and inclusivity. One such example is of Santali diwas or Vijaya Bhasa Diwas which our college proudly celebrates on 22nd December to commemorate the acceptance of Santali language in the Indian constitution.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our college celebrates Independence Day and Republic Day to commemorate the day of our nation's independence and formation of democratic republic respectively where students are taught to respect our democratic framework and constitutional ethos. The Department of Political Science and History usually takes an initiative to sensitize our students on various aspects of our constitution by organizing mock parliament. For the academic session

2022- 23, the rehearsals for youth parliament was practised in continuity to represent our college for various level competition. Apart from these activities our college organizes a number of activities, as listed in the attachment, to inculcate the values, rights, duties and responsibilities of citizens as enshrined in our constitution. National Cadet Crops team of our college too inculcate nationalistic value among students and nearby area through their various activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution takes special initiative in organizing national and international commemorative days, events and festivals. A list of all such events organized in our college during the current academic

year is presented below:

1. National Yuva Divas, January 12.
2. Independence Day, August 15.
3. Republic Day, November 26.
4. International Women's Day, March 8.
5. World Environment Day, June 5.
6. International Yoga Day, June 21.
7. NSS Day, September 24.
8. RashtriyaEkta Divas, October 31.
9. NCC Day, November 28.
10. World AIDS Day, December 1

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Holistic Sustainable Development - Promotion and Sensitization ? Our college every year carries out a Planation Drive programmewith NSS, MGNCRE along with external bodies like Forest Department andPanchayat officials. ? Rain water Harvesting: A network of pipes collects therainwater from the roof - tops and it recharges the ground water. ? Waste Management: College has separate dustbins for dry andwet waste materials. In addition it also has E waste bin andPlastic free zone. These all not only allow us to initiate properwaste but also sensitize the entire community. ? Committees like NSS, MGNCRE, NCC, Cyber Crime cell andICC - conducts several environmental and holistic sensitizationprogrammes.

2. Socio - Economic Development through Skill BasedLearningWith the socio economic advancement the entire societygrows in a positive manner. College through its various subcommittees duly focuses on the same phenomenon. ? Career Counselling Cell organizes various seminars, certificatecourses and also provides placement information to students.

? National Cadet Crops (NCC) through its training provides pertinent skills to its cadets and prepare them for future. ? National Service Scheme (NSS) and MGNCRE inculcate various social ethics and responsibility among students through its activities.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- Poor and meritorious students are supported financially.
- Students who are good in sports also gets relief in their academic fees.
- Motivated students for Higher education are guided by the concerned teacher.
- Sports and cultural committee identify the talented students by arranging cultural /sports competition and recommend them for participation in higher level events. Most of the students are first generation learners. NSS and NCC, MGNCRE have taken the challenge to develop the confidence level of these students.
- Career counselling cell is dedicated to provide them proper guidance and exposures of job opportunities.
- Hostel fees are very low so that students from remote area can afford, stay and continue their education.
- Grievance cell collects address student grievances and provides proper counselling. Access to the library and office is available in the office hours. Representatives from students union take their active participation in different student related activity their suggestions are incorporated as far as possible. 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.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Upgradation of Internet Connectivity (a complete WI - FI enabled campus)
2. Enhancing the security of the College campus e.g. construction of college boundary and Gates
3. Upgradation of CC TV camera across campus.
4. Procurement of books and Journals as per New CCFUP (NEP) Curriculum.
5. Binding and Preservation of old and rare books.
6. Creation of Language lab in the College Campus.
7. Creation of more ICT rooms in accordance with New Education Policy.
8. Initiative to start some career development related courses.
9. Initiative to develop eco-friendly and green campus.
10. As our college is located in and around industrial belt, we will take steps to engage with them in a holistic manner.