

Vivekananda Mahavidyalaya, Purba Bardhaman

(Affiliation to University of Burdwan, Purba Bardhaman)

Annual Quality Assurance Report

2016-17

Submitted to:

National Assessment and Accreditation Council

Bengaluru - 560 010 India

(An Autonomous Institution of the University Grants Commission)

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1. Name of the Institution	: Vivekananda Mahavidyalaya, Burdwan
1.2. Address Line 1	: Vivekananda College Road
Address Line 2	: Post- Sripally
City/Town	: Purba Bardhaman
State	: West Bengal
Pin Code	: 713103
Institution e-mail address	: vmprincipal2012@gmail.com
Contact Nos.	: 0342-2646916
Name of the Head of the Institution	: Dr. Sibaprasad Rudra
Tel. No. with STD Code	: 0342-2646916
Mobile	: 9433412008
Name of the IQAC Co-ordinator	: Dr. Animesh Debnath
Mobile	: 09474175865
IQAC e-mail address	: vmiqac2017@gmail.com
1.3. NAAC Track ID (For ex. MHCOGN 18879)	: WBCOGN 11573
OR	
NAAC Executive Committee No. & Date	:
1.4. Website address	: www.vmbdn.in
Web-link of the AQAR	: http://www.vmbdn.in/iqac.php

1.5. Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺	77.25	2004	5 Years
2	2 nd Cycle	B ⁺	2.51	2016	4 th November 2021
3	3 rd Cycle	In Process			
4	4 th Cycle				

1.6. Date of Establishment of IQAC : 20/12/2005

1.7. Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR: 2015-2016 submitted on 20/05/2017(DD/MM/YYYY)

1.8. AQAR for the year : 2016- 17

1.9. Institutional Status

University	State <input checked="" type="checkbox"/>	Central <input type="checkbox"/>	Deemed <input type="checkbox"/>	Private <input type="checkbox"/>
Affiliated College	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Constituent College	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Autonomous college of UGC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Regulatory Agency approved Institution	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/>	Women <input type="checkbox"/>	
	Urban <input checked="" type="checkbox"/>	Rural <input type="checkbox"/>	Tribal <input type="checkbox"/>	
Financial Status	Grant-in-aid <input checked="" type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>	
	Grant-in-aid + Self Financing <input checked="" type="checkbox"/>	Totally Self-financing <input type="checkbox"/>		

1.10. Type of Faculty/Programme:

Arts ☒ Science ☒ Commerce ☐ PEI (Phys Edu) ☐
 TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

1.11. Name of the Affiliating University (for the Colleges): University of Burdwan**1.12. Special status conferred by Central/ State Government****UGC/CSIR/DST/DBT/ICMR etc**

Autonomy by State/Central Govt. / University	-----
University with Potential for Excellence	-----
UGC-CPE	-----
DST Star Scheme	-----
UGC-CE	-----
UGC-Special Assistance Programme	-----
DST-FIST	-----
UGC-Innovative PG programmes	-----
UGC-COP Programmes	-----
Any other (<i>Specify</i>)	-----

2. IQAC Composition and Activities

2.1. No. of Teachers	8
2.2. No. of Administrative/Technical staff	02 (Two Head Clark)
2.3. No. of students	1 (G.S)
2.4. No. of Management representatives	2
2.5. No. of Alumni	1
2.6. No. of any other stakeholder and community representatives	1
2.7. No. of Employers/ Industrialists	Nil
2.8. No. of other External Expert	1
2.9. Total No. of members	16
2.10. No. of IQAC meetings held	2

2.11. No. of meetings with various stakeholders:

Faculty	02	Alumni	Nil
Non-Teaching Staff Students	01	Others	As & when required

2.12. Has IQAC received any funding from UGC during the year?

Yes ☐ No ☒

If yes, mention the amount

Nil

2.13. Seminars and Conferences (only quality related)**i. No. of Seminars/Conferences / Workshops/Symposia organized by the IQAC**

Total No's	5	International	--	National	--	State	--	Institution Level	5
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ii. Themes

Women Empowerment Studies, Humanities, Popular Science, Human Rights, Career Counselling, Yoga

2.14. Significant Activities and contributions made by IQAC

- i. Quality Benchmarks for Academic & Administrative Activities for the year 2016-2017 submitted to Principal's Office in June 2016.
- ii. PBAS forms submitted to by senior college staff members were assessed on and submitted to Principal's Office on 20th April 2017.
- iii. Meeting of University Panel was held to discuss and decide about the CBCS proposal and has been discussed by one teacher representative of all department on the workshop in University of Burdwan throughout the month January - February 2017.
- iv. Criteria-wise lists of documents to maintain record is under preparation.

2.15. Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

* Plan of Action	Achievements
Construction of classroom, departmental seminar room and smart classroom.	i. The added built-in area of 13000 sq.ft. which have been finished. Out of this total added area the IQAC constantly put before the principal to arrange a college seminar hall of 2000 sq. ft. along with one smart classroom of 1000 sq. ft. for the full-scale operation during this academic year only.
Preparation of Academic calendar of institute for quality enhancement -	Prepared Academic Calendar for the academic year 2016-17 and monitored the various Programmes organised as per given schedule.
Preparation of subject wise Annual Teaching Plans	Actual implementation of Annual Teaching Plans 'was monitored by filling the Monthly Progress Reports throughout the academic year.
Organization of various Seminars and Workshops.	Prepared to arrange conferences, seminars and workshops as per planning. (Details are given in 2.13)

2.16. Whether the AQAR was placed in statutory body: Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Infrastructure:

- Digital Classrooms has been installed.
- Rain Water harvesting plant has been set-up.

Proposed Plans for Infrastructure Development:

- Full operation of new class room
- Full operation of new college seminar hall
- Student's Creativity Centre
- Digitalization of Library
- Medicinal Plants Garden & Kitchen Garden

Faculty Development:

The activities conducted are as follows:

•August 2016:

✓Power Point Presentations of 14 newly recruited staff members were conducted from 29th August to 31st August for the following Subject

- English ,
- Physics
- Zoology,
- Botany,
- Microbiology
- Philosophy,
- Sanskrit,
- History and
- Political Science

•January 2017:

✓Invited lecture on ‘Demonetisation and Cashless transaction’ by Prof Goutam Sarkar, Department of Economics, Vivekananda Mahavidyalaya, Burdwan was organized for staff 21/1/2017.

•February 2017:

✓Invited lecture on ‘Discovering Yourself as Leader’ by Dr. Swapna Ghosh, Department of English (Ex), Vivekananda Mahavidyalaya, Burdwan was organized for staff on 13/2/2017.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01 Programme: M.Sc. in Chemistry	Nil	Nil	Nil
UG	04 B.A Hons. B.Sc Hons. B.A Gen. B.Sc Gen.	Nil	Nil	Nil
PG Diploma				

Advanced Diploma				
Diploma				
Certificate				
Others				
Total	5			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: Core and Elective options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	One
Trimester	
Annual	Four

1.3 Feedback from stakeholders*

(On all aspects)

Alumni ☐ Parents ☒ Employers ☐ Students ☒

Mode of feedback:

**Please provide an analysis of the feedback in the Annexure*

Online ☐ Manual ☒ Co-operating ☐ schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Update of Syllabi of 3rd year Economics, Physics.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Part time & Guest)
42	30	12		43

2.2. No. of permanent faculty with Ph.D.

29

2.3. No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors			Others		Total
R	V	R	V	R	V	R	V	R	V
11	11	Nil	4 (as due on CAS)						4

2.4. No. of Guest and Visiting faculty and Temporary faculty

25 (Guest)

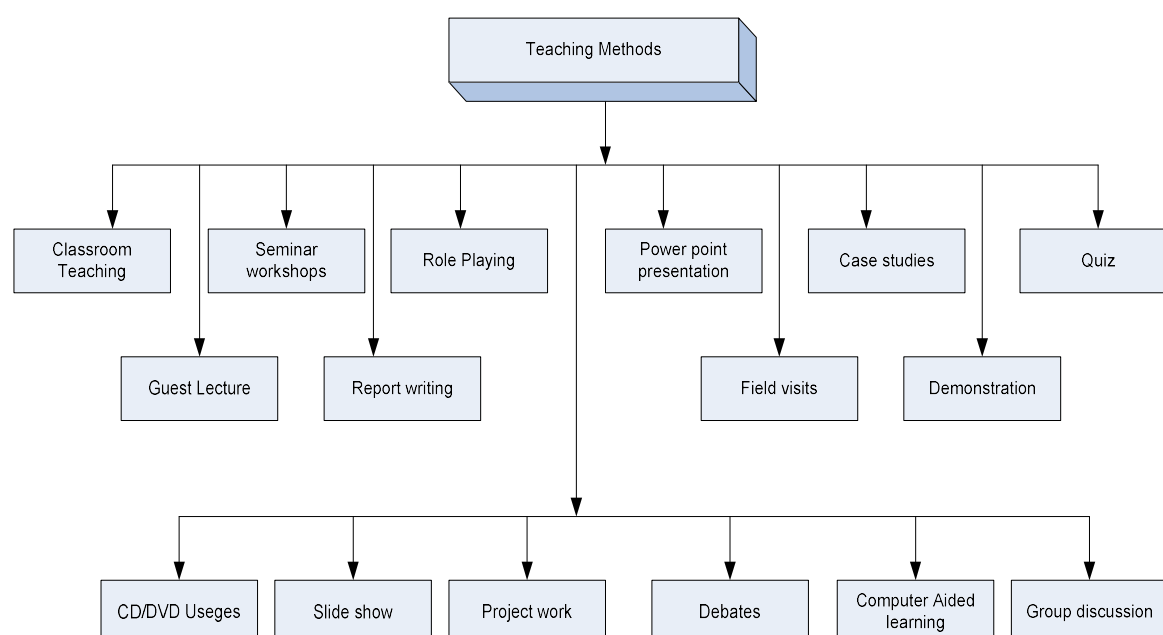
18 (Part-time)

2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	10	10	25
Presented papers	09	10	17
Resource Persons	1		

2.6. Innovative processes adopted by the institution in Teaching and Learning:

To make the teaching learning process more interesting and effective, all the faculty members exploited various innovative teaching methods. A blend of following methods was used ...



Participation in restructuring workshops at the University level, preparation of question banks, active involvement of staff in the Board of Studies; were instrumental in bringing reforms in the existing curriculum design.

2.7. Total No. of actual teaching days during this academic year

186

2.8. Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

➤ **Examination Reforms Implemented-**

- Conduct of meetings for Exam. Supervisors.
- Displaying of Examinations related rules & regulations.

➤ **Evaluation Reforms:**

- Continuous internal assessment for practical subjects.
- Novel teaching learning methods for internal evaluations are being introduced.

- Project presentations based on field visit and survey conducted.
- Role play.
- Group presentations.
- Viva on projects.
- Chart and Poster Competitions.
- Quiz Competitions.
- Seminar Presentations.

➤ **No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop:**

Member of Ad hoc BOS	Members involved in Curriculum Development	Members involved in Revision of Syllabus
06	01	16

2.1. Average percentage of attendance of students:

75%

2.2. Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	2076(H) 1196 (G)		7.31	32.63	54.9	95.84
BSc	575 (H) 203 (G)		40.09	41.81	15.52	97.42
PG	36		90.91	9.09		100

2.3. How Does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

2.3.1. Teaching- Learning process is monitored by IQAC in following ways:

- Preparation of Annual Planning of each subject by teacher.
- Submission of Monthly Progress Report at the end of month to Head of the Department.
- Appraisal of Staff by Students at the end of term for each subject.
- Reflection of performance of teacher is shown in confidential report.
- Faculty development program is organized every year.
- Faculty training program is organized for newly recruited staff.

2.3.2. Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	01 Staff member is selected for “ <i>Raman post-doctoral fellowship</i> ”
HRD programmes	----
Orientation programmes	02
Faculty exchange programme	-----
Staff training conducted by the university (teaching learning training for CBCS programme to staff)	16
Staff training conducted by other institutions (IQAC workshop at ‘Tarakeswar Degree College’)	03
Summer / Winter schools, Workshops, etc.	08
Others	02

2.4. Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	32	10	1	Nil
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III**3. Research, Consultancy and Extension****3.1. Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:**

- Guidance is provided by the IQAC and research cell for organizing conferences, seminars and workshops at National/ State Level to keep the updates in research area.
- Industrial Visits, Guest Lectures, study-tours are organized to promote research activity in the institution.
- The staff is motivated to present their research work in the conferences, seminars and also to publish their research work in the research journals/ proceedings.

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Dr. Biswajit Mitra Dr. Satwaki Poddar; Mr. Amaresh Pramanik;	Dr. Biswajit Mitra Dr. Satwaki Poddar; Mr. Amaresh Pramanik;	
Outlay in Rs. Lakhs		2.40 + 2.34 lac+ 2.85lac = 7.59 lac	2.80 + 2.99 lac + 3lac = 8.79 lac	

3.4. Details on research publications

	International	National	Others
Peer Review Journals	32	05	05
Non-Peer Review Journals	0	02	02
e-Journals	0	02	02
Conference proceedings	13	20	09

3.5. Details on Impact factor of publications:

Range 0.8 - 5 Average 1.6 h-index 6 Nos.in SCOPUS 10

Some Publications with “impact factor > 2”

- Datta, A., Roy, S., **Mondal, P.** and Guin, P.S., 2016. Spectroscopic, computational and electrochemical studies on 2-(4-nitrophenyl)-1H-benzo [d] imidazole and its interaction with cationic surfactant cetyltrimethyl ammonium bromide. Journal of Molecular Liquids, 219, pp.1058-1064.
- Das, A., Roy, S., **Mondal, P.**, Datta, A., Mahali, K., Loganathan, G., Dharumadurai, D., Sengupta, P.S., Akbarsha, M.A. and Guin, P.S., 2016. Studies on the interaction of 2-amino-3-hydroxy-anthraquinone with surfactant micelles reveal its nucleation in human MDA-MB-231 breast adenocarcinoma cells. RSC Advances, 6(34), pp.28200-28212.
- Sing, N., Roy, S., Guin, P.S., Mahali, K., Majee, **P.**, **Mondal, S.K.**, Mahata, P., Sengupta, P.S. and Mondal, P., 2016. A Co (ii) complex of a vitamer of vitamin B 6 acts as a sensor for Hg 2+ and pH in aqueous media. New Journal of Chemistry, 40(7), pp.6396-6404.
- **Dutta, H.**, Nandy, A. and Pradhan, S.K., 2016. Microstructure and optical characterizations of mechano synthesized nanocrystalline semiconducting ZrTiO 4 compound. Journal of Physics and Chemistry of Solids, 95, pp.56-64.
- Pradhan, S.K. and **Dutta, H.**, 2016. Room Temperature Mechano synthesis of Nanocrystalline Metal Carbides and Their Microstructure Characterization. Advanced Engineering Materials and Modeling, pp.49-85.
- Mitra, I., Mukherjee, S., **Sengupta, P.S.**, Dodda, S.R. and Moi, S.C., 2016. A theoretical investigation on hydrolysis mechanism of biologically relevant Pt (II)/Pd (II) complexes with σ -donor and π -acceptor carrier ligand. Chemical Physics Letters, 657, pp.148-155.
- Sing, N., Roy, S., Guin, P.S., Mahali, K., Majee, P., Mondal, S.K., Mahata, P., **Sengupta, P.S.** and Mondal, P., 2016. A Co (ii) complex of a vitamer of vitamin B 6 acts as a sensor for Hg 2+ and pH in aqueous media. New Journal of Chemistry, 40(7), pp.6396-6404.
- Das, A., Roy, S., Mondal, P., Datta, A., Mahali, K., Loganathan, G., Dharumadurai, D., **Sengupta, P.S.**, Akbarsha, M.A. and Guin, P.S., 2016. Studies on the interaction of 2-amino-3-hydroxy-anthraquinone with surfactant micelles reveal its nucleation in human MDA-MB-231 breast adenocarcinoma cells. RSC Advances, 6(34), pp.28200-28212.
- **Hossain, S.T.**, Malhotra, A. and Deutscher, M.P., 2016. How RNase R Degrades Structured RNA ROLE OF THE HELICASE ACTIVITY AND THE S1 DOMAIN. Journal of Biological Chemistry, 291(15), pp.7877-7887.

- **Hossain, S.T.** and Deutscher, M.P., 2016. Helicase Activity Plays a Crucial Role for RNase R Function in Vivo and for RNA Metabolism. *Journal of Biological Chemistry*, 291(18), pp.9438-9443.
- **Mukhopadhyay, A.**, Mukhopadhyay, S. and **Mukhopadhyay, A.**, 2016. Instabilities of Thin Viscous Liquid Film Flowing down a Uniformly Heated Inclined Plane. *Journal of Heat and Mass Transfer Research (JHMTR)*, 3(2), pp.77-87.

3.6. Research funds sanctioned and received from various funding agencies, industry and other organisations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016-17	UGC	6.1 lac	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			6.1 lac	

3.7. No. of books published: i) With ISBN No. Chapters in Edited Books

04

i) Without ISBN No.

2

Dr. Ahana Biswas

- **ANDARER ITIHAS: MANDAKRANTA PUBLICATIONS, KOLKATA. ISBN 978-9384002862**
- **LADIES COMPARTMENT: GANCHIL PUBLICATIONS, KOLKATA. ISBN 978-8193316832**

3.8. No. of University Departments receiving funds from:

UGC-SAP		CAS		DST-FIST		DPE		DBT Scheme/funds	
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3.9. For colleges:

Autonomy		CPE		DBT		Star Scheme		INSPIRE	
CE		Any Other (specify)						10	

3.10. Revenue generated through consultancy:

Nil

3.11. No. of conferences organized by the Institution :

Level	International	National	State	University	College
Number					15
Sponsoring agencies					College

3.12. No. of faculty served as experts, chairpersons or resource persons:

06

3.13. No. of collaborations:

International

National

08

Any other

3.14. No. of linkages created during this year:**3.15. Total budget for research for current year in lakhs:**

From Funding agency	11.00	From Management of University/College	Nil
Total	11.00		

3.16. No. of patents received this year:

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17. No. of research awards/ recognitions received by faculty and research fellows of the institute in the year:

Total	International	National	State	University	Dist	College
02				02		

3.18.

No. of faculty from the Institution who are Ph. D. Guides	3
and students registered under them:	8

3.19. No. of Ph.D. awarded by faculty from the Institution:

The Ph.D. award is given by the mother University.

3.20. No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF		SRF		Project Fellows		Any other	
-----	--	-----	--	-----------------	--	-----------	--

3.21. No. of students Participated in NSS events:

University level	51	State level	20
National level	09	International level	Nil

3.22. No. of students participated in NCC events:

University level	150	State level	50
National level	5	International level	Nil

3.23. No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24. No. of Awards won in NCC:

University level	Nil	State level	1
National level	3	International level	Nil

3.25. No. of Extension activities organized:

University forum	Nil	College forum	05	NCC	06
NSS	05	Any Other			

3.26. Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility:

- Off-campus plantation and regular monitoring, on-campus Thalassemia detection
- Environmental consciousness rally, Swachhva Bharat Mission.

Criterion – IV

4. Infrastructure and Learning Resources

4.1. Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	29784.86 Sq. M			29784.86 Sq. M
Class rooms	27	9	State Govt., MP-LAD & College	36
Laboratories	7	4	State Govt., MP-LAD & College	11
Seminar Halls	1	1	State Govt., MP-LAD & College	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	nil			nil
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2. Computerization of administration and library:**4.2.1. Library services:**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21,117	42 lac	300	Donated	21,417	42 lac
Reference Books	15610	31 lac	175	Donated	15,785	31 lac
e-Books	Nil	-	-	-	-	-
Journals	8	4050	NIL	NIL	8	4050
e-Journals	1	4750	NIL	NIL	1	4750
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	63	Nil	Nil	Nil	Nil	Nil
Others (specify)	Daily New Paper (2); Journal for Carrera Counselling				Nil	500 per month

Allotments for purchase in the library in the 2016-17 session is yet to be made.

4.2.2.**Technology up gradation (overall) :**

Already computerized.

	Total Comp uters	Com puter Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	55	2	All	Nil	Nil	11	23	21
Added	3		All	Nil	Nil	01	01	01
Total	58	2	All			12	24	22

4.3. Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.):

Online admission, COSA, online registration of students, online fees collection and internal maintenance, internet access to all.

4.4. Amount spent on maintenance in lakhs :

i. ICT	3.5	
ii. Campus Infrastructure and facilities	36.75	
iii. Equipments	2.25	
iv. Others	10.15	
Total	52.65	

Criterion – V**5. Student Support and Progression****5.1. Contribution of IQAC in enhancing awareness about Student Support Services :**

The IQAC has been constantly sensitizing the teachers to reach out to the students info about all the student support systems in the college, about the career counselling, grievance redressal cell, psycho- counselling, anti- ragging and anti-sexual harassment cells about which usually students are not aware, as most of them come from rural areas and does not have the habit of going through the prospectus in details.

5.2. Efforts made by the institution for tracking the progression:

The IQAC constantly keeps on informing the principal about its initiative in this regard and through interaction with different committees tracks the progress.

5.3.

a) Total Number of students	UG	PG	Ph. D.	Others
	3255	37		

b) No. of students outside the state	30
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c) No. of international students	Nil
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Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1804	748	102	590	7	3251	1844	734	106	571	10	3265

Demand ratio: 15:1 Dropout: 7.74%

5.4. Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries

5.5. No. of students qualified in these examinations:

NET	10	SET/SLET	Nil	GATE	1	CAT	0
IAS/IPS etc	0	State PSC	23	UPSC	40	Others	More than 400

5.6. Details of student counselling and career guidance:

Psycho-social counselling is organized on a large scale every year. In the micro level different teachers counsel the students in their own capacities. Pathfinder, a premier institute which has expertise in training in competitive examinations had come to our college and conducted career counselling to our outgoing students.

No. of students benefitted

More than 200

5.7. Details of campus placement:

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	More than 500

5.8. Details of gender sensitization programmes:

This issue is dragged to the grass root level and the micro level. Instead of organizing shows, seminars, exhibitions etc. the IQAC feels that if each and every girl students of this college is sensitized to the notion of dignified living and women's rights, the ultimate result becomes much more positive and the level of reach-out is nearly 100 %.

5.9. Students Activities:**5.9.1. No. of students participated in Sports, Games and other events**

State/ University level	18	National level	Nil	International level	Nil
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5.9.2. No. of students participated in cultural events:

State/ University level	02	National level	Nil	International level	Nil
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5.9.3. No. of medals /awards won by students in Sports, Games and other events:**Sports:**

State/ University level	Nil	National level	Nil	International level	Nil
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Cultural:

State/ University level	Nil	National level	Nil	International level	Nil
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5.10. Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	300	60,000
Financial support from government	1322+193+45+45+25 +10+ 335=1975	5411000+675500+945 00+675000+300000+7 647500 = 14,80,3500 (Aprox)
Financial support from other sources	24	172800
Number of students who received International/ National recognitions	Nil	

5.11. Student organised / initiatives:

Fairs:	State/ University level	1	National level		International level	
Exhibition:	State/ University level		National level		International level	

5.12. No. of social initiatives undertaken by the students: 5

5.13. Major grievances of students (if any) redressed: Nil

Criterion – VI**6. Governance, Leadership and Management****6.1. State the Vision and Mission of the institution:**

The vision in establishing the college is helping the nation into an exploitation-free and prosperous country through the students, directly or indirectly engaged to the service of the nation.

The immediate mission was escalation of higher education in the large rural areas surrounding the college spanning nearly 400 Sq. Kms around the college. With this expressed purpose the college was situated in the extreme north-eastern fringes of Burdwan town, so that accessibility of rural students becomes easy. To this extent the mission till now has been greatly accomplished.

The objectives of the college are inculcation of healthy social and moral values, generating a temper of scientific enquiry among the students, sensitizing the students to a non-sexist, non-gendered education which propagates equal opportunities for both male and female students, generating an ecology awareness among all stakeholders of the college, promoting campus activity leading to healthy socialization and imparting a holistic education.

The objectives are stated in details in the college prospectus. Moreover, they are displayed on a board right in front of the entry to the college and teachers are also asked to remind the students in every possible manner the objectives of this institution whenever the slightest opportunity comes to them.

6.2. Does the Institution has a management Information System:

- Yes, the management is kept up to date with of all the relevant information.
- The reports of all the departments and the various committees are submitted to the Principals, who then present it to the Management.

6.3. Quality improvement strategies adopted by the institution for each of the following:

This is done through constant interaction between faculty, IQAC and the principal. Students' assessment reports are scrutinized thoroughly and feedback given to individual teachers wherever necessary.

6.3.1. Curriculum Development:

- The College, being affiliated to University of Burdwan, Burdwan, follows the curriculum prescribed by it.
- 6 staff members were on the Board of Studies, 1 staff members on the Academic Council till academic Year 2016-17.
- University of Burdwan, Burdwan has dissolved BOS/Faculty/Academic Council in 2015-16 and reconstituted the BOS/Faculty/Academic Council in academic year 2016-17. 6 staff members are appointed on the Board of Studies, 1 staff members on the Academic Council.

6.3.2. Teaching and Learning:

- Various strategies are used to make teaching –learning experiences student centric and project based.
- Teaching methods such as Seminars, Workshops, PPT's, Educational Visits, Field Visits, Mock Interviews, and Exhibitions etc. are conducted and organised by various departments.
- Teachers are encouraged to keep themselves updated with the latest knowledge and developments in their subjects by attending and actively participating in seminars, conferences, workshops etc.

6.3.3. Examination and Evaluation:

- The University has, in a phased manner, adopted the e-mode method of delivering university DR to its affiliated colleges.
- In 2013-2014 e-mode method begun for Post Graduate courses.
- In 2014-2015 e-mode method begun for Under Graduate courses.
- The College has added, to its examination infrastructure, a special e-mode centre for maintaining confidentiality of the whole process of downloading and photocopy.
- Some departments have introduced surprise objective tests apart from normal tests in the college. In two departments, after evaluation of answer sheets, the script of the

poorest performer was handed over to an advanced learner for re-evaluation which has been appreciated by the student community.

6.3.4. Research and Development:

- Research committee encourages staff members to apply for UGC schemes such as Minor Research project, Major Research projects, Associate-ships in other universities, participation in research forums, to undertake Ph. D. Research, etc. IQAC also encourages faculty members to avail of FIP schemes to complete their Ph.D. degree.
- It also motivates staff members to write and publish research and review papers in various research journals and proceedings.
- The Management has a special budget for research activities and at least two seminars and one conference are organised every year and the proceedings are published in book form, bearing ISBN.
- Presently two of the staff members are Registered Research Guides.

6.3.5. Library, ICT and physical infrastructure / instrumentation:

LIBRARY:

- The Library provides an easy access to current and former-students, staff members and outside research scholars.
- Library makes optimum use of showcases, bulletin boards, wall papers, etc. to display new arrivals, newspaper clippings, informative display about competitive examinations and latest notices.
- Library offers a photo copying facility.
- Library has internet broad-band connectivity, computerised catalogues, membership of INFLIBNET etc.
- Library provides book bank facility and has inter-library borrowing facility with University of Burdwan.
- The college library has special facilities for the visually impaired. It has books in Braille and audio CD's specially prepared for them.

ICT:

- The students have access to LCD's, OHP's, Audio Players and other A.V. Aids in the smart class room for various academic needs.
- Our college campus has wired LAN Internet System, Broadband connectivity and Wi-Fi facility.
- We have two computer labs with internet connectivity.
- Separate ICT facility is provided for the college staff members.
- Separate e-mode University Examinations Centre is established to maintain confidentiality.

PHYSICAL INFRASTRUCTURE:

- About 14000 sq. ft. of additional class rooms constructed.

- Rain water harvesting area has been constructed.
- Construction of canteen.

PROPOSED PLANS FOR INFRASTRUCTURE DEVELOPMENT:

- Construction of new larger canteen.
- Establishment of “Students Creativity Centre” for capacity building.
- Establishment of three digitalised classrooms.
- Establishment of P.G. Research Centre.
- Creation of Medicinal plants garden, Asthetic garden and Kitchen garden.
- Establishment of “Staff Welfare Academy”

INSTRUMENTATION:

- The College has 12 different laboratories and calibration is done according to the schedule.
- Schedule: Calibration is done every two years.

6.3.4. Faculty and Staff Recruitment

- Recruitment is done as per the State Government rules and norms laid down by UGC.
- Proposal regarding need for recruitment is conveyed by the Principal, who communicates to the Management and made aware of the vacancies that have arisen and posts are maintained by the Roster as per Government and UGC guidelines.

6.3.5. Human Resource Management:

- The ‘Academy committee’ provides a platform for staff members to present their research work, plans the annual monsoon excursions, acknowledges staff achievements and gives token gifts on various occasions in staffs’ personal lives.
- The college encourages staff members to apply for and participate in timely refresher and orientation courses in order to avail career advancement schemes.
- The college supports active involvement of its staff members in Professional Associations and Forums to encourage their community contribution.
- It encourages staff members to publish their research work in various SCI and SSCI Journals.
- Research papers presented by staff in State, National and International seminars and conferences are published every year in ‘Impressions’, a compilation volume of staff research work.
- For performance assessment of teachers, student’s feedback analysis is done regularly.
- For medical aid facility a doctor is available on call basis.
- Health check-up camps are organised every year for F.Y. students of all faculties to assess their basic health parameters.
- Facilities like Bank, Post Office, Canteen, Sports amenities are made available on campus.
- College provides a healthy environment, transparency in working and encourages a spirit of unity among the staff members.
- The heavy duties and responsibilities of admission, conducting university examination, tabulating income tax of teachers, managing the building committee and different other committees make optimal use of manpower among the faculty.
- Student welfare fund has been generated.

6.3.6. Faculty and Staff recruitment:

- Recruitment is done as per the State Government rules and norms laid down by UGC.
- Proposal regarding need for recruitment is conveyed by the Principal, who further communicates it to the West Bengal College Service Commission.

6.3.7. Industry Interaction / Collaboration:

Nil

6.3.8. Admission of Students :

- Every year publicity about college admission process is done via college website, print and electronic media and by staff members orienting students from various schools in West Bengal.
- One window system followed for admission process.
- Full transparency in admission process is maintained.
- 1982 new students were admitted in the current academic year, 2016-2017.
- Admission committee is set up according to university norms, with management representative and backward class nominee.
- Counselling for admissions is done by college staff, during admission period.
- Seats are filled on 'merit' basis.
- Fees concession and fee instalment schemes made available for the needy students.
- Online admission process initiated by the University from 2016-2017.

6.3.9. Welfare schemes for:**Teaching Staff:**

- Staff Welfare Academy conducts various activities, including Week-long Faculty Development Programme, series of lectures by expert and in house lectures by staff members of college, organises staff picnic, welfare lunches, etc.
- Group insurance scheme is made available for teaching and non-teaching staff.
- Salary advance facility is also provided to staff members.
- 'Well Women's Clinic' organises annual health checkups at concessional rates for female teachers.

Non teaching Staff:

- Group insurance scheme is made available.
- Credit Co-operative Society membership helps the non teaching staff with personal loans whenever needed.
- Salary advance facility is also provided.

Students:

- Welfare fund has been created for emergency period.
- 'Safe drive save life' is implemented for all students.

6.4. Total corpus fund generated:

₹95,000.00.00

6.5. Whether annual financial audit has been done:

Yes	✓	No	
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6.6. Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	G.B
Administrative				

6.7. Does the University/ Autonomous College declares results within 30 days?

For UG Programmes	Yes		No	✓
For PG Programmes	Yes		No	✓

6.8. What efforts are made by the University/ Autonomous College for Examination Reforms?

Nil

- E-mode system for under graduate examinations, started from 2013-2014.
- Online submission of DR started from 2014-15.
- The University sends all DR online and the pass words to download them on personal mobile phones of the superintendents of examination of each college.
- E-mode system helps maintain confidentiality and is cost effective.
- Internal marks submission to University is online.

6.9. What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- No special efforts made by the University in this regard.

6.10. Activities and support from the Alumni Association:

- Helps during admission process with publicity campaign.
- Involved in sports and cultural events.
- Helps in getting sponsorship for college functions.
- Shares their expertise through guest lectures, workshops and guidance sessions.
- Helps in developing social linkages.
- Organizing career counselling sessions, first-aid awareness camp, health and sanitation awareness camp are the main contributions of the alumni association.

6.11. Activities and support from the Parent – Teacher Association:

- Organizing carrier counselling sessions, first-aid awareness camp, health and sanitation awareness camp are the main contributions of the alumni association.

6.12. Development programmes for support staff:

- Provision for loans from the college cooperative.

6.13. Initiatives taken by the institution to make the campus eco-friendly

- ‘Medicinal plant’ unit is constructed in the College Campus.
- Rain water harvesting has been done.
- Gradual replacement of new light fixtures with LED fixtures.
- Solar powering of the campus initiated at the Society level.
- ‘No Vehicle day’ was observed on 17th Sept. 2016 in college campus by IQAC.
- NCC organised on the topic, ‘Sustainable Energy’ and ‘Biological Waste Management’ on 26 November 2016.
- Environment awareness rallies organised by the staff and students.
- Inter-department competition was organised by the institute on ‘Conservation of Energy’ 1st August 2016.
- Our college has an extremely eco-friendly ambience.

Criterion – VII**7. Innovations and Best Practices****7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

- Academic committee organised presentations of teaching techniques of newly recruited staff; which was evaluated by the senior experienced staff members and suggestions and recommendations were given for improvement.

Research Cell Organized the following activities:

- Research Cell of the college encourages the teachers to participate the different seminar/workshop/conference.
- Inter-departmental model competition (separately for science, art and other department) has been organized on 27th February 2017.
- Research Cell of the college encourages the teachers to submit the different seminar/workshop/conference proposals.
- The IQAC focussed on how the present best practices can be sustained and continued.

7.2. Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year:**Academic:**

- The following sub-themes were covered in this programme.

Principles of Teaching – Dr. Dilip Guha

Criteria of Leadership – Dr. Swapna Ghosh

- Following releases of College Publications were organised :
- “UNNAYAN” – College Magazine.

Co-curricular:

- ‘BEATS’ an educational exhibition, to showcase students ‘talent and to orient students of our college, was organised from 15th to 17th February 2017.
- 30th September 2016, a Indian Classical Musical Programme ‘was organised, by the Mass Communication and Journalism department.
- Students showed their writing skills through their writings in college publications, e.g. College Magazine ‘UNNAYAN’.
- Study tours of students were arranged to:
- The Health Check-up camp was organized from 20/09/ 2016 to 21/09/2016 for College Students.
- The Programme Schedule is as under:
- A guest lecture on ‘Health Awareness’- Resource Person -- Dr. Subrata Bhattacharya
- A guest lecture on ‘Yoga & Its Benefits’- Resource Person – Dr. Srideep Chatterjee
- Organised International Yoga Day on 21st June 2016.

Sports :

- Students (e.g. Pritam Banarjee, Sourav Routh, Kosturi Mukharjee) participated in Republic Day Camp & Adventure Camp on 1st Jan to 30th Jan 2016 at New Delhi.
- Annual Training Camps were organised during the session 2016-17, more than 50 students participated in this activity.
- The Annual Sports meet was organised on 19th and 20th December 2016.

7.3. Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)*Provide the details in annexure (annexure need to be numbered as i, ii, iii)

- Bombardment session.
- Pick a Waste a Day movement.

7.4. Contribution to environmental awareness / protection:

- Tree Plantation programme was conducted in collaboration with NCC/NSS, on 1st July 2016. Plantation programme was carried out in the college Campus. Plants were planted by principal, and staff members.
- Outside the campus regular campaigns on this issue and tree plantation in adopted villages are carried out, monitored and maintained.

7.5. Whether environmental audit was conducted?

Yes		No	✓
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7.6. Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Name of the	Event Date and Day	Level	No. of Participants
Participated in Regional Youth Parliament	10 June 2016	District	10
Participated in Grand Finale Youth Parliament	12 Sept. 2016	State	2

Strengths

- Welfare fund plays an important role in paying fees of needy students. College also allows the financially weak students to pay fees in instalments.
- The College conducts foundation courses, remedial teaching and bridge courses for slow learners
- Considering the need to change the society's view and attitude towards women education, college carried out various activities to strengthen the image of the girl child.

Weaknesses

- Gender bias hampers girls educational status in the society; leading to less numbers going in for higher education, which in turn affects their employability status.
- Lack of financial support from the government.
- Opportunities to set up a new campus, Hostel and residential quarters in the two adjacent unutilised grounds.
- There is an opportunity for developing innovative programmes as per the need of the society.
- College has scope for developing programmes which will encourage self employment opportunity.

Threats

- College faces serious threats from the coeducation based colleges, affiliated to other Universities, in the vicinity.
- Gender bias is a big threat resulting in dropout rates in women education and is a big problem faced by the college.
- The basic strength of the college is its faculty who are extremely dedicated and student friendly, and secondly our students, who still not being urbanised are basically obedient learners. The pitfalls of extreme urbanization like consumerism, technology fads like whatsapp and facebook, have still not invaded our students in the form of addiction. Our basic weakness is lack of space for which students cannot be given great access to internet facilities through a computer centre.

7.7.Plans of institution for next year (2017-2018)**Academic :**

- To organise a week long Faculty Development Programme in collaboration with Burdwan University for all Teaching staff members on in the month of January 2018.
- Dr. Sankar Banarjee donated for “Radha krishna Memorial Award” will distributed to the creditable students selected from the internal examination 2018.
- Dr. Adhish Chandra Saha donated for “Mr. Baidyanath Saha Smriti Purashkar” will allocate to the meritorious students selected from the internal examination 2018.
- Dr. Satyadarshan Dutta donated for “Umarani Subha Darsan Award” will dole out to the admirable students selected from the internal examination 2018.
- Dr. Adhish Chandra Saha also donated as “Mr. Baidyanath Saha Memorial Fund” will issue to the commendable students selected from the internal examination 2018.

Impressions ‘Research cell’ compilation.

- To organise educational visits of staff & students to Research Institutes in India & allied places.
- To organise Foundation course and Remedial Teaching course for students.
- To organise students to motivate them to write project reports.
- To encourage staff & students in their research activities.

Co-curricular:

- To organise National Musical Concert for localities for popularisation of Indian Classical Music on 28th February 2018.
- To organise ‘Nature Conservation Competitions’ in 1st March 2018 in collaboration with Nature Club Burdwan.
- To organise “BEATS” an educational exhibition in December 2017, to showcase students talent.
- To conduct ‘Alumni Meet’ & ‘Parents Meet’ in December 2017 during Annual Social Gathering of the college.

- To organize Residential special camp as NSS activity in the village adopted by our college.
- To encourage students to participate in Commerce and Economics Association, Kala Mandal, Nature Club & in Home Science Association activities.
- To motivate students to run wall paper magazines & write in college publications.

Sports:

- To organise Sports Council Elections in July 2017.
- To organize Intramural Tournament in Aug. 2017.
- To organize Sports Leadership Camp in Aug. 2017.
- To organise one day Trekking activity for students in Sept. 2017.
- To organize Intercollegiate Tournaments in Aug. 2017 to Jan. 2018.
- To organise summer camp in April 2018..

Others :

- Infra-structure development & renovation of college classroom.
- Augment computer & internet facility.
- Provide 100 hours computer training programme to our students in order to gain 100% computer literacy at exit point.
- To start Certificate and Diploma course in Light Vocal Music.
- Learner Centred activity for developing reading habits amongst students throughout year through Vachak Manch.
- Building of open air auditorium and ample sitting concrete benches for students around the playgrounds.
- On being assessed by NAAC the college hopes to garner the money required for extension of library and construction of new classroom spaces.

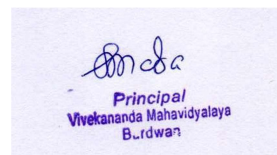
Name: Dr. Animesh Debnath



Co-ordinator IQAC
Vivekananda Mahavidyalaya
Burdwan

Signature of the Coordinator, IQAC

Name: Dr. Siba Prasad Rudra



Principal
Vivekananda Mahavidyalaya
Burdwan

Signature of the Chairperson, IQAC

Annexure I

- A completely innovative practice called the BOMBARDMENT SESSIONS are organized by every department at least twice a year. In such sessions students are required to bombard their teachers who mandatorily remain present together on the dais and all questions relating to the syllabus as well as any other relevant problems are asked by students which the teachers answer. The students have been found to take an enormous amount of interest in these sessions which not only benefits them with inputs from teachers, but the central point of interest is that in most occasions one teacher answer a particular question whereas the other teachers often give additional inputs which make the session interactive and intellectually nourishing.

Annexure II

All components of the college are requested to pick a waste paper or plastic pouch or packet or any item that might harm the cleanliness of the college. Students have taken great initiative, especially after finding their teachers involved in the act of cleaning the campus. This has resulted in a stupendous impact as students feel that the college is not separate from their own houses which are kept clean by them. This sense of belonging to the college is a great psychological benefit to a student who actively feels that he/she has a role to play in the College.

FEEDBACK REPORT OF IQAC REGARDING PARENT TEACHERS' MEET**2016-17**

This year the overwhelming reaction among the parents has been of high praise for the college management who has tried very hard in garnering funds from the Government of West Bengal which has resulted in building of two new floors on the PG building in which 9 class rooms and 2 laboratories have been accommodated. The IQAC feels extremely satisfied at noticing that if the college has any development the guardians are overjoyed. This shows how much parents too are interested in the functioning of the college.

Another significant point was pointed out to teachers in the English department who were anxious about the management of the new vast syllabus introduced in 2015-2016. One of the parents came out with the idea that if there is anything common in the new syllabus with the existing one for the 2nd and 3rd years, combined classes may be taken with the new 1st years which will save a lot of time and be extremely beneficial for the students as well. This was an idea appreciated by the IQAC and taking cue immediately, the HOD of Physics department, had taken recourse to this mode of joint classes resulting in saving of man hours.