

*Vivekananda Mahavidyalaya,  
Purba Bardhaman*

*(Affiliation to University of Burdwan,  
Purba Bardhaman)*

**Annual Quality Assurance  
Report:2017-18**

*Submitted to:*

*National Assessment and Accreditation Council*

*Bengaluru - 560 010 India*

*(An Autonomous Institution of the University Grants  
Commission)*

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## 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

<b>1.1. Name of the Institution</b>	: Vivekananda Mahavidyalaya, Burdwan
<b>1.2. Address Line 1</b>	: Vivekananda College Road
<b>Address Line 2</b>	: Post- Sripally
<b>City/Town</b>	: Purba Bardhaman
<b>State</b>	: West Bengal
<b>Pin Code</b>	: 713103
<b>Institution e-mail address</b>	: <a href="mailto:vmprincipal2012@gmail.com">vmprincipal2012@gmail.com</a>
<b>Contact Nos.</b>	: 0342-2541208
<b>Name of the Head of the Institution</b>	: Dr.Sibaprasad Rudra
<b>Tel. No. with STD Code</b>	: 0342-2646916
<b>Mobile</b>	: 9433412008
<b>Name of the IQAC Co-ordinator</b>	: Dr.AnimeshDebnath
<b>Mobile</b>	:09474175865
<b>IQAC e-mail address</b>	: <a href="mailto:vmiqac2017@gmail.com">vmiqac2017@gmail.com</a>

1.3. NAAC Track ID(For ex. MHCOGN 18879) :WBCOGN 11573

OR

NAAC Executive Committee No.& Date :

1.4. Website address : [www.vmbdn.in](http://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 <sup>st</sup> Cycle	B <sup>+</sup>	77.25	2004	5 Years
2	2 <sup>nd</sup> Cycle	B <sup>+</sup>	2.51	2016	16 <sup>th</sup> October 2021
3	3 <sup>rd</sup> Cycle	In Process			
4	4 <sup>th</sup> 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: 2017-2018 has been submitted (DD/MM/YYYY)
- ii. AQAR: 2016-2017 submitted on 20/05/2017(DD/MM/YYYY)

1.8. AQAR for the year : 2017- 18

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"/>		

<b>Type of Institution</b>	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"/>	
<b>Financial Status</b>	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	Totally Self-financing <input type="checkbox"/>		

**1.10. Type of Faculty/Programme:**

Arts  Science  Commerce  PEI (PhysEdu)   
 TEI (Edu)  Engineering  Health Science  Management

**1.11. Name of the Affiliating University (for the Colleges): The University of Burdwan**

**1.12. Special status conferred by Central/ State Government**

UGC/CSIR/DST/DBT/ICMR etc

<b>Autonomy by State/Central Govt. / University</b>	-----
<b>University with Potential for Excellence</b>	-----
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**

<b>2.1. No. of Teachers</b>	8
<b>2.2. No. of Administrative/Technical staff</b>	02 (Two Head Clark)
<b>2.3. No. of students</b>	1 (G.S)
<b>2.4. No. of Management representatives</b>	2
<b>2.5. No. of Alumni</b>	1
<b>2.6. No. of any other stakeholder and community representatives</b>	1
<b>2.7. No. of Employers/ Industrialists</b>	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	02	Others	As & when required

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

Yes  No

If yes, mention the amount

- [A received copy of the Audit Report of UGC fund for IQAC of Rs. 3 lac received vide sectioning letter no. IQAC-W-080/13-14 \(ERO\) Dt. 19.03.2014 has been attached in the last page](#)

**2.13. Seminars and Conferences (only quality related)**

**i. No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC**

Total No's	03	International	--	National	--	State	01	Institution Level	02
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- A Seminar on Motivational Criteria for Human Being by Swami Ajneyananda, Secretary Ramakrishna Ashram, Purba Bardhaman on 27/11/2017 .
- /A Motivational Criteria for student by Major Swapan Kumar Ghosh, Ramakrishna Ashram, Purba Bardhaman on 28/11/2017.
- State level conference on “NAAC Accreditation Criteria and Guidelines on Financial Assistance for Research, Consultancy and Extension – A Brief Overview” on 16/12/2017

**ii. Themes**

Women Empowerment Studies, Humanities, Popular Science, Human Rights, Career Counselling, Yoga
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**2.14. Significant Activities and contributions made by IQAC**

<ul style="list-style-type: none"> <li>i. Quality Benchmarks for Academic &amp; Administrative Activities for the year 2017-2018 submitted to Principal's Office in July 2017.</li> <li>ii. Performance based appraisal system (PBAS) forms submitted by senior college staff members were assessed on and submitted to Principal's Office on 20<sup>th</sup> April 2017.</li> <li>iii. Workshop has been conducted by the university authority to discuss the newly introduced CBCS pattern of education and the teachers representatives of all departments of our college have taken active participation in the workshop throughout the month January – February 2017.</li> <li>iv. Criteria-wise lists of documents to maintain record is under preparation.</li> </ul>
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**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 2017-18 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    
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:

**•September 2017:**

✓Power Point Presentations by staff members were conducted from 29<sup>th</sup>August to 31<sup>st</sup> August for the following Subject

- English ,
- Bengali,
- Physics,
- Chemistry,
- Zoology,
- Botany,
- Microbiology
- Philosophy,
- Sanskrit,
- History and
- Political Science
- Economics
- Mathematics

**•January 2018:**

✓Invited lecture on 'moral value and the thought of Sri Ramakrishna' by Dr. Kushal Chatterjee, Department of Political Science, Vivekananda Mahavidyalaya, Burdwan was organized for staff 25/1/2018.

**•February 2018:**

✓Invited lecture on 'Discovering Yourself as Leader' by Dr. Tapas Das, Department of Botany (Ex), Vivekananda Mahavidyalaya, Burdwan was organized for staff on 23/2/2018.

## 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.ScHons. B.A Gen. B.ScGen.	Nil	Nil	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	5			
<b>Interdisciplinary</b>				
<b>Innovative</b>				

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

##### (ii)Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	
Annual	4 (old 2 <sup>nd</sup> year and 3 <sup>rd</sup> year)

##### 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 all subject following CBCS under HRD guideline.

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)
49	34	15		11+28

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	V
11	11	03 by CAS						11

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

28 (Guest)

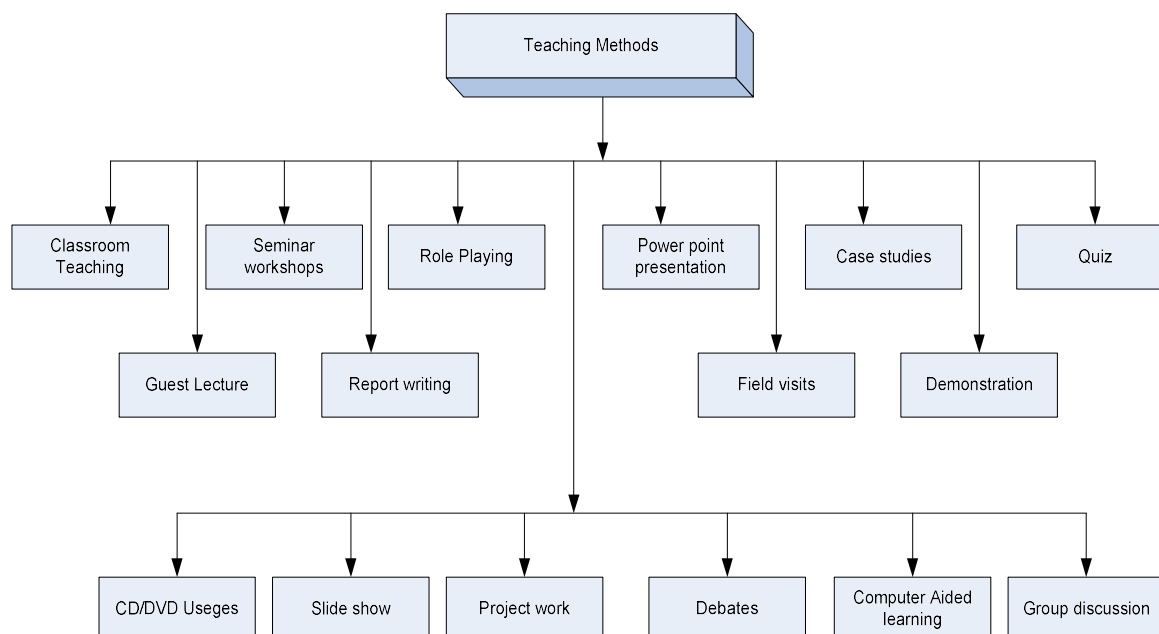
11 (Part-time)

**2.5. Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended Seminars/	11	09	20
Presented papers	05	04	04
Resource Persons			

**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** 185

**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 meeting by Exam. Supervisors.
- Two internal assessment in each semester.
- Displaying 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
07	03	14

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	2015(H) 815 (G)		7.30	34.73	51.1	93.13
BSc	463 (H) 224 (G)		29.78	42.52	18.52	90.82
PG	33		92.82	7.18		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 for each subject by teacher.
- Submission of Monthly Progress Report at the end of month from 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	----
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	27	21	Nil	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:

- IQAC co-ordinates with the research committee. 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.
- Motivating young Teachers for undertaking Major/Minor projects.
- Teachers are 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.Satwaki Poddar; Mr.Amaresh Pramanik; Dr.Palash Mondal	Dr.Satwaki Poddar; Mr.Amaresh Pramanik; Dr.Palash Mondal	
Outlay in Rs. Lakhs		2.34 lac+ 2.85lac+5 lac = 10.29 lac	2.99 lac + 3lac+ 5 lac = 10.99 lac	

3.4. Details on research publications

	International	National	Others
Peer Review Journals	17	10	06
Non-Peer Review Journals	0	05	02
e-Journals	0	02	02
Conference proceedings	11	04	03

3.5. Details on Impact factor of publications:

Range	0.8 - 5	Average	1.6	h-index	6	Nos.in SCOPUS	10
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Citation index of faculty members and impact factor

Citation index of faculty members and impact factor	<p><b>Dr. Anandamoy Mukharjee (Mathematics):</b> No of citations = 14, No. of Publications = 02, <b>Dr. Apala Bhattacharya (Physics):</b> No of citations = 03, <b>Dr. Hema Dutta (Physics):</b> No of citations = 10, No. of Publications = 03, <b>Dr. Kajal Mondal (Physics):</b> No of citations = 07, No. of Publications = 01, <b>Dr. Palash Mondal (Chemistry):</b> No of citations = 15, No. of Publications = 01, <b>Dr. Biswajit Chakraborty (Chemistry):</b> No of citations = 12, No. of Publications = 01, <b>Dr. Parth Sengupta (Chemistry):</b> No of citations = 08, No. of Publications = 04, <b>Dr. Basudeb Halder (Chemistry):</b> No of citations = 158, No. of Publications = 02, <b>Dr. Someswar Singh (Zoology):</b> No of citations = 50, <b>Dr. Argha Khan (Zoology):</b> No of citations = 5, <b>Dr. Sadhan Mondal (Chemistry):</b> No of citations = 126, No. of Publications = 02, <b>Dr. Animesh Debnath (Economics):</b> No of citations = 22, No. of Publications = 06,</p>
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Some Publications with “good impact factor”

- “Microstructure characterization of intermetallic (Ni-Ti)<sub>3</sub>C nanocarbide compound synthesized by mechanical alloying of elemental powders”**H. Dutta**, S. Bandyopadhyay, S. Sain, S.K. Pradhan, *Ceramics International*, **44** (2018) pp. 14857-14864.
- “Solvent free Solid state Synthesis of High Yield Mixed Halide Perovskites for Easily Tunable Composition and Band gap”P. Sadhukhan, S. Kundu, A. Roy, A. Ray, P. Maji, **H. Dutta**, S. K. Pradhan, S.N. Das, *Crystal Growth & Design*, **18** (2018) pp. 3428–3432.
- “Dispersion tailoring in circular photonic crystal fibers for ultraflattened dispersion”**Kajal Mondal** and Partha Roy Chaudhuri, *IEEE Photonics Technology Letters*, **30** (2018) pp. 951–954.
- " Dynamics of a quasi particle in the alpha-T<sub>3</sub> model : Role of pseudo spin polarization and transverse magnetic field on zitterbewegung." **Tutul Biswas** and TarunKantiGhosh, *J. Phys.: Condens. Matter* **30** (2018) pp. 075301.
- "Hot electron cooling in Dirac semimetal Cd<sub>3</sub>As<sub>2</sub> due to polar optical phonons." Shrishail S. Kubakaddi and **Tutul Biswas**, *J. Phys.: Condens. Matter* **30** (2018) pp. 265303.
- “Effect of electrolytes on the solubility and solution thermodynamics of 1-amino-4 hydroxy-9,10-anthraquinone, an analogue of anthracycline anticancer drugs, in aqueous ethanol media using theoretical and UV-Vis spectroscopic study.” Sk. Imran, AslamHossain, SujayParui, **Partha Sarathi Sengupta**, Sanjay Roy, ParthaSarathiGuin, *Journal of Molecular Liquids***252** (2018) 151-157.
- “A strategic design of an Opto-Chemical security device with resettable and reconfigurable password based upon dual channel two-in-one chemosensor molecule”. Tapas Majumdar, **Basudeb Haldar**, Arabinda Mallick, *Scientific Reports***7**(2017)Article number: 42811.
- **Debnath, A.**, Roy, J., Kar, S., Zavadskas, E.K. and Antucheviciene, J., 2017. A hybrid medm approach for strategic project portfolio selection of agro by-products. *Sustainability*, 9(8), p.1302.
- **Debnath, A.**, Roy, J., Chatterjee, K. and Kar, S., 2018. Measuring Corporate Social Responsibility Based on Fuzzy Analytic Networking Process-Based Balance Scorecard Model. *International Journal of Information Technology & Decision Making*, 17(04), pp.1203-1235.

- **Debnath, A.,** Bandyopadhyay, A., Roy, J. and Kar, S., 2018. Game theory based multi criteria decision making problem under uncertainty: a case study on Indian Tea Industry. Journal of Business Economics and Management, 19(1), pp.154-175.
  
- **Mukhopadhyay, A.** and Chattopadhyay, S., 2018. Long wave instability of thin film flowing down an inclined plane with linear variation of thermo physical properties for very small Biot number. International Journal of Non-Linear Mechanics, 100, pp.20-29.

**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	2017-18	UGC	10.99 lac	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
<b>Total</b>			10.99 lac	

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

02

**ii) Without ISBN No.**

2

- Snatak Padartha vingyan, Electricity and Magnetism (2018)  
Author: Abani Mohan Rudra and **Apala Bhattacharya**

**Dr. Ahana Biswas**

- **AASATI JIBAN:** GANGCHIL PUBLICATIONS, KOLKATA. ISBN 9789-386443502
- **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	
NA		Any Other (specify)						15	

**3.10. Revenue generated through consultancy:**

Nil

**3.11. No. of conferences organized by the Institution :**

Level	International	National	State	University	College
Number					5
Sponsoring agencies					College

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

10

**3.13. No. of collaborations:**

International

National

07

Any other

1 institutional collaboration

**3.14. No. of linkages created during this year:**

**3.15. Total budget for research for current year in lakhs:**

From Funding agency	10.99	From Management of University/College	Nil
Total	10.99		

**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	04
and students registered under them:	5

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

The Ph.D. award is given by the mother University.
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**3.20. No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF	SRF	Project Fellows	Any other
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**3.21. No. of students Participated in NSS events:**

University level	51	State level	15
National level	10	International level	Nil

**3.22. No. of students participated in NCC events:**

University level	150	State level	60
National level	55	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	02
National level	03	International level	Nil

**3.25. No. of Extension activities organized:**

University forum	Nil	College forum	04	NCC	10
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 create	Source of Fund	Total
Campus area	29784.86 Sq. M		State Govt., MP- LAD & College	29784.8 6 Sq. M
Class rooms	27	9		36
Laboratories	7	4		11
Seminar Halls	1			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	15610	31 lac	175	Donated	15,785	31 lac

<b>Books</b>						
<b>e-Books</b>	Nil	-	-	-	-	-
<b>Journals</b>	8	13145	NIL	NIL	8	13145
<b>e-Journals</b>	1	5750	NIL	NIL	1	5750
<b>Digital Database</b>	Nil	Nil	Nil	Nil	Nil	Nil
<b>CD &amp; Video</b>	63	Nil	Nil	Nil	Nil	Nil
<b>Others (specify)</b>	Daily New Paper (2); Journal for Carrera Counselling				Nil	500 per month

Allotments for purchase in the library in the 2017-18 session is yet to be made.

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

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
<b>Existing</b>	57	2	All	Nil	Nil	11	23	21
<b>Added</b>	2		All	Nil	Nil	01	01	01
<b>Total</b>	59	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, HRMS, PFMS online registration of students, online fees collection and internal maintenance, internet access to all.
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**4.4. Amount spent on maintenance in lakhs :**

<b>i. ICT</b>	3.5	
<b>ii. Campus Infrastructure and facilities</b>	26.75	
<b>iii. Equipments</b>	2.25	
<b>iv. Others</b>	10.15	
<b>Total</b>		42.65

## 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
	3517	33		

b) No. of students outside the state	42
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c) No. of international students	Nil
----------------------------------	-----

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1844	734	106	571	10	3265	1905	765	122	716	09	3517

Demand ratio: 14:1      Dropout: 7.64%

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

No. of students beneficiaries	50
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#### 5.5. No. of students qualified in these examinations:

NET	25	SET/SLET	04	GATE	05	CAT	0
IAS/IPS etc	0	State PSC	25	UPSC	22	Others	More than 325

**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>
<b>Number of Organizations Visited</b>	<b>Number of Students Participated</b>	<b>Number of Students Placed</b>	<b>Number of Students Placed</b>
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**

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

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

**Sports:**

<b>State/ University level</b>	Nil	<b>National level</b>	Nil	<b>International level</b>	Nil
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**Cultural:**

<b>State/ University level</b>	Nil	<b>National level</b>	Nil	<b>International level</b>	Nil
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**5.10. Scholarships and Financial Support:**

	Number of students	Amount
<b>Financial support from institution</b>	300	=Rs. 60,000/-
<b>Financial support from government</b>	ST/SC = 660@4200 OBC=248@3500 K2=309@25000 K1=64@750 MINORITY= 240@3500 M-CM=57@8000	= Rs.2772000/- = Rs.868000/- = Rs.7725000/- = Rs.48000/- = Rs.840000/- = Rs.456000/-
<b>Financial support from other sources</b>	JINDAL=7@4800	= Rs.33600/-
<b>Number of students who received International/ National recognitions</b>	INSPIRE=15@15000	= Rs.225000/-

**5.11. Student organised / initiatives:**

<b>Fairs:</b>	<b>State/ University level</b>	1	<b>National level</b>		<b>International level</b>	
<b>Exhibition:</b>	<b>State/ University level</b>		<b>National level</b>		<b>International level</b>	

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 of the college is to make better India through training of minds of young citizens, motivating them to participate in building nation as well as to inspire them to be engaged in the service of the nation. This college is a centre for quality education of rural students to make them spiritually, morally and physically educated so that they may acquire efficient leadership in various fields.

The immediate mission was the expansion of higher education up to the remote rural areas surrounding the college. To fulfil this target of drawing large number of rural students under this umbrella, the college was situated in the extreme north-eastern fringes of Burdwan town, so that they might have easy access to the college avoiding severe traffic jam. The mission

has been greatly accomplished till date as large number students are coming to this Institution for quality education.

The major objectives of the college are inculcation of social and moral values in the students and teachers for better human social existence, creation of most vibrant knowledge pool providing peaceful and competitive teaching-learning environment, empowering the backward first-generation learners through remedial teaching within and beyond the class room, promotion of non-gendered education which widens equal opportunities for both male and female students, upholding the ethnic, social and cultural diversity into unity, generating ecological, sociological and environmental awareness among all the stakeholders of the college and above all, the cultivation of science and culture for the advancement of society.

Our mission is to educate our students up to the highest University standard and to prepare them for life-long learning and leadership in the field of knowledge of global standard, to empower the young generation with holistic development by exposing them to a wide culture of creativity and innovation and to improve the quality of individual and societal life by means of holistic education, healthy socialization and skill development to meet the challenges of the rapidly changing world.

All the major objectives are outlined in details in the college prospectus to enlighten our students. Moreover, these are also displayed on a notice-board right in front of the entry to the college and teachers are also asked to make our students aware of the objectives of this Institution in every possible manner whenever the situation permits and appropriate opportunity comes to them.

#### **6.2. Does the Institution has a management Information System:**

- Yes, the Management Information System of our college is updated time to time with all the relevant data to maintain an updated database about relevant management information.
- Different departments of our college and various statutory and non-statutory committees generally submit their reports to the Principal, at an interval of time. The Principal, then highlights relevant management informations in the College Notice board as well as College website.

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

*This is done through constant interaction between faculty members, IQAC and the principal. Evaluation of students through internal assessment tests and assignments, like project works, lecture seminars are executed and scrutinized thoroughly, results are reviewed and feedback given to individual teachers and students, wherever necessary.*

##### **6.3.1. Curriculum Development:**

- The College, being affiliated to the University of Burdwan, Burdwan East, follows the Choice Based Credit system (CBCS) curriculum prescribed by it.
- 6 teacher members of our college were on the Board of Studies (BOS) and 1 staff member of our college was on the Academic Council of the University of Burdwan, Burdwan East till the academic Year 2017-18.
- The BOS/Faculty/Academic Council of the University to which the college is affiliated discussed with the members from colleges and finalised the Choice Based Credit system (CBCS) curriculum for the under graduate (UG) level.



**6.3.2. Teaching and Learning:**

- Various strategies are being adopted to make teaching –learning processes student centric and project based.
- Teaching methods such as Seminar Lectures, Students’ Workshops, Educational Tours, Field Visits, Mock Interviews, and Science Fairs Exhibitions etc. are occasionally conducted and organised by various departments.
- Teachers are continuously encouraged to keep themselves updated with the latest knowledge and recent developments in their fields of study through active participation in national and international seminars, conferences, workshops, subject-based short term courses etc.

**6.3.3. Examination and Evaluation:**

- The University of Burdwan to which the college is affiliated, has adopted the e-mode of delivering university DR to selected colleges like us for smooth conducting of semester or other relevant final examinations in this college as an examination venue.
- The College has added to its examination infrastructure, a special e-mode centre for maintaining confidential record of the whole process of examination and evaluation of the internal and external students appearing for the examination in this college centre.
- Some departments occasionally take surprise tests apart from routine tests as class room activity in our college. After evaluation, the answer scripts of the students are handed over to them and teachers discuss about the errors committed by the poor learners and show the reasons why the marks are deducted and suggest the ways of remedy.

**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 researchforums, 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
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**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.
- 327 new students were admitted in the current academic year, 2017-2018.
- 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 2017-2018.

**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 check ups 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:

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?

- 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 carrier 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 17<sup>th</sup> Sept. 2017 in college campus by IQAC.
- NCC organised on the topic, ‘Sustainable Energy’ and ‘Biological Waste Management’ on 28 November 2017.
- Environment awareness rallies organised by the staff and students.
- Inter-department competition was organised by the institute on ‘Conservation of Energy’ 1<sup>st</sup> August 2017.
- Our college has an extremely eco-friendly ambience.
- 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.

- Feedback by students on teaching created a positive impact on teaching –learning.
- Academic Calendar has been prepared to enhance teaching method.
- The College motivates participation of the students in extra and co-curricular activities through NSS, NCC, Sports, different cultural and departmental societies and extension Programmes.
- On-line admission is on-going process for last few years. It is very useful for functioning of the institution. It has lessened pressure on the college office, made the admission process transparent and impartial and the departments can enroll meritorious students.
- Academic committee organised presentations of teaching techniques of newly recruited assistant Professor; which was evaluated by the senior associate Professors and suggestions and recommendations were given for improvement.

#### **Research Cell organized the following activities:**

- Research Cell of the college encourages the teachers to participate in the different seminar/workshop/conference.
- Inter-departmental model competition (separately for science, art and other department) has been organized on 27<sup>th</sup> February 2017.
- Research Cell of the college encourages the teachers to submit the different seminar/workshop/conference proposals.
- Newly appointed teachers are encouraged to write minor/major research project for developing research fund of their own.
- 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:

The following Action has been taken based on previous decision:

#### **Academic:**

- Use of ICT in Teaching (Power point presentation, Audio visuals, Films etc.)
- Plan of constructing more Class rooms and Building Sub-committee initiates action in this matter.
- Plan of purchase of more modern instruments for laboratory according to newly introduced UG CBCS syllabus. Purchase Sub-committee invites the lists of instruments from the department.
- To contribute more books in the Library, list of new books to be purchased were prepared by various departments.
- Strengthening Quality teaching is always the plan. Seminars, Guest Lectures, Debates and Library Works were organized in this purpose.
- 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.
- 25th September 2017, 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 23/10/ 2017 to 24/10/2017 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 2017.
- One day Seminar organized by IQAC, Vivekananda Mahavidyalaya, Burdwan (16<sup>th</sup> December, 2017)
- 

**Sports :**

- Students participated in pre Republic Day Camp & Adventure Camp on 6<sup>st</sup> Jan to 26<sup>th</sup> oct 2017 at Kalyani.
- Annual Training Camps were organised during the session 2017-18, more than 55 students participated in this activity.
- The Annual Sports meet was organised on 19th and 20th December 2017.

**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 for students organized by academic departments.
- Pick a Waste a Day movement.

**7.4. Contribution to environmental awareness / protection:**

- To generate environmental awareness among the students, the institute gives emphasis on the course on environmental science.
- Our College support and co-operate its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean, green and pollution free.
- College Administration prevent use of polythene and polythene products in the college campus.
- Tree Plantation programme was conducted in collaboration with NCC/NSS, on 1<sup>st</sup> July 2017. Plantation programme was carried out in the college Campus. Principal, and staff members planted plants.

- 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 2017	District	10
Participated in Grand Finale Youth Parliament	12 Sept. 2017	State	2

**Strengths**

- The College provide free internet facility to the students and staff members via wi-fi connection throughout the academic year.
- 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 education of the girl child. Two Girls Hostel situated in College campus helps to provide accommodation of Girl student within College Campus which help them to focus in study without the hazard of travelling a long distance in a daily basis.
- Publication and presentation of papers in State Level, National and International Seminars, Workshops, Journals and Magazines by teachers. Teachers are also actively engaged in writing Books of different subjects.

**Weaknesses**

- Some vacant teaching posts.
- Shortage of Non-teaching staff.
- Lack of more space in laboratory and Library.
- Necessity of creation of more fulltime teaching posts.
- Fund required for upgradation of College Hostel and College Playground.

**Threats**

- To train all students in Communicative English and Computer Fundamentals
- To keep pace with social needs and academic progress
- To increase intake capacity of students in different subjects.



- To engage experts for overall activities of the College.
- To manage funds for Infrastructural development.
- To solve the problem of Gender bias which is a big threat resulting in dropout rates in women education.

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 give more scope of education to first learner generation.
- To open more UG and PG courses in College.
- Distribution of Dr.Sankar Banarjee donated “Radhakrishna Memorial Award” to the creditable students selected from the internal examination 2018.
- Allocation of Dr.Adhish Chandra Saha donated “Mr.Baidyanath SahaSmriti Purashkar” to the meritorious students selected from the internal examination 2018.
- Selection of meritorious students for Dr. Satya darshan Dutta donated “Umarani Subha Darsan Award” from the internal examination 2018.
- Distribution of Dr.Adhish Chandra Saha donated “Mr.Baidyanath Saha Memorial Fund” to the commendable students selected from the internal examination 2018.

#### **Impressions of ‘Research cell’:**

- 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 1<sup>st</sup> 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.

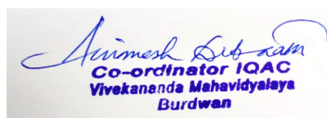
**Sports:**

- 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 in April 2018..

**Others :**

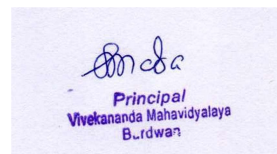
- To upgrade more teaching-learning mode with the help of ICT.
- Infra-structure development & renovation of college classroom.
- Augment computer & internet facility.
- To create more job oriented subjects apart from the existing ones.
- Provide 100 hours computer training programme to our students in order to gain 100% computer literacy at exit point.
- To arrange the awareness programme of Health and basic Hygiene in association with Bio-Science departments and NSS unit.
- Building of open-air auditorium and ample sitting concrete benches for students around the playgrounds.
- To renovate and upgrade the existing Plant's Garden.
- To make the College campus a "green zone".
- To organize National and International seminar.
- 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*



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

Name: *Dr. Siba Prasad Rudra*



\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**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' MEETS**

**2017-18**

**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 for 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 Economics department who were anxious about the management of the new vast syllabus introduced in 2016-2017. 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 3<sup>rd</sup> years, combined classes may be taken with the new 1<sup>st</sup> 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 English department, had taken recourse to this mode of joint classes resulting in saving of man hours.**



R/C

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# VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Purba Bardhaman ★ Pin-713103 ★ W.B

NAAC Re-Accredited (2nd cycle, B+) with PG in Chemistry

No.....160...../V.M.

Date : .....28.01.2019.....

From : The Principal & Secretary

To  
Under Secretary  
University Grants Commission  
Eastern Regional Office  
LB 8 Sector III Salt Lake,  
Kolkata - 700106

Sub. Submission of Audited Utilisation Certificate of grant of  
( Rs.300000/-) sanctioned to the college by UGC  
Grants to wards the Scheme "Internal Quality Assurance  
Cells (IQAC) during XII Plan period " vide sanctioning  
letter no.IQAC-W-080/13-14 (ERO) Dated:-19.03.2014

Sir,

With reference to above, I am Submitting here with duly audited utilisation certificate along with audited Income & Expenditure statement and relevant papers of the UGC Grant which was sanctioned to the college for 1. Office Equipment 2. Honorarium to the Coordinator 3. Hiring Services for Secretarial & Technical Services 4. ICTs Communication expenses 5. Contingencies under "Internal Quality Assurance Cells (IQAC) during XII Plan period " vide sanctioning letter no. IQAC-W-080/13-14 (ERO) Dated:-19.03.2014

Much Delay for unavoidable circumstances in submission of the said utilisation certificate is highly regretted.

Please acknowledge the same.

With regards,

Sincerely yours

*[Handwritten Signature]*  
28/1/19

Principal  
Vivekananda Mahavidyalaya  
BURDWAN

Enclosure:

- 1) Audited Annexure-II
- 2) Audited Income Expenditure Statement
- 3) Audited detail statement of Office Equipments purchased
- 4) Audited detail statement of Honorarium to the Coordinator
- 5) Audited detail statement of Hiring Services for Secretarial & Technical Services
- 6) Audited detail statement of ICTs Communication purchased
- 7) Audited detail statement of Contingencies purchased
- 8) Audited Utilisation Certificate
- 9) Assets Certificate
- 10) Annexure-I

RECEIVED  
Date: 30/01/19  
University Grants Commission  
Eastern Regional Office  
Kolkata-700098



## STATEMENT OF EXPENDITURE

- 1 Name of College Vivekananda Mahavidyalay Burdwan
- 2 UGC approval Letter No. and Date IQAC-W-080/13-14 (ERO) Dated:-19.03.2014
- 3 Effective date of Establishment of IQAC 20.12.2005
- 4 Period of Expenditure: From :- APRIL-2013 to March-2018

## Details of Expenditure

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
1	Honorarium to the Coordinator, IQAC Rs. 1000*12*5	60000	60000
2	Office Equipments	60000	60500
3	Hiring Services for Secretarial & Technical Services	60000	61595
4	ICTs Communication expenses	70000	72000
5	Contingencies	50000	53106
	Total	300000	307201

It is certified that the amount of Rs.300000/- (Rupees Three lacs) out of the total grant of Rs.300000/- (Rupees Three lacs) Sanctioned to Vivekananda Mahavidyalay Burdwan by the University Grants Commission vide its letter number IQAC--W-080/13-14 (ERO) Dated:-19.03.2014 towards "Internal Quality Assurance Cells (IQAC) during XII Plan period "Scheme has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the commission . If as a result of check or audit objection, some irregularities are noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

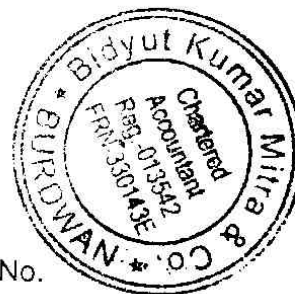
Signature

Principal with Seal **Principal**  
**Vivekananda Mahavidyalaya**  
**BURDWAN**

FOR BIDYUT KUMAR MITRA & CO.  
CHARTERED ACCOUNTANTS

Signature

Statutory Auditor of the College with seal/  
Chartered Accountant with seal and Registration No.



# UGC GRANTS (IQAC)

## STATEMENT OF INCOME & EXPENDITURE

Audited Statement of Income & Expenditure in respect of grant of Rs.300000/- sanctioned to the college by UGC Grants to wards the Scheme "Internal Quality Assurance Cells (IQAC) during XII Plan period " vide sanctioning letter no IQAC-W-080/13-14 (ERO) Dated:-19.03.2014

INCOME	(Amount Rs.)	EXPENDITURE	(Amount Rs.)
1 Grant from UGC (IQAC)	300,000.00	<b>A</b>	
2. Contribution of the Institution	7,201.00	1 Office Equipment	60,500.00
		<b>B</b>	
		2 Honorarium to the coordinator	60,000.00
		3 Hiring Services for Secretarial & Technical Services	61,595.00
		4 ICTs Communication exps	72,000.00
		5 Contingencies	53,106.00
	307,201.00		307,201.00

FOR BIDYUT KUMAR MITRA & CO. CHARTERED ACCOUNTANTS

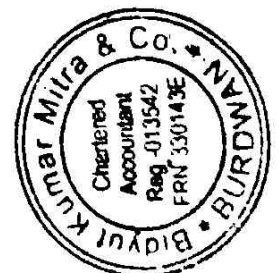
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19/11/18

Signature of Principal  
(With seal)

**Principal**  
**Vivekananda Mahavidyalaya**  
**BURDWAN**

**BIDYUT KUMAR MITRA**  
Proprietor

Name:- Bidyut Kumar Mitra  
Chartered Accountant  
Bholananda Palli  
Chhotonilpur Pirtala, Sripally  
Burdwan - 713103



**VIVEKANANDA MAHAVIDYALAYA , BURDWAN**

P.O- Sripally, Dist: Burdwan, Pin : 713103, West Bengal

Detail Statement of Office Equipment Purchased out of UGC Grants to wards the Scheme  
"Internal Quality Assurance Cells (IQAC) during XII Plan period " vide sanctioning letter no.

IQAC-W-080/13-14 (ERO) Dated:-19.03.2014

Sl No	Name & Address of Suppliers	Bill No./ Cash Memo No./ Invoice No. Date	Name of Equipments	Quantity	Cheque No	Rate	Amount In Rs.	Gross Total
1	<b>ISHITA INFOTECH</b> 112 G.T. Road kali medir Burdwan 9126880044 GST NO- 19AERPD8598M1ZC	385	HP Desktop	1	15860	32,203.00	32,203.00	51,300.00
			UPS 600VA UPS cyberpower	1	15860	1,271.00	1,271.00	
			HP Laserjet Printer M1136	1	15860	9,322.00	9,322.00	
			HP 32GB Melal Pen Drive	1	15860	678.00	678.00	
			CGST @ 9%			3,913.00	3,913.00	
			SGST @ 9%			3,913.00		
2	<b>BURDWAN INFOTECH</b> 401, G.T. Road Birhata Bardhaman GST NO- 19BTLPS5689G1ZQ	075/17-18	HP leser jet printer 1020 plus	1	12231		8,761.90	9,200.00
			Batch:- CNCH799622 Vat:5%				438.10	
							60,500.00	60,500.00

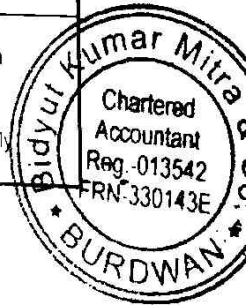
Signature of Principal  
(With seal)

**Principal**  
Vivekananda Mahavidyalaya  
BURDWAN

FOR BIDYUT KUMAR MITRA & CO.  
CHARTERED ACCOUNTANTS

SIGNED  
**BIDYUT KUMAR MITRA**  
PROPRIETOR

Signed  
Name:- Bidyut Kumar Mitra  
Chartered Accountant  
Bhoiananda Palli  
Chhotonilpur Pirtaia, Sripally  
Burdwan:- 713103





# VIVEKANANDA MAHAVIDYALAYA , BURDWAN

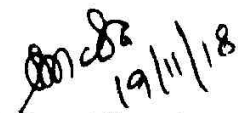
P.O- Sripally, Dist: Burdwan, Pin : 713103, West Bengal

Detail Statement of Honorarium out of UGC Grants to wards the Scheme  
"Internal Quality Assurance Cells (IQAC) during XII Plan period " vide sanctioning letter no

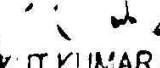
**IQAC-W-080/13-14 (ERO) Dated:-19.03.2014**

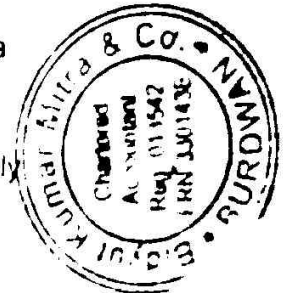
Sl No	Particulars	Purpose	Date	Cheque	Amount in Rs
1	Suman Jana	Honorarium (For 39 months)	12 03 2018	15909	39 000 00
2	Animesh Debnath	Honorarium (For 21 months)	12 03 2018	15910	21.000 00
					60,000.00

FOR BIDYUT KUMAR MITRA & CO  
CHARTERED ACCOUNTANTS

  
Signature of Principal  
(With seal)

Principal  
Vivekananda Mahavidyalaya  
BURDWAN

  
BIDYUT KUMAR MITRA  
PROPRIETOR  
Signed  
Name - Bidyut Kumar Mitra  
Chartered Accountant  
Bho ananda Pali  
Chhotonipur Pirtala Sripally  
Burdwan - 713103



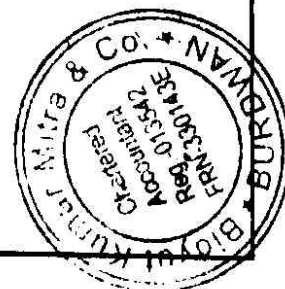
**VIVEKANANDA MAHAVIDYALAYA , BURDWAN**

P.O- Sripally, Dist: Burdwan, Pin : 713103, West Bengal

Detail Statement of Hiring Services for Secretarial &amp; Technical Services out of UGC Grants to wards the Scheme "Internal Quality Assurance Cells (IQAC) during XII Plan period " vide sanctioning letter no.

IQAC-W-080/13-14 (ERO) Dated:-19.03.2014

Sl No.	Particulars	Purpose	Date	Cheque No	Amount in Rs.
1	Kundan Ghosh	Seminar	04.06.2015	4568	2,920.00
2	Techno Services	Maintanance	13.08.2015	4738	2,000.00
<b>INVITED LECTURER FOR SEMINAR :-</b>					
3	Shuvendu Sekher Bhattacharyya	1) Green Chemistery	20.07.2016	5773	4000.00
4	Bidisha Chatterjee	2) Enviromental Awearness	07.09.2016	10887	5400.00
6	Shilpa Bose	3) Global Warming	10.10.2016	11723	6000.00
7	Monisha Choudhury	4) Senitization & Public Health	09.12.2016	11842	5700.00
8	Swapnadeep Jalal, S.P. Banerjee	5) Rain Water Harvesting	3.06.2017	12285,,12291	9000.00
9	Satya Darsan Dutta, Sankar Prosad Banerjee	6) Renewable Energy	7.07.2017	12335,,12337	7,000.00
10	Pritam Das, Projwal Karmakar	7) Micro Plastic Polution	12.09.2017	14264,,14265	12,225.00
11	Medhatithi Sen, Sumana Komer. Syed Musharraf Azam	8) Soil Polution & Management	2.02.2018	15822,,15823,, 15824	7,350.00
					<b>61,595.00</b>

FOR BIDYUT KUMAR MITRA & CO  
CHARTERED ACCOUNTANTSBIDYUT KUMAR MITRA  
PROPRIETORName Bidyut Kumar Mitra  
Chartered Accountant  
Bholananda Pali  
Uthoronipuri Pirtala Sripally  
Burdwan 713103Signature of Principal  
(With seal)Principal  
Vivekananda Mahavidyalaya  
BURDWAN

**VIVEKANANDA MAHAVIDYALAYA , BURDWAN**

P.O- Sripally, Dist: Burdwan, Pin : 713103, West Bengal

Detail Statement of ICTs Communication Purchased out of UGC Grants to wards the Scheme  
"Internal Quality Assurance Cells (IQAC) during XII Plan period " vide sanctioning letter no.

IQAC-W-080/13-14 (ERO) Dated:-19.03.2014

Sl No.	Name & Address of Suppliers	Bill No./ Cash Memo No./ Invoice No. Date	Name of Equipments	Quantity	Cheque	Rate	Amount in Rs.	Gross Total
1	Jaydeb Dutta	Wi-Fi 30.11.2015			5025		2,000.00	2,000.00
2	Sunshine Cable Network	New Connection 22.02.2016			5312		6,452.00	6,452.00
3	Wish Net Private Limited	New Connection 28.04.2016			5558		3,550.00	3,550.00
4	liance Broad Band Services Pvt.LT	New Connection 07.09.2016			10889		7,705.00	7,705.00
5	liance Broad Band Services Pvt.LT	New Connection 14.12.2017			14424		19,768.00	19,768.00
6	<b>MICROCHIP</b>  1 NO. G.T. Road Thakurbari Gali Burdwan 9434053055 GST NO- 19AAHFM8740N1ZK	MC/3807/17-18  Dated:- 06.02.2018	EPSON PROJECTOR EB S41  LIBERTY CEILING MOUNT - MARK VI S FI  CGST SGST		15861	23,000.00	23,000.00	
					15861	2,614.40	2,614.40	
							3,455.30	
							3,455.30	32,525.00
							72,000.00	72,000.00

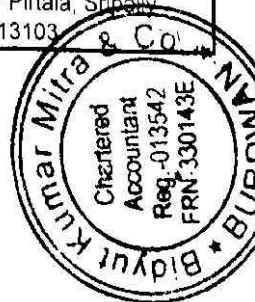
FOR BIDYUT KUMAR MITRA & CO.  
CHARTERED ACCOUNTANTS

BIDYUT KUMAR MITRA  
PROPRIETOR

Name.- Bidyut Kumar Mitra  
Chartered Accountant  
Bholananda Palli  
Chhotonilpur Pirtala, Sripally  
Burdwan:- 713103

Signature of Principal  
(With seal)

**Principal**  
**Vivekananda Mahavidyalaya**  
**BURDWAN**



**VIVEKANANDA MAHAVIDYALAYA , BURDWAN**

P.O. Sripally, Dist: Burdwan, Pin : 713103, West Bengal

Detail Statement of Contingencies out of UGC Grants to wards the Scheme  
"Internal Quality Assurance Cells (IQAC) during XII Plan period " vide sanctioning letter no.

IQAC-W-080/13-14 (ERO) Dated:-19.03.2014

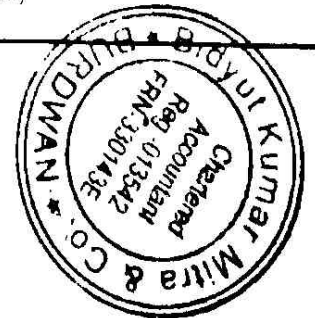
Sr No	Particulars	Purpose	Date	Cheque	Amount in Rs
1	udayan xerox centre	xerox	27.04.2015	4427	4,177.00
2	Tiffen for seminar	Seminar	28.04.2015	4438	1,920.00
3	Buddhadeb Nandi	Plumbing	27.05.2015	4518	1,300.00
4	Tapas Das	Ceiling Fan	13.06.2015	4584	1,185.00
5	Debasish Choudhury	Electricity Maintenance	13.06.2015	4585	737.00
6	Provat Malik	Tea/ Coff (3 Months)	09.07.2015	4650	558.00
7	Sri Harish Chandra Sah	Newspaper (12 Months)	21.03.2016	5430	1,568.00
8	Amit Biswas	Renovation Of IQAC Room (Paint)	04.08.2016	5827	14,420.00
9	Suman Dawn	Renovation Of IQAC Room (Electricity, plumbing)	04.08.2016	5828	10,800.00
9	Sri Harish Chandra Sah	Newspaper (12 Months)	16.03.2017	12107	1,481.00
10	Animesh Debnath	State Level Conference (Video, Xerox, Folder etc)	21.12.2017	14443	5,880.00
11	Sandip Nandi	State Level Conference (Luch, Cofee, Water)	21.12.2017	14442	9,300.00
					53,106.00

Signature of Principal  
(With seal)  
**Principal**  
**Vivekananda Mahavidyalaya**  
**BURDWAN**

FOR BIDYUT KUMAR MITRA & CO.  
CHARTERED ACCOUNTANTS

Signed  
Name:- Bidyut Kumar Mitra  
Chartered Accountant  
Bholaanda Pali  
Chhotonipur Pirtala, Sripally  
Burdwan - 713103

**BIDYUT KUMAR MITRA**  
**PROPRIETOR**



# UGC GRANTS

## UTILIZATION CERTIFICATE

It is certified that the amount of Rs. 300000/- (Rupees Three Lacs only) out of the total grant of Rs. 300000/- (Rupees Three Lac only) sanctioned to Vivekananda Mahavidyalay, Burdwan by UGC Vide its letter No. IQAC-W-080/13-14 (ERO) Dated:-19.03.2014. towards "Internal Quality Assurance Cells (IQAC) during XII Plan period " has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

If as a result of check or audit objection some irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

FOR BIDYUT KUMAR MITRA & CO.  
CHARTERED ACCOUNTANTS

BIDYUT KUMAR MITRA  
PROPRIETOR

*[Handwritten Signature]*  
9/11/18

Signature of Principal

(With seal)

**Principal  
Vivekananda Mahavidyalaya  
BURDWAN**

Signed

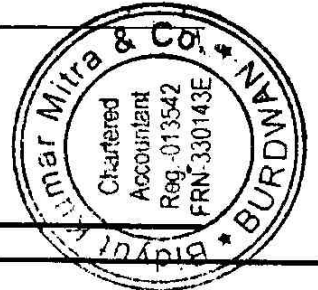
Name:- Bidyut Kumar Mitra

Chartered Accountant

Bholananda Palli

Chhotonilpur Pirtala, Sripally

Burdwan:- 713103



# UGC GRANTS

## Asset Certificate

It is certified that inventories of permanent or semi permanent assets created / acquired wholly or mainly out of the grants given by the UGC Grant for 1. Office Equipment 2. Honorarium to the Coordinator 3. Hiring Services for Secretarial & Technical Services 4. ICTs Communication expenses 5. Contingencies are being maintained in the prescribed form and are being kept up-to-date and these assets have not been disposed of, - encumbered or utilized for any other purpose.

*[Handwritten Signature]*  
19/11/18

Signature  
(Principal)

Vivekananda Mahavidyalaya Principal  
Burdwan Vivekananda Mahavidyalaya  
BURDWAN

Dated: 19.11.2018  
Place: Burdwan



Annual Quality Assurance Report (AQAR) of the IQAC

Name of the College: **Vivekananda Mahavidyalaya, Burdwan**

Name of the Affiliating University: **Burdwan University, Purba Burdwan**

Year of Report: **2017-18**

**Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).**

- (a) Take steps for reaccreditation.  
 (b) Submission of proposal to govt. of west Bengal to organize a seminar on science awareness.  
 (c) To conduct a seminar on the functioning of IQAC.  
 (d) Utilization of UGC 12<sup>th</sup> plan grant.  
 (e) Opening of new courses in physical education.  
 (f) Expansion of Academic Block

**Section B: Details in Respect of the following (Attach Separate Sheet)**

1	Activities Reflecting the goals and objectives of the college	In addition to effective class-room teaching, students are encouraged to participate in co-curricular and extra-curricular activities like sports, Yoga, NCC, NSS activities. Seminar/symposium/workshop has been made a part of the curriculum. Students are also introduced to interdisciplinary subjects like Environmental Studies. Cultural activities like Drama, Debate and other literary competitions are conducted with a view to transform higher education into an effective instrument of socio-economic change and an all round
2	New academic programme initiated (UG & PG)	New academic programme under CBCS system has been initiated for UG study.
3	Innovations in curricular design and transaction	Curriculum revised by the respective board of studies keeping the needs of the students in mind.
4	Inter disciplinary programmes Started	NIL
5	Examination reforms	Examination reforms have been done as per CBCS system



	Implemented	implemented by the University of Burdwan
6	Candidates qualified: NET/SLET/ GATE etc.	<b>Chemistry:</b> NET – 05, GATE – 03; <b>Economics:</b> NET – 02; <b>Zoology:</b> NET – 04, SET – 01; <b>Philosophy:</b> NET – 03; <b>Geography:</b> NET – 02, SET – 01; <b>Sanskrit:</b> NET – 03; <b>Bengali:</b> NET – 02, SET – 02; <b>Mathematics:</b> NET – 02, GATE – 02;
7	Initiative towards faculty development programme	A faculty development programme for teachers and another programme for ministerial staff on Computer Literacy and Documentation were conducted during the session.
8	Total number of seminars /workshops conducted	State Level Seminar - 01, College level seminar- 05
9	Research Projects a) Ongoing, b) Completed	Ongoing---3. Three Minor research project of Dr. P. Mondal, Dr. S. Poddar, Prof. A. Pramanik
10	Patents generated, if any	Nil
11	New collaborative research Programmes	Nil
12	Research grants received from various agencies	UGC (for Three Minor Research Projects)
13	Details of research scholars	1. Three research scholars under Dr Ahana Biswas ( Bengali) 2. Three research scholar under Dr. K. Chattopadhyay (Political Science) 3. One research scholar under Dr. B. Chakraborty ( Chemistry) 4. One research scholar under Dr. B. Haldar ( Chemistry).
14	Citation index of faculty members and impact factor	<b>Dr. Anandamoy Mukharjee (Mathematics):</b> No of citations = 14, No. of Publications = 02, <b>Dr. Apala Bhattacharya (Physics):</b> No of citations = 03, <b>Dr. Hema Dutta (Physics):</b> No of citations = 10 , No. of Publications = 03 , <b>Dr. Kajal Mondal (Physics):</b> No of citations = 07, No. of Publications = 01 , <b>Dr. Palash Mondal (Chemistry):</b> No of citations = 15, No. of Publications = 01, <b>Dr. Biswajit Chakraborty (Chemistry):</b> No of citations = 12, No. of Publications = 01, <b>Dr. Parth Sengupta (Chemistry):</b> No of citations = 08, No. of Publications = 04, <b>Dr. Basudeb Haldar (Chemistry):</b> No of citations = 158, No. of Publications = 02, <b>Dr. Someswar Singh (Zoology):</b> No of citations = 50, <b>Dr. Argha Khan (Zoology):</b> No of citations = 5, <b>Dr. Sadhan Mondal (Chemistry):</b> No of citations = 126, No. of Publications = 02, <b>Dr. Animesh Debnath (Economics):</b> No of citations = 22 , No. of Publications = 06 ,
15	Honour/Awards to the faculty: National & International	<b>Dr. Sibaprasad Rudra, Principal and Dr. Ahana Biswas, Assot. Prof. of Bengali, Vivekananda Mahavidyalaya, Burdwan, have received the State-Govt. award "Siksha</b>





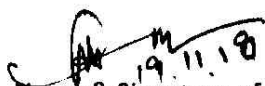
		Ratna" in Sept. 2017.
16	Internal Resources Generated	The college has permitted Central Bank of India to use a part of its building as its Branch Office and for operating ATM Counter and another building for student canteen. The Central Bank of India and student canteen offers an annual Amount of Rs. 2,11,000/- as user's fees. The college admission regularly gives user fees for using the college infrastructure.
17	Details of departments getting assistance/ recognition under SAP, COSIST (ASSIST)/DST, FIST and other programmes	Nil
18	Community Services	1. The college supports active involvement of its staff members in Professional Associations and Forums to encourage their community contribution. 2. NSS organized an Eye-camp and one health check-up camp in the college.
19	Teachers and Officers Newly Recruited	Recruitment is done by the Government. However, the college employs guest faculties as and when required.
20	Teaching-Non-Teaching Staff Ratio	49:27
21	Improvements in the Library Services	<ul style="list-style-type: none"> <li>• The Library provides an easy access to current and former-students, staff members and outside research scholars.</li> <li>• 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.</li> <li>• Library offers a photo copying facility.</li> <li>• Library provides book bank facility and has inter-library borrowing facility with University of Burdwan.</li> <li>• Library has internet broad-band connectivity, computerized catalogues,</li> </ul>
22	New Books/ Journals Subscribed and their value	Membership of INFLIBNET, EPW, Resonance, University News et. have been subscribed this year and their value is Rs. 18625/-.
23	Courses in which student assessment of teachers is introduced and the action	Feedback is received from the students of all streams.
24	Feedback from stakeholders	Feedbacks from parents are handled at the annual parents' meet. The Alumni association regularly gives constructive suggestions.
25	Unit cost of Education	Rs 4,200 per annum

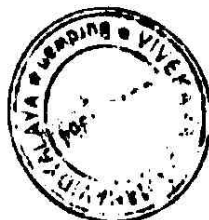


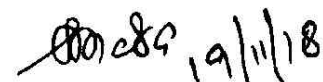
26	Computerization of Administration and process of Admission and Examination Result	All the works of the office accepting the collection of different fees, viz. examination, development, sports and games etc. from the students, are carried out chiefly through computers. The salary bill and disbursement thereof and other financial transactions with the Government are done online. Computerization of office administration is in progress.
27	Increase in the infrastructural Facilities	Construction work for a 150 seated seminar hall and a newseparate Academic Block has started.
28	Technology up-gradation	Library automation has been initiated.
29	Computer and Internet access and training to teachers and nonteaching staff and students	Online admission, HRMS, PFMS online registration of students, online fees collection and internal maintenance, internet access to all.
30	Financial aid to students	300 Financial support from institution =Rs. 60,000/-. Financial support from government: ST/SC = 660@4200 OBC=248@3500 K2=309@25000 K1=64@750 MINORITY= 240@3500 M-CM=57@8000. Financial support from other sources: JINDAL=7@4800. Number of students who received International/ National recognitions: INSPIRE=15@15000
31	Activities and support from the Alumni Association	The Alumni Association gives awards and citations to meritorious students and sincere teachers every year. The association regularly organizes health check-up camps for senior citizens free of cost
32	Activities and support from the Parent-Teacher Association	The Principal invites the parents once in every year to receive constructive suggestions
33	Health Services	The college does not have a regular health-care unit. However, health camps are organized by the IQAC and NSS units of the college for health Check-up of the students and staff
34	Performance in sports activities	College organizes athletics and sports events regularly and sends sportsmen to college and University level events. College has been awarded the Inter Runners-up in Inter University Khoko championship this year.
35	Incentives to outstanding Sports person	Outstanding sportspersons are given prizes /cash awards and also are given due weightage in Admission.
36	Students achievements and Awards	Many pass-out students qualified to take admission in P.G. courses in different universities of repute and vocational courses.



37	Activities of the Guidance and Counseling Unit	College organized career counseling seminars to guide students. Counseling classes are conducted by the college
38	Placement services provided to Students	TCS conducted interviews for placement in Burdwan University campus.
39	Development programme for non-teaching staff	From time to time Govt. conducts training programme for non-teaching staff for implementation of e-governance viz. 1. HRMS, 2. PFMS,
40	Good practices of the Institution	<ul style="list-style-type: none"> <li>• College regularly organizes Yoga camp for students and senior citizens of the district.</li> <li>• There is a regular plantation drive every year.</li> <li>• College distributes scholarship to the best student in the college test examination</li> </ul>
41	Linkages developed with National/ International, academic/ research bodies	Six teaching staff of our college have a international research linkages as they functioning as reviewer of international journals
42	Action taken report on the AQAR of the previous year	HEI and LOI are being prepared for submission of AQAR for reaccreditation.
43	Any other relevant information the institution wishes to add.	Nil
C	Outcomes achieved by the end of the year	Success is about 70% of the plan chalked out in the beginning of the year.
D	Plane of the college for the next time	<ol style="list-style-type: none"> <li>1. Submission of online AQAR report to NAAC</li> <li>2. Departments will Organize Seminars/workshops.</li> <li>3. The new academic block shall be provided with the necessary furniture etc. to make it user friendly.</li> <li>4. To speed up Library automation process.</li> <li>5. To Improve the academic ambience of the college.</li> </ol>

  
 Name & Signature of the  
 Director/ Coordinator IQAC  
**Co-ordinator IQAC**  
 Vivekananda Mahavidyalaya  
 Burdwan



  
 Name & Signature of the  
 Chairperson, IQAC  
**Principal**  
 Vivekananda Mahavidyalaya  
 Burdwan



UNIVERSITY GRANTS COMMISSION  
EASTERN REGIONAL OFFICE  
LB 8 Sector III Salt Lake, Kolkata 700 098

*IQAC*

**GRANT-IN-AID BILL**

**Name of the Section: Accounts Department.**

1. Name of the beneficiary Institution: **Vivekananda Mahavidyalaya, Sripalli**  
ID No. **WB1-085** Burdwan, Sreepally  
S. No. **220797** West Bengal 713103

(Under University)

Burdwan

2. Sanction number and date: F. **IQAC-W-080/13-14** Date: **19-Mar-14**

3. Amount sanctioned : Rs. **300000**

4. Purpose of the grant-in-aid : **Establishment and monitorin**

5. Head of Account . **4.(xvi)**

6. Designation and address of Authorized Officer: **Principal**

7. Payment Details:

(a) Name of the Bank : **State Bank of India, Burdwan Court Compound**

(b) Account No.: **11184006828**

(c) Type of Account: **(SB/Current/Cash Credit)**

(d) IFSC Code: **SBIN0000048**

(e) MICR Code Branch: **713002101**

(f) Whether bank branch is RTGS or NEFT enable : **RTGS/NEFT/Both**

(g) Name & address of Account Holder: **Principal,**

**Vivekananda Mahavidyalaya, Sripalli**

**Burdwan, Sreepally**

**West Bengal 713103**

Received a sum of Rs. **300000**

Rupees **Three lakh only**

being the amount sanctioned vide sanction No. F. **IQAC-W-080/13-14** Dated **19-Mar-14**

( Copy enclosed) for disbursement to the Principal,

**Vivekananda Mahavidyalaya, Sripalli**

Certified that the conditions of the grant have been accepted by the grantee.

Necessary entries in GIA/Budget Control Register have been made.

**You are requested to confirm the receipt of the above amount in your account by sending back the enclosed stamped receipt within 7 days.**

*Lee*  
Signature with stamp of the Officer

Accounts Officer  
University Grants Commission  
Eastern Regional Office  
Kolkata

*273/vij*  
*10.5.14*

**ATTESTED**  
*10/5/14*  
Principal  
Vivekananda Mahavidyalaya  
Burdwan

No: F.IQAC-W-080/13-14 (ERO)

March, 2014

✓ The Accounts Officer  
Eastern Regional Office,  
University Grants Commission,  
Kolkata.

Sub: Release of Grant under the scheme of Internal Quality Assurance Cells (IQAC) in Colleges during XII Plan period.

Sir/Madam,

The UGC Head Office orders No.F.6-2/2014(IQAC)/ERO/RO dated 13.03.2014. The Commission has decided to release of grants under the scheme of Internal Quality Assurance Cells (IQAC) in Colleges during XII Plan period Accordingly, I am directed to convey the approval of Chairman, UGC to allocate and sanction of Rs.3,00,000/- to Vivekananda Mahavidyalaya, Sripalli, Burdwan, Sreepally, West Bengal 713103 for the XII Plan period as detailed below:

Sl No.	Purpose of grant (Head of Account 4(xvi))	Amount allocated (Rs.)	Grant already sanctioned (Rs.)	Grant now being sanctioned (Rs.)	Total Grant (Rs.)	Balance grant (Rs.)
<b>A</b>	<b>Capital Head-35</b>					
1. ✓	Office Equipment	60,000/-				
	Total:A	60000/-				
<b>B</b>	<b>General Head-31</b>					
1. ✓	Honorarium to the Director/Coordinator, IQAC @Rs.1000 X 12 X 5	60,000/-				
2. ✓	Hiring Services for Secretarial & Technical Services	60,000/-				
3.	ICTs Communication expenses	70,000/-				
4.	Contingencies	50,000/-				
	Total:B	2,40,000/-				
	<b>Grand Total:A+B</b>	<b>3,00,000/-</b>	<b>NIL</b>	<b>3,00,000/-</b>	<b>3,00,000/-</b>	<b>NIL</b>

2. The sanctioned amount is debitale to Head of Account as detailed below.

Amount sanctioned (Rs.)	For General (77.5%) (Rs.)	For SC 15% (Rs.)	For ST 7.5% (Rs.)
3,00,000/-	232500/-	45000/-	22500/-

3. The sanctioned amount is debitale to 4(xvi) and is valid for payment during the financial year 2013-2014 only.

4. The XIIth plan guidelines available in the UGC website [www.ugc.ac.in](http://www.ugc.ac.in) may be referred by the college for the composition of the committee, function and follow-up actions of IQAC. The college shall incur expenditure on items as given in the guidelines.

5. The amount of the grant shall be drawn by the Accounts Officer, UGC, ERO, Kolkata (Drawing and Disbursing Officer), University Grants Commission, on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following detail

(a) Details (Name & Address) of Account Holder:

Principal,

(b) Account No.: 11184006828

(c) Name & Address of Branch: State Bank of India, Burdwan Court Compound

(d) MICR Code of Branch: 713002101


(e) IFSC Code: SBIN0000048

(f) Type of Account: SB/Current/Cash Credit.

6. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the College/Institution.

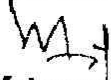
7. The University/College shall maintain proper accounts of the expenditure out of the grants which shall be utilized only on approved items of expenditure and ensure proper labeling of the items purchased.

8. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend Their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't

**ATTESTED**  
  
Principal  
Vivekananda Mahavidyalaya  
Burdwan

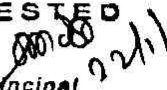
- have their own approved manuals of financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time to time.
9. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year. Balance grant will be released only on receipt of audit UC and Statement of Expenditure etc., signed by the Chartered Accountant.
  10. The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilized for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission and should, at any time the College ceased to function, such assets shall revert to the University Grants Commission.
  11. The University/College/Institute shall maintain a Register of Assets acquired wholly or substantially out of the Grants in the prescribed form.
  12. The grantee institution shall ensure the Utilization of grants-in-aid for which it is being sanction/paid. In case of non-Utilization/part utilization, or mis-utilization of grants sanctioned by the Commission for the purpose for which these were approved and in accordance with the terms and conditions of the approval or does not furnish the required documents or is disaffiliated from the University the entire amount paid by the Commission shall be refunded by the College with **simple interest @ 10% per annum** as amended from time to time on unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Government of India will be charged.
  13. **The grants should not be used for Self-Financing/Unaided Courses.**
  14. It may be noted that the accounts of the grant-in-aid institution shall be subject to inspection by Officers of the ERO, UGC, Kolkata.
  15. **The interest earned by the University/College/Institute on this grants in aid shall be treated as additional grant and may be shown in the U.C./Statement of expenditure to be furnished by grantee institution.**
  16. The University/College shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC, ST & OBC) and horizontal (for persons with disability etc.) in teaching and non-teaching posts.
  17. The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes of the Union) Rules, 1976 etc.
  18. The sanction issues in exercise of the delegation of powers vide UGC Order No. 130/2013 [F.No.10-11/12(Admn.IA&B)] dated 28/5/2013.
  19. The University/Institutions shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutes, 2009.
  20. **The University/Institutions shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).**
  21. The accounts of the University/Institutions will be open for audit by the Controller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
  22. The annual accounts i.e. balance sheet, income and expenditure statement and receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.
  23. Funds to the extent of Rs. \_\_\_\_\_ are available under the scheme.
  24. This issue with the concurrence of UGC vide Diary No.346 (ERO) dated 18.03.2014
  25. This issue with the approval of \_\_\_\_\_ vide Diary No. \_\_\_\_\_ dated \_\_\_\_\_

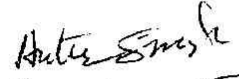
Yours faithfully,

  
(Dr. Mohammad. Arif)  
Joint Secretary

Copy forwarded for information and necessary action to:

1. Principal, Vivekananda Mahavidyalaya, Sripalli, Burdwan, Sreepally, West Bengal 713103.  
He/She is requested to abide by these instructions/Guidelines of sanction order
2. Registrar/ Director, Co-ordinator, College Development Council, Burdwan University
3. Auditor General, Govt. of West Bengal
4. The Secretary, Higher Education, Govt. of West Bengal
5. The Director of Public Instructions (Higher Education) Govt. of West Bengal

ATTESTED  
  
Principal  
Vivekananda Mahavidyalaya  
Burdwan

  
(Avtar Singh)  
Under Secretary