YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution VIVEKANANDA MAHAVIDYALAYA

- Name of the Head of the institution Dr. SIBAPRASAD RUDRA

- Designation PRINCIPAL

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 0342-2646916

- Mobile No: 9433412008

- Registered e-mail vmprincipal2012@gmail.com

- Alternate e-mail vmprincipal2012@gmail.com

- Address SRIPALLY, PURBA BARDHAMAN

- City/Town PURBA BARDHAMAN

- State/UT WEST BENGAL

- Pin Code 713103

2.Institutional status

- Affiliated / Constitution Colleges Affiliated

- Type of Institution Co-education

- Location Semi-Urban

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University **Burdwan University**

- Name of the IQAC Coordinator **Dr. ANIMESH DEBNATH**

- Phone No. **+17908080655**

- Alternate phone No. **+17908080655**

- Mobile **+17908080655**

- IQAC e-mail address **vmiqac@vmbdn.ac.in**

- Alternate e-mail address **animeshdebnath@vmbdn.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://vmbdn.in/images/uploads/AQAR%2020-21.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://vmbdn.in/images/uploads/2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B+**	**2.51**	**2016**	**05/11/2016**	**05/11/2021**

6.Date of Establishment of IQAC **12/02/1999**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N.A	**N.A**	**N.A**	**N.A**	**N.A**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year **3: https://vmbdn.in/atr.php**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

• The meeting was arranged by all the faculty members in the presence of principle Under IQAC to promote quality initiative during the academic year 2021-22. • The conduct of a special lecture series for all the B.A/B.Sc students by the resource persons by the nearby college and the institution. • The Conduct of Orientation programme of newly joined all programme students to information about, vision and mission and about institution. • All staff members decided to hold inaugural function of different committees related to various activities. • Decided to organize a workshop on Effective Communication Skills and how to Prepare for Competitive Examinations.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
All the departments will send proposals to state govt. MHRD, RUSA and other funding agencies to get funding for Classroom and other facilities. Computer experts are planning to motivate UG & PG students to join online learning platforms, use smart phone as a learning tool. Department of chemistry process to upgrade classrooms in to smart class and seminar hall with modern facilities. Department of Physics will develop a Proforma of energy audit, will train students to perform the audit and will get it done by the students. The Alumni association is planning to register as much as possible Alumni in the coming session and get them involved for contribution in the academic and infrastructural development of our college. Office automation and management information system will be developed by next year. More activities to develop incubation centre develop start up eco system will be done by the career and placement cell of our college. Student satisfaction survey report will be utilized for policy making and implement new plants to help students.	With the help of the RUSA Funds of One Crore (1 Cr) the process for the building of the new construction has already been initiated. Faculty members regularly use digital sources of study materials like E-Pg Pathsala etc. In this Covid-19 period all of the Departments have taken initiatives to use online mode for the upliftment of the learning process among the students as well as the stakeholders of the college. Students are advised and guided to use online thesauruses, dictionaries etc for finding the meanings, usage and pronunciation etc. Up gradation of smartrooms is under process. It has been decided that E-class rooms to be used as seminar hall by each deptt. and wi-fi receiver is provided to each department to access internet for teachers. Proforma has been developed in collaboration with CREDA. CREADA will organize a workshop in December 2022 to train UG students of the department and perform Energy Audit of the college building. Contribution made by Alumni is in process College has been introduced a database CAMS server in office. Student section (college management system), central library and Examination Cells are fully automated in the session 2021-22. IQAC organized Entrepreneurship Awareness Camp for Students during 2021-2022.MOUs has been signed

	between College and RICE ,Redivius Recyclers Private Limited (Vital waste) and some other Institutions under the aegis of IQAC. Action taken ATR on student feedback is compiled for last five years. A proposal has been sent for infrastructure up gradation of college building to Dept of Higher Education, CG and RUSA. Lecture capturing system will be installed in the eClassroom shortly. So the lectures of experienced faulty members of this college can be shared by other HEIs. Question Bank has been prepared by some of the departments for new exam pattern. Research Proposal is being prepared by the faculties to sent to state govt. Ucchasikha for sanction of grants.

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
GB	08/04/2024

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Designation	PRINCIPAL
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• Phone no./Alternate phone no.	0342-2646916
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• Alternate e-mail	vmprincipal2012@gmail.com
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• State/UT	WEST BENGAL
• Pin Code	713103
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Name	Date of meeting(s)
GB	**08/04/2024**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	**02/02/2022**

15.Multidisciplinary / interdisciplinary

Multidisciplinary

People from several disciplines in this college collaborate with

each other to enrich themselves in order to the upliftment as well as wholesome development of the stakeholders.

Interdisciplinary:

Using a genuine synthesis of methodologies, integrating information and approaches from several fields interdisciplinary activities are taken place. Demands for knowledge by integrating disciplinary boundaries have increased. The opportunities of the interdisciplinary research practices have been increased by integrating all faculties. Though this benchmark is challenging to achieve and evaluate, the continuous attempts are being taken by the stakeholders in order to the promotion of internal health of the institution. We offer a working definition of interdisciplinary fields of scientific study that is formed from the viewpoints of both science faculty members and scientific organizations in an effort to construct a unified future. In order to establish and evaluate interdisciplinary initiatives in undergraduate scientific education, a conceptual model for an Interdisciplinary Science Framework was created using the current literature and our proposed definition. To satisfy the Vision and Change core competency of "tapping into the interdisciplinary nature of science," we believe this will serve as a basis on which the community may construct learning outcomes, activities, and measurements for students.

16.Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual/digital repository that houses data on the credits that certain students have accrued over the course of their academic careers. Students will be able to create an account and have a variety of alternatives for enrolling and exiting colleges or universities.

17.Skill development:

Skill Development

The emphasis should be on lifelong learning, according to Albert Einstein. When learning stops, personal development likewise comes to an end. To learn specific talents, you need to create an eagerness and curiosity. It is crucial to work on your personal growth since it enables you to live a more fruitful, serene, and meaningful life. Be the change you wish to see in others, as someone once remarked. So let's start the journey of self-

transformation in baby steps.

Time Management :

Do you know what the core reason for your daily stress is? The inability to use time productively makes frustration. Time is one resource that God has distributed equally among every human being. Whether it is Bill Gates or your neighborhood shopkeeper, everyone has 24 hours at his disposal. 'How to utilize it' that will certainly makes all the difference. Today, we are juggling multiple responsibilities, and if we are unable to do justice of even one of our roles, stress starts building. You need to stop this right now and take action to manage time effectively. Time Management is an art, and it starts with prioritizing the tasks, allocating time for each work and recognizing when you at your productive best.

Communication Skills :

You are just about to begin your career and all set to meet new people around you all the time. Even though the mode of communication today has pushed everyone behind keyboards and keypads, the way you express yourself is still relevant. Great communication skills include conveying the message articulately at the right time, in the right tone and to the right person.

Problem-Solving Skills:

Problem-solving skills, also known as conflict resolution skills is critical to your professional success. At every stage in life, you have to face conflicting situations or problems wherein you have to make optimal use of scarce resources.

Conquer Your Fears:

If you think being fearless means the absence of fear, you can't be more mistaken. It is only human to have worries, but it takes extraordinary powers to face your fear and rise above it.

Beat dalliance:

We struggle to complete even the simplest tasks 50% of the time because we have a tendency to overthink and overanalyze. Thought and analysis are necessary, too much of it impairs our senses. Understanding how and why you developed the procrastination behaviour is the first step towards breaking it. Is it because

the task intimidates you? Concerned with the process? Lack of knowledge or simple inertia? You must first work on overcoming the cause after you have determined it. Setting a deadline for when you must complete the assignment comes next. When there are strict deadlines, you will automatically reduce your procrastination time and begin working on the task at hand.

Adaptability Quotient:

Life doesn't always go as we expect, therefore it's better to be ready for the worst than to be devastated and illiterate later. The best strategy for raising your adaptability quotient is to live by the adage "Hope for the best and be prepared for the worse." You ought to be able to adapt to any scenario without going crazy if you have enough flexibility. You should be able to fit into whatever mould that life casts, whether it be new technology, a new boss, a different team, or an entirely alien work profile. The following are the three actions needed to be flexible with life's circumstances:

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

This course introduces the students to the rich and varied knowledge traditions of India from antiquity to the present, in line with the new education policy, NEP 2020, which places a priority on Indian Knowledge Systems and Intelligence Traditions of India. Additionally, this aids the student in being familiar with and understanding their own systems and traditions, which are essential for any genuine advancement and development. Additionally, it encourages the learner to use Indian frameworks and models to solve contemporary challenges in an unique and independent manner.

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

The educational theory known as outcomes-based education (OBE), centers each component of the educational system on goals (outcomes). Each student should have succeeded in achieving the objective by the end of the educational experience. In OBE, there isn't a single predetermined method of instruction or evaluation; rather, all of the classes, chances, and tests should support students in achieving the predetermined outcomes. Depending on the desired goals, the faculty member's position may change to include that of an instructor, trainer, facilitator, or mentor.

20.Distance education/online education:

During the teaching and learning process, teachers and students are physically separated through distance learning, sometimes referred to by a variety of terms such as distance education, e-learning, mobile learning, or online learning. However the distance education mainly runs by our mother institution BU. Specifically at the time of Covid-19 several online platforms have come to the force to enable students as well as teachers to bridge the gap of communication with the help of those online tools.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	31

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1621

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1247

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	973

File Description	Documents
Data Template	View File

3.Academic

3.1	**85 (Including SACT)**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**57+1(Principal)**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**32**
Total number of Classrooms and Seminar halls	
4.2	**718223**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**65**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Academic Planning

The college has been following a Choice Based Credit System (CBCS) for all Undergraduate regular courses from 2017-18 session onwards and PG in Chemistry programme from 2014-15 session. University

academic calender is the hull for institutional activity planning. An institutional academic calender is also prepared for every academic session .

Some practices follow:

Departmental meetings with all faculty members are arranged to prepare and distribution of syllabus module and class loads.

A central class routine is prepared by the college routine committee .

Tutorial, remedial classess and Add-on courses are arranged by departments.

A compulsory induction program is arranged for newly admitted students .

Departments take active initiatives for regular fieldworks, educational excursions, sample surveys, museum or national library visits for students as part of their course curriculam.

Students' seminars are conducted regularly .

Appointment of mentors to mentees as a part of mentor-mentee systems at the onset of courses helps in reaching out to the students and solve their various problems effectively.

Students are encouraged and actively assisted by all departmental faculties to participate in different cultural activities .

As per the recomendation of previous NAAC Peer team, state of the art smart classroomshave beenaided to enhance ICT-based learning in parrallel to age-old chalk-board method.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://vmbdn.in/notice/Prospectus%20for%20Admission_1627818148.pdf

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

The academic calendar of the Institution under the CBCS pattern is prepared by the Principal and Members of the Academic Council.

1. At the commencement of each semester, the guidelines are circulated among the teachers and students and the same is uploaded on the college website and notice boards.

2. HODs can make minor changes in the schedules in consultation with the Principal and Members of the academic council.

3. Class tests and Unit tests are conducted periodically.

4. Home Assignments are given to the students.

5. Internal assessment tests are conducted as per university guidelines.

6. Departmental seminars related to the syllabus are conducted.

7. Visiting Faculty helps in enhancing the skill as well as knowledge of the students.

8. Laboratory visits and a visit to other educational institutes help in knowledge exchange among students.

9. Participation in departmental "Innovative Ideas" presentation provides the students with the scope of self-expression.

10. Participation in intra-college cultural competitions is ensured for the development of students.

11. Project reports and educational tour reports are submitted and evaluated as per the syllabus.

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	https://vmbdn.in/images/uploads/2021-22.pdf

1.1.3 - Teachers of the Institution participate   **A. All of the above**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

31

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

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

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

13

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

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

296 out of 3711

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

296

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Our college takes unique care about the issues of gender equality, human values, social arena, and environmental phenomenon through various curricular activities conducted by the Woman Cell, NSS Unit., COVID-19 Cell etc.

The concept of discrimination in caste and gender and the principles of containing secularism and communalism have been included in the syllabi of various subjects of our college. The Women Cell always makes the students aware of gender equality through various activities.

Climate change and hazards and other ecological characteristics are included in different subjects. The students are made aware of environment-related issues through various activities conducted by NSS, NCC, and other forums of our college. During the Covid pandemic, the Covid-19 cell in association with IQAC has conducted

various promotional activities to adopt safety measures against the virus.

The concept of human value is the core area of various subjects of the departments and to disseminate knowledge about human values seminars and workshops are organized regularly. Professional Ethics Professional ethics in various academic fields is strictly followed.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

30

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

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

1224

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vmbdn.in/images/uploads/Feedback%202021-22%20Survey.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2765

File Description	Documents
Any additional information	[View File]
Institutional data in prescribed format	[View File]

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

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

789

File Description	Documents
Any additional information	[View File]
Number of seats filled against seats reserved (Data Template)	[View File]

2.2 - Catering to Student Diversity

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

Following measures have been taken so that the students can adopt themselves better with the CBCS system of higher education: Students are provided with the academic calendar, the class timetable, and information about other planned academic programmes through an Induction meeting at the beginning of each semester of the academic session. Through an effective teaching-learning process in the class and interaction with the students, teachers can be able to identify the slow and advanced learners. In order to improve their competencies, advanced learners are also encouraged to take part in different kinds of virtually conducted Cultural programmes such as creative dance, Poster drawing, debates, extempore, students' seminars presentation, 'convey your ideas' through Powerpoint presentation. For the Slow learners, special attention is provided with additional explanations and concept-clearing questions by the faculty. They are also encouraged to discuss what they are taught with their peer students through a brainstorming process for better understanding. The performance of these learners is measured through the evaluation of home assignments. Every department has taken the initiative of the mentoring programme where all students are provided with advice about academic and college-related matters. Special classes are also provided for the slow learners to ensure

and improve their learning capabilities.

File Description	Documents
Link for additional Information	https://www.vmbdn.in/images/uploads/Library%20Orientation%20Programme%20New.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
3711	85

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

All the departments organize students' seminars, workshops, exhibitions, and the presentation of models, and charts, to make the learning process more effective and to help them get exposure by interacting with the resource persons. The laboratories of science departments are well equipped and the students can avail the tools during the hands-on practical sessions. PG students are involved in doing advanced project work and research dissertation, which is included in the curricula of their syllabi. The faculty of the concerned Department supervise them to develop a research hypothesis and help them to get research findings. Developing the practice of library searching habits is an integral part of students' self-study through access to the archival database. Computer learning training class has been arranged for the students and classes are included in the college timetable. Departments formally and informally convene student-teacher meetings to encourage participative learning and to address students' issues.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://vmbdn.in/images/uploads/2.3.1..pdf

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

There are 13 ICT-enabled classrooms in the college, out of which 1 smart classroom. ICT-enabled tools are used in the following ways: Teachers use slides of power point presentations to explain the topic without wasting time. Teachers use pen tab which is very useful especially for science subjects because teachers can do any calculations as they do on blackboard. Science teachers share online video of laboratory experiments and explain it. Online text and audio (by an eminent personality of that field) are used by the teachers especially for humanities and social sciences which helps the students a lot. Full-length films are shown to the students especially for literary studies, history and political science. E-materials, e-sources, model questions, home assignments and questions for internal assessments prepared by the teachers are sent to the particular whatsapp students' groups. The college has membership of National Digital Library of India (NDL), INFLIBNET. Facilities for searching e-database from NDL and INFLIBNET are available. There are browsing centres in the Central Library, Teacher's Lounge and Botany Department. All academic departments have printers and photocopiers for the use of teachers and students for academic purposes.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://vmbdn.in/images/uploads/2.3.2.pdf

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

2.3.3.1 - Number of mentors

70

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

2.4 - Teacher Profile and Quality

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

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	*View File*
List of the faculty members authenticated by the Head of HEI	*View File*

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

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

39

File Description	Documents
Any additional information	*View File*
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	*View File*

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

2.4.3.1 - Total experience of full-time teachers

85

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Perseverance and practice should be the main motto of a student to be successful in life. To make these students understand, our college conducts a continuous assessment that evaluates students' academic development throughout the semesters. After completing a chapter the teachers take unit tests or create questionnaires for the students. This helps assess the students' weaknesses and is resolved later by the teachers and mentors. The curriculum of Burdwan University (to which Vivekananda Mahavidyalaya Burdwan is affiliated) under the CBCS has a compulsory internal assessment per paper which consists of 20% of the total marks awarded in each paper. An additional chance for the slow learners is given to improve their performance in the internal assessments. During the pandemic situation, home assignments and internal assessments are given to the students through e-mails or WhatsAppgroups and the answers are collected in the same way. In the pandemic situation, the teachers set the question papers for the internal assessments with conceptual and application-based questions such that the students cannot copy the answers from any book or any websites. After evaluating the answer scripts teachers upload marks of IA to the University portal through online mode.

File Description	Documents
Any additional information	View File
Link for additional information	https://vmbdn.in/images/uploads/2022%20(2) _merged_merged.pdf

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

An internally formed examination committee ensures rigorous and

transparent internal assessment. • At the beginning of the academic year during a welcome meeting as well as at a special induction meeting at the beginning of the second semester students are made aware of the evaluation pattern. • After the internal assessment the teachers evaluate the answer scripts within a very short time and directly upload them to the university examination portal. • Parent-teacher meetings are held, especially for first-year undergraduates to discuss problems and grievances of students that they cannot express out of shyness. • In the event of any grievances expressed by the students, they are requested to enter them in the grievance redressal register maintained in every department and in the IQAC office, as well as the complaint box located outside the Principal's Chamber. Prompt action is taken to assuage the grievance within the shortest possible time period.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

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

The Head of each department (HOD) organizes a departmental meeting regarding the distribution of the syllabus to all faculty members. Each department prepares Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (COs).

• The programme outcomes for every course offered in every subject are uploaded on the college website.

• The primary objective of a specific course is communicated and explained to the students by the faculty members at the beginning of an academic session.

•The courses taught in the college, the facilities provided to the students, and the list of teaching and non-teaching staff are displayed on the college website.

• At the time of admission, a prospectus or information brochure is given to the students. The prospectus provides important information about all the programmes and courses along with the programme codes, the fee structure, the hostel facilities, and

other relevant information.

• Finally, the model of teaching, the organization of regular and special lectures, and the use of ICT-enabled tools are modified keeping the course and programme outcomes in mind. Therefore, students are regularly reminded about the outcomes of the courses and programmes in which they are enrolled.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vmbdn.in/images/uploads/Programme%20Outcome_final%2023.12.21.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Institutional vision and mission are aimed to disseminate academic and extra-academic knowledge to obtain a significant learning outcome. The programmes and courses are designed by the affiliating university. These are contemporary and useful for students in most cases. Their usefulness to students has been reflected in the students' feedback. One of the most important methods to evaluate the learning outcome of the students is to keep a record of their progression to higher studies and placements after completing graduation and/or Post Graduation. The PO and PSO are evaluated with the help of the CO of the respective programme.

Direct assessment measures: We have adopted a student-centric method that includes

1. Internal Assessment: Faculty members ofVivekananda Mahavidyalaya evaluate students apart from the end-semester examinations, following the guidelines laid down by the University. Every departmentconducts an internal examination consisting of Students' attendance (10%), internal assessment (1A) (10%), and tutorial examination (15%).
2. Continuous Internal Evaluation: In addition, Vivekananda Mahavidyalaya also conducts continuous internal evaluation through class tests, discussions, quiz programmes, students' seminars and project-based assignments, which help to gauge the course outcomes and provides opportunities to students

    for improvement.
3. **Critical Analysis of Results ofEnd-semester Examinations:**
    After the interpretation of the merit of the students, the
    level of attainment has been measured as follows:

After identifying the academically weak students, departmental
meetings are held to determine appropriate measures like arranging
special classes for them.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://vmbdn.in/images/uploads/2.6.2.%20Document.pdf

2.6.3 - Pass percentage of Students during the year

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

964

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://vmbdn.in/images/uploads/2.6.3.pdf

2.7 - Student Satisfaction Survey

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

https://vmbdn.in/images/uploads/Feedback%202021-22%20Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

03

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

3.2 - Research Publications and Awards

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

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

14

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

13

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

Ecosystem, an innovative initiative is taken up for creating interactive student centric learning environment and addressing the changing needs. A blended mode of teaching with modern ICT

techniques, Seminars, Workshops, Webinars are organised to disseminate knowledge. Laboratory-based departments are supported by Central Instrumentation Centre for research activities. Researchers' Meet, seminars, workshops are organized by the Research Cell. Additionally, seed grants are also provided. Post Graduate departments arrange for lectures by visiting faculties from other higher institutions. Social learning is prioritised through extension programmes conducted by the NCC and NSS units. Sports, Freshers' Welcome, Blood Donation Camp, Cultural Programmes, Competitions, Mock Parliament & Athletics Meet are organised annually. Environmental awareness is imparted through activities and seminars on biodiversity, maintenance of medicinal garden, compulsory projects on local environment by students, prohibition of plastic and tobacco consumption within college campus. The students support system includes Mentoring, Feedback, Remedial Coaching, Grievance Redressal Cell, Placement Cell, Computer Literacy Mission, Students' Scholarships.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/3.3.1%20web%20link.pdf
Upload any additional information	View File

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

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

04

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

13

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

1796

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

3.4 - Collaboration

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

05

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate infrastructure and physical facilities for teaching and learning.

- Spread over an area of 7.36 acres with 4 three-storied building and whole campus is free wifi zone;
- 22 classrooms in the college;
- 8 smart classrooms with projector.
- 2 Girls' Hostels in the main campus.

All classrooms are well decorated with sufficient lights and fans, 2 large seminar halls with fixed LCD projector and fixed sound system, 3 are computer laboratories, and 09 are fully equipped laboratories. The college has 08 projectors.

College has 89 computers, Most of the departments with own desktop and printer facilities.

Central library with 40254 volume books, and 36 journal titles . It is partially automated with "Koha" ILMS. It has been installed since 2018. Membership in the N-List and NDLI databases. It also provides different open educational resources (OER) through its

library portal. College library with some special collections of rare books, college teacher publications, and competitive examination books.

A ICT-equipped seminar hall cum auditorium to accommodate nearly 160 people.

NCC Camps, NSS and other activities are carried out regularly. The institute uses the adjacent Campus-2 ground to conduct the Annual sports meet and other outdoor sports.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vmbdn.in/images/uploads/4.1.1%20WEBLINK.pdf

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

Sports

For the year-round conduct of various sporting events there is a Sports Committee (with representation from the teachers and students) which meets at regular intervals and plans these activities. Intra college competitions such as volleyball, cricket, football, and badminton are organized annually. To make all these events successful, the institution has built up following facilities for sports and games as well as athletics.

• Space Facility for Games and Sports

A large composite playground

Volleyball grounds

   ○ A Yoga Training Facility

• Equipment-cum-kit facility for Games and Sports

   ○ A Ten-Station Multi-Gymnasium;

- ○ Football-players' Requisites (Football, Socks, Shin guard, Jersey etc);
- ○ Cricket Players' Kit (Cricket bats, balls, net, mat, guard, pad, gloves etc)
- ○ Athletics Equipment (Javelin, Shot put balls, Discus, High Jump bars, etc)

Cultural activities

For the year-round conduct of various cultural events there is a Cultural Committee (with representation from the monastic members, teachers and students) which meets at regular intervals and plans these activities. Following list include some of these facilities:

- Space Facility for Cultural Activities

  - ○ Seminar Halls are used for cultural functions;
  - ○ One temporary Hall to train students for different cultural programmes.

- Equipment facility for Cultural Activities

Musical Instruments

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vmbdn.in/images/uploads/Facilities.pdf

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

30

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://vmbdn.in/images/uploads/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

812353

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Central library of Vivekananda Mahavidyalaya, Burdwan provides a base for knowledge dissemination within the institution and also enables connectivity with online knowledge resources.

Name of the ILMS software: KOHA

Year of Automation:2018.

Version:Koha 19.05.03.000

Nature of Automation:

The library is partially automated and it uses almost every module of KOHA of Koha for utmost utilization of the resources.

For maintaining the budget allocations and procurement of new books the library uses the "Acquisition" module of Koha.

After the books reach the library the "Cataloguing" module of KOHA is used to processthem and generate their searchable bibliographic record.

The records of the new users are registered through the "Patron" module of KOHA.

The "Reports" module of KOHA is being used to gain general and specific data regarding library services.

Library uses "Authorities", "Tools" and "Koha administration" module to customize different parameters and functions of the ILMS.

Online Public Access Catalogue (OPAC): Remote access: Although the Koha has been installed in a local server at the library, the OPAC is linked with the library website and made globally accessible through internet.

- the portal of National Digital Library of India, Shodhganga,
- West Bengal Public Library Network
- the newly processed library resources

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://vmbdn.in/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

5900

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

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

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

108

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

With the increasing need for IT facilities among the students, faculty and office staff, the college authority gives top priority to the development of IT facilities on the campus. There are wi-fi facilities in the library, the Students' Union room, IQAC and some departments. The college website is monitored and updated from

time to time by the Website Committee. Software required for various academic purposes is installed in different computers present in the computer laboratory, some departments, library (OPAC) and office. We have nine smart classrooms for a better teaching-learning process. The Central library is well-equipped with IT infrastructure. College Campus Networking was upgraded with Fiber Optics Network for providing a faster internet facility. There are browsing centres in the Central Library Reading Room and Teachers' Lounge. During the Covid-19 pandemic situation, regular online classes have been conducted by faculty members through digital platforms. The college website contains various e-resources. The college purchased a subscription to Google Suite which has been used for conducting classes, creating various teaching and learning documents, for realtime presentations etc. Our college has organized many webinars with a large number of participants using the G Suite. Important academic and administrative meetings are also conducted using this digital platform.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vmbdn.in/library_misc.php

4.3.2 - Number of Computers

89

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

812353

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Our college tries its best to allocate and utilize the available financial grants for the maintenance and upkeep of different sections of the college. Laboratory: Maintenance of the instruments is done by teachers, students and laboratory attendants or technician if and when required. Library: Accounts of visitors are recorded on dailybasis. To ensure easy return, no dues certificate is issued to the students before filling the form for the final exam. Journal/magazines, daily newspapers, and employment-oriented newspapers are subscribed to on a regular basis. Users are given awareness about digital databases like NLIST and NDL. Sports: Head of the Department of Geography department is in charge of Sports and Games. Students are given nutritious food during practice hours. The college has a big playground and a well-maintained multiGym. Computers: Refilling of the cartridge, installing Antivirus, formatting and updating are done regularly. Classrooms: Minor repair and renovation work are done. There is a full-time sweeper and a number of casual sweepers for cleaning the college campus. A full-time electrician is engaged in maintaining different electrical connections. A full-time casual Gardener is appointed for the maintenance of the garden. There is a caretaker to look after the repair and maintenance works.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vmbdn.in/images/uploads/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1047

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

0

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://drive.google.com/drive/folders/1Hta8vfG7H613VhmGe3ZPNoVIdM3fJBhy
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

227

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

227

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

56

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

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

5.2.2.1 - Number of outgoing student progression to higher education

172

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	[View File](#)
Details of student progression to higher education	[View File](#)

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

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations

(eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

20

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

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

04

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	[View File](#)
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

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

The college has an elected students' council to officially represent all the students of the college. This body has subcommittees that deal with multifarious activities and provide a variety of services to students. The college also helps its students empower with leadership qualities, soft skills, displaying their talents, and understanding of rules and regulations by ensuring their active and mandatory representation in various subcommittees like the library committee, cultural committee, sports and games committee, grievance redressal

committee, disciplinary committee, antiragging committee, etc. The student council also has representation in the IQAC core committee and the Governing body of the college. It gives significant student-centric input during the decision-making of the college's academic council. The student council has always been active in various important academic and extracurricular activities of the college. Cultural competitions have been arranged throughout the year as a workup to choose the best to perform at the college's Annual cultural function where the prizes for academic and cultural excellence have also been distributed. The council celebrates important events regularly like Swami Vivekananda's Birthday, International Mother Language Day,International Women's Day, Yoga Day, Teacher's Day, Rabindra Jayanti, and organized Blood Donation Camps every year with full zest.

File Description	Documents
Paste link for additional information	https://vmbdn.in/student_union.php
Upload any additional information	View File

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

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

01

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Vivekananda Mahavidyalaya Alumni Association is the official alumnus society of Vivekananda Mahavidyalaya, Burdwan, West Bengal. This Association is a Govt Registered (Reg No: S0008308 of 2019-20 under Certificate of Registration of Societies, West Bengal Act XXVI of 1961) Society and started its journey in 2004.

The purpose of the association is to foster a spirit of loyalty and to promote the general welfare of our organization. Alumni association exist to support the parent organization's goals and to strengthen the ties between alumni, the community, and the parent organization.

Alumni Association was founded with the vision to maintain a life-long connection between the Institute and its alumni. In collaboration with an extremely dedicated life members and volunteers, the Alumni Association works to connect alumni, support students and build an unforgetable Institute experience through a diversity of events, programming and services.

The mission of the Association has always been to foster strong bonds between alumni, students and the Institute, to keep alumni informed, and create a network enabling them to remain engaged with their alma mater and help shape it's future through the Association's programmes and services.

The college's alumni are its lasting legacy and strongest voice. Finding new ways to build an engaged membership base is an integral task of the Association. Joining Vivekananda Mahavidyalaya Alumni Association is one of the easiest ways to reconnect, give back to the Institute, and serve as a springboard for further development and enrichment of its legacy.

File Description	Documents
Paste link for additional information	https://www.vmbdn.in/images/uploads/IMG20240223214203.jpg
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Governing Body(GB) is the apex administrative body of the College. It includes the Principal as secretary, Teaching, Nonteaching and students' representatives and a number of External Members nominated by the affiliating University and the State Government, one of them working as President.

Vision:

To be center of excellence in higher education with an innovative teaching, learning, research activities, to cater to the academic needs of the students by providing qualitative education making them self-sufficient in life.

To follow holistic approach for the growth of the inter personal and intrapersonal skills which are essential to build a creative, enlightened and productive civil society in this remote hinterlan.

Mission:

To provide the students with knowledge, skills, values and sensitivity to face the challenges in life both in academic field as well as in their personal life.

To develop the human potentials to achieve different opportunities in future.

To enable the students to explore the locally available economic resources for their employment and providing support to the society.Optimum development of human recourses. Creation & dissemination of knowledge in conventional and modern field.

To provide a high quality educational experience that empowers students, is globally-oriented, and develops skills and competence so as to enhance their employability.

File Description	Documents
Paste link for additional information	https://vmbdn.in/mission_vision.php
Upload any additional information	View File

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

The College has a mechanism for delegating authority and providing operational autonomy to work towards a decentralized and participative governance system. Case Study: UG and PG admission is a yearly routine activity. An online Admission subcommittee comprising the Principal as chairman, a teacher as convener, teaching and nonteaching staff as members and GS of the students' Council, conducts admission in UG courses only. The admission criteria for different subjects is in compliance with guidelines of WB Higher Education Department and affiliating University.

Through meeting, registration fees, admission and publication of merit lists etc. are decided as per directives of GB. Applications are invited through online admission portal. The entire process of receiving and shortlisting application is done online on merit basis. Reservation policy of State Government is strictly followed. Fees are collected online through Pay U Money Gateway. The final list is published in college admission portal. Nonteaching staff inform candidates about their selection through SMS. The provisionally admitted candidates are informed through notice on college website for document verification. During the entire process, online admission subcommittee take stock of students admitted, vacant seats to decide on publication of supplementary merit lists. The PG admission is totally controlled by the affiliating university.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/Apr%2027,%20Doc%201.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For proper administrative functioning 'e' communication has been developed with the teachers and students. All necessary information related to the students are uploaded in college website and related to teachers are served in WhatsApp. Case study to make the student well-informed about different activities of College, e-communication is used by the office. The admission related information is sent to the concerned students through SMS. Moreover, Electronic Display Board is placed in office where the time-bound information is continuously displayed during college hours to make the students well informed about official matters. Notices issued by the affiliating university are uploaded to College Website. Notices for the meeting of GB and IQAC are served to the internal. And external members through emails. Every department maintains WhatsApp groups with the students to provide study materials, Q&As and attend queries round the clock outside classroom. In the pandemic COVID-19 situation, the teaching-learning process in college campus has been totally stopped due to the lock down declared by the Govt. In order to minimize the academic loss of the students, the departmental teachers are engaged themselves in taking the online classes. The study materials, model Q&As etc. supplied by teachers uploaded to College Website.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://vmbdn.in/images/uploads/CLASS%20.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students

- All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software (CAMS) and internet facilities, wherever required, for necessary connectivity.

- The website shall be periodically reviewed by the ICT enabling unit- website committee of the college.

- The accounts section shall operate and manage their entire accounting operations onERPsoftware (CAMS) including pension and payroll related processing.
- The college shall perform all the financial transactions through the Public Financial Management System (PFMS) and WBIFMS in line with the extant guidelines by the Government of India.

e-Governance in Examination

- The college shall adopt online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc as mandated by university from time to time.

File Description	Documents
Paste link for additional information	https://www.vmbdn.in/images/uploads/Chart_2.pdf
Link to Organogram of the Institution webpage	https://www.vmbdn.in/images/uploads/Chart_2.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in   A. All of the above

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institution follows different welfare measure all stakeholders:

1. **There is a scheme of Group Insurance and Employees' Cooperative Credit Society for all permanent teaching and non-teaching staff. This helps the staff in times of need.**
2. **Maternity (180 days) and paternity (15 days) leave, Childcare Leave for Female Employees (2 years)**
3. **Provident fund for the employees of the college.**
4. **Medical Insurance facility (West Bengal health Scheme for teachers and SwasthaSathi for non-teaching staff) of the college.**
5. **Casual leave of 14 days for the employees**
6. **Medical Leave of 10 days for all employees**
7. **Duty leave for faculty to attend seminars, conferences, FDP, RC, OP, and any other courses which are required for the career development of incumbent and quality enhancement of the institution.**
8. **Study leave for advanced study and research**
9. **There is a provision for providing Festival Advance/ Bonus to teaching/ Non-teaching staff**

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/CCL,%20ML%20RELATED%20GB%20RESOLUTION%20DOC%20(1)_compressed.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

18

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

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

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

18

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

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

Performance Appraisal for teaching faculty following the UGC Regulation 2010 and amendments thereof, the institution monitors the performance appraisal system by submitting of promotion file (CAS) of the teaching staff. The CAS reflects the details of

refresher/orientation courses/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promotion in the next grade. Due consideration is given to the evaluation of innovation for special contributions made by the teacher. During the appraisal, the teacher is given an opportunity to pen down any special achievement made by him/her in the field of his subject that can upgrade his overall performance. Teacher is given an opportunity to note down the difficulties that he/she is facing while discharging his assignment. The API are sought at every step of up gradation and for next promotion.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/All%20certificates%202022-23.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institute has provisions for regular external financial and academic audit. The accounts of College are audited regularly as per the Government rules. The External Audit of College is conducted by the Finance Department, Govt. of West Bengal. The Finance Committee at regular basis reviews the financial transaction and status of the college. The committee approves projects/schemes considering the priority and financial liability. This internal review of the financial transactions and financial status done by the Finance Committee gives the opportunity to identify areas where necessary modifications should be made. Internal review and recommendations of the Finance Committee help the college to hold a healthier and more transparent External Audit. The institution conducts external audit on regular basis. After the expiry of a financial year, the accounts are got to be prepared to face audit externally. The auditors are suggested and appointed by the State Government through the department of Higher Education. The college has no opportunity to choose auditor in this regard. After conducting the audit work, initiatives taken to rectify the errors, mistakes and process not properly followed, if any, as detected by the auditors. The auditor's suggestions, advices are welcome to bring improvement in financial activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The institution has well defined strategies and procedures for the mobilization of funds needed for development. The proposals for government or UGC funded projects are prepared and submitted annually. This system has enormously aided to obtain RUSA fund and other funds from higher education department of West Bengal, and so on.

Grant – I Government Agencies-

1. **Rashtriya Uchchattar Shiksha Abhiyan (RUSA)**
2. **UGC Projects**
3. **State government funds -SSP (Student Support Programme) Scholarships , students credit card**
4. **NCC and NSS fund from Central and State Government**

Grant II - Non Government Agencies-

1. **Endowments from alumni**
2. **Contribution from the staff**

Optimum utilization of funds and resources is ensured through the following measures

Budget committee prepares and assess the budget annually for the management based on the needs for the quality improvement of the institution with the opinion of IQAC The Principal, the Accountant and the Bursar including finance committee ensure optimum utilization of budgeted management for overall development of the Institution.

Institution conducts internal and external financial audits regularly

The finance committee convenes meeting on need-base at periodic intervals, to discuss and deliberate on the finance management.

E tenders are invited as per the Government rules. There are different levels of audit for the funds sanctioned by the Government.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/DocScanner%2016%20Mar%202024%2014-13.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has consistently striven to institutionalize quality assurance strategies and processes at every level of the institution's functioning. 1. Gender Sensitisation & Women's Empowerment Vivekananda Mahavidyalaya Burdwan, a co-educational institution, engaged in spreading of women's education since its inception in 1964. Under the agies of IQAC, Women's Cell supplement with Prevention of Sexual Harassment Committee is extremely active in spreading awareness on the plight of women. The two complementary bodies regularly organized seminars, motivational talks on gender sensitization and women empowerment. To train the girl students Self-Defence Workshops are arranged . This initiative becomes successful in empowering female students and instilling the values of equality in all students across genders. Various webinars on core subjects and e-access in the

Library is contributed by the IQAC. 2. Introduction of Add-on Certificate Courses Following the recommendations of NAAC, the IQAC alongwith GB initiated a project to provide our students with some degree of hands-on training to develop a model of grassroots entrepreneurship. Six certificate courses in Food Processing, Modern Handicraft, Cutting & Knitting, Computer Training Course, Spoken English & Yoga Training Programme recognised by the Burdwan University has been introduced alongwith the regular degree programmes.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/28.7.21.pdf
Upload any additional information	View File

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

The institution has a well-organized multi-level system involving all the stakeholders to monitor and periodically review the quality of teaching-learning process, structures and methodologies of operations and learning outcomes under the stewardship of IQAC for developing suitable infrastructure. Students feedback, counselling and mentoring, remedial strategies, presentations, innovation, organizing several state/national//international level seminars, Teachers feedback, Daily Diary, augmenting research culture among our teachers and students, encouraging FDPs, employability skills through basic computer, communicative English classes, e-learning resources through college website, initiatives for CAS are some of the measures taken for quality sustenance and enhancement. Regular internal academic audits are self-explanatory for curriculum planning and evaluation. As per recommendations of IQAC, all departments are equipped with ICT tools, charts, models, maps and teachers are provided with laptops to supplement traditional learning. 11 ICT classrooms including 1 smart classrooms, a Computer Lab and a Digital Lab have been created. Internet Facility through LAN. During the Pandemic situation, IQAC plays active role in organizing webinars, academic and admission related meetings, sending students' data, e-resources etc. Following the ATRs and recommendations from IQAC, statutory, nonstatutory subcommittees, GB provides necessary approvals, sorts out problems and issues directives for academic and administrative

quality assurance of the college.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/Best%20Practices%202021-22%20(1).pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://vmbdn.in/images/uploads/05.04.2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Measures taken by our institution to provide facilities to girls students:

Security and safety:

- Warden (Lady) posted at hostel
- Installation of CCTVs in the campus and gates as well
- Tight security in girls's hostel
- NCC for girls's students
- .Counselling:
- Regular counseling by the Principal
- Regular counseling by college teachers.
- Mentoring
- Seminars on women empowerment by Women Cell
- Student-teacher meeting
- Grievance redressal Cell
- Awareness programme on Gender discrimination
- Health and hygiene:
- Separate washrooms for girls students
- Vending machine for sanitary napkins which are available free of cost
- Other facilities:
- Common room for girls students
- Initiatives are taken to provide them scholarships i.e. Govt. and half student fees scholarships from college.
- Special initiative taken to grant them 'Kanyashree', special scholarship for girls students.
- Campus code of conduct is there.

File Description	Documents
Annual gender sensitization action plan	https://www.vmbdn.in/images/uploads/dOC%20AQAR%2021-22.jpg
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.vmbdn.in/images/uploads/7.1.1%20DOC.pdf

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

B. Any 3 of the above

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

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

The Institution takes initiative for the management of wastes which is generated within its campus. Solid Waste Segregation is done by hand sorting. The dry waste which includes paper, cardboard, plastics, scrap materials is separated from others. Organic wastes like the left over food, peels, scrapings from fruits etc are also collected in bins separately. For E-waste Management, the College segregates old computers, batteries and wires and dispose them at regular intervals. The electronic devices have varying proportions of glass and metals. Hence the disposal helps in consequent recycling of separated streams of aluminium, copper and circuit boards.. However, no hazardous chemical waste is generated in the College Campus. All these ensures that the College takes care of the waste generated regularly by reducing the waste and make an effort for its re-use and re-cycle. The laboratory wastes are also disposed taking proper measures. The biodegradable waste products are collected and disposed to the municipality collection, whereas, the chemicals are diluted with water with proper care before disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]
Geo tagged photographs of the facilities	https://vmbdn.in/images/uploads/7.1.3%2021-22.pdf
Any other relevant information	[View File]

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

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

B. Any 3 of the above

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

7.1.7 - The Institution has disabled-friendly,

C. Any 2 of the above

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

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

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

**The vision and mission of the College has been holistic
development of girls and empowering them with optimistic outlooks.
With this objective, there is a merit-based selection of students
from all communities with different socio-economic backgrounds.
Seats are reserved following the reservation rules. Free ship is
given to eligible students in need.**

**Cultural programmes on the Annual Day Celebration and College
Foundation Day are organized as joint effort that lays much
emphasis on social harmony and awareness of the rich heritage of
our country while at the same time inculcates collaborative work
environment and hone organizational and leadership skills.
Celebration in the form of either competitions (drama, extempore,
creative writing, poster making) or students' presentation along
with multilingual cultural programs on the occasion of various
days like Teachers' Day, Bhasha Diwas,, Tagore Birth Day , NCC Day
etc showcase the effort to not only acknowledge linguistic
diversity but also promote linguistic harmony and subsequent**

awareness. Students are encouraged to join the different Social activities to actively work with people from diverse socio-cultural backgrounds with an aim of improving society and make a better tomorrow. Celebration of Republic day & Independence Day through musical presentations has been an institutional practice for decades.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College undertakes various efforts to sensitize the students and employees of the Institution to their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture The address highlights the need to maintain harmony amongst all diversities in developing scientific temper, humanism, and the spirit of inquiry.. In the different programmes celebrated by the Institution, like Independence Day and Republic Day, the students and employees of the Institution are addressed by the President of the College with a message from the Constitution of India. The students are taught to obey the supreme law of the land and respect the symbols of national unity like the National Flag and the National Anthem. The College Website, as well as the college's Facebook account, tries to record every event regarding the abovementioned topic to let students understand the importance of social responsibility, good citizenry, and empowerment. Values like empathy, compassion, respecting diversity, cooperation, and coexistence are highlighted by the Institution so that these qualities get inculcated amongst all and help in self-enhancement. The college participates every year in the Youth Parliament Programme conducted by the Department of Parliamentary Affairs, Government of West Bengal. The NCC units of this college practice regularly and hold different activities in order to show how students should achieve a disciplined lifestyle and sincere mindset.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

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

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

The Institution organises and celebrates a number of national and international days:-

Republic Day – A program is organised celebrating the Republic Day

Bhasha Divas -Celebration of International Mother Tongue Day –

Women's Day celebration- 8th March each year is celebrated by various programmes on women empowerment by Women's Forum and L.T.S& NSS

Library Day: on the occasion of the Birth Anniversary of Rabindranath Tagore cultural programme is organised along with a donation of books by various stakeholders to the Library.

The Independence Day program is organised to celebrate India's Independence Day by reliving our past and paying tribute to the heroes who laid their lives for their motherland.

Teachers Day- students organise programmes for the teachers to celebrate the Birth Anniversary of DrSarvepalli Radhakrishnan.

Active Learning Day- We encourage all students to actively participate in various intra-department competitions like PowerPoint presentations, painting, departmental seminars, etc. These competitions are not just about testing your skills, but also about fostering a spirit of healthy competition and learning beyond the curriculum.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

1. Title of the Practice: Improving Teaching – Learning Process (ICT)

2. Title of the Practice: Conducting Book sessions at the time of Covid-19

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

The area distinctiveness to the vision of the college is "To Empower women through their education." While attaining this goal, priorities have been given to imparting quality education to female students irrespective of caste, creed, religion, and social status. Our college receives students mostly from rural areas. Based on their background results in the previous classes, they get admission to the college, and the whole admission procedure is done online mode, adhering to the circulars and schedules issued by the Higher Education Department of West Bengal and the mother University of Burdwan. Admission is done strictly based on merit and while doing so, the institution rigorously follows the rules and regulations of Govt. regarding reservation policy. After the admission process is done, students, irrespective of any gender bias, can participate in NSS, NCC, and personality developmental courses apart from their regular courses. Special cares are taken to ensure that any girl student should not be deprived of her due educatio. All the stakeholders of Vivekananda Mahavidyalaay, Burdwan, very carefully and sincerely maintain that each girl student should feel a sense of belongingness while she studies in this college. As an updated form of education, free internet facilities, smart rooms, digital books, the library, projectors, etc, are provided to them. In communicative English classes, proper cares are taken to enhance their writing, reading, and communicating abilities so that, in the long run, they can present themselves as developed as well as empowered human being.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Academic Planning

The college has been following a Choice Based Credit System (CBCS) for all Undergraduate regular courses from 2017-18 session onwards and PG in Chemistry programme from 2014-15 session. University academic calender is the hull for institutional activity planning. An institutional academic calender is also prepared for every academic session .

Some practices follow:

Departmental meetings with all faculty members are arranged to prepare and distribution of syllabus module and class loads.

A central class routine is prepared by the college routine committee .

Tutorial, remedial classess and Add-on courses are arranged by departments.

A compulsory induction program is arranged for newly admitted students .

Departments take active initiatives for regular fieldworks, educational excursions, sample surveys, museum or national library visits for students as part of their course curriculam.

Students' seminars are conducted regularly .

Appointment of mentors to mentees as a part of mentor-mentee systems at the onset of courses helps in reaching out to the students and solve their various problems effectively.

Students are encouraged and actively assisted by all departmental faculties to participate in different cultural activities .

As per the recomendation of previous NAAC Peer team, state of

the art smart classroomshave beenaided to enhance ICT-based
learning in parrallel to age-old chalk-board method.

File Description	Documents
Upload relevant supporting document	[View File](View%20File)
Link for Additional information	https://vmbdn.in/notice/Prospectus%20for%20Admission_1627818148.pdf

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

The academic calendar of the Institution under the CBCS pattern
is prepared by the Principal and Members of the Academic
Council.

1. At the commencement of each semester, the guidelines are
circulated among the teachers and students and the same is
uploaded on the college website and notice boards.

2. HODs can make minor changes in the schedules in consultation
with the Principal and Members of the academic council.

3. Class tests and Unit tests are conducted periodically.

4. Home Assignments are given to the students.

5. Internal assessment tests are conducted as per university
guidelines.

6. Departmental seminars related to the syllabus are conducted.

7. Visiting Faculty helps in enhancing the skill as well as
knowledge of the students.

8. Laboratory visits and a visit to other educational
institutes help in knowledge exchange among students.

9. Participation in departmental "Innovative Ideas"
presentation provides the students with the scope of self-

expression.

10. Participation in intra-college cultural competitions is ensured for the development of students.

11. Project reports and educational tour reports are submitted and evaluated as per the syllabus.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://vmbdn.in/images/uploads/2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

31

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

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

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

13

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

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

296 out of 3711

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

296

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Our college takes unique care about the issues of gender equality, human values, social arena, and environmental

phenomenon through various curricular activities conducted by the Woman Cell, NSS Unit., COVID-19 Cell etc.

The concept of discrimination in caste and gender and the principles of containing secularism and communalism have been included in the syllabi of various subjects of our college. The Women Cell always makes the students aware of gender equality through various activities.

Climate change and hazards and other ecological characteristics are included in different subjects. The students are made aware of environment-related issues through various activities conducted by NSS, NCC, and other forums of our college. During the Covid pandemic, the Covid-19 cell in association with IQAC has conducted various promotional activities to adopt safety measures against the virus.

The concept of human value is the core area of various subjects of the departments and to disseminate knowledge about human values seminars and workshops are organized regularly. Professional Ethics Professional ethics in various academic fields is strictly followed.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

30

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

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

1224

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://vmbdn.in/images/uploads/Feedback%202021-22%20Survey.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2765

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

789

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Following measures have been taken so that the students can adopt themselves better with the CBCS system of higher education: Students are provided with the academic calendar, the class timetable, and information about other planned academic programmes through an Induction meeting at the beginning of each semester of the academic session. Through an effective teaching-learning process in the class and interaction with the students, teachers can be able to identify the slow and advanced learners. In order to improve their competencies, advanced learners are also encouraged to take part in different kinds of virtually conducted Cultural programmes such as creative dance, Poster drawing, debates, extempore, students' seminars presentation, 'convey your ideas' through Powerpoint presentation. For the Slow learners, special attention is provided with additional explanations and concept-clearing questions by the faculty. They are also encouraged to discuss what they are taught with their peer students through a brainstorming process for better understanding. The performance of these learners is measured through the evaluation of home assignments. Every department has taken the initiative of the mentoring programme where all students are provided with advice about academic and college-related matters. Special classes are also provided for the slow learners to ensure and improve their learning capabilities.

File Description	Documents
Link for additional Information	https://www.vmbdn.in/images/uploads/Library%20Orientation%20Programme%20New.pdf
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
3711	85

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

All the departments organize students' seminars, workshops, exhibitions, and the presentation of models, and charts, to make the learning process more effective and to help them get exposure by interacting with the resource persons. The laboratories of science departments are well equipped and the students can avail the tools during the hands-on practical sessions. PG students are involved in doing advanced project work and research dissertation, which is included in the curricula of their syllabi. The faculty of the concerned Department supervise them to develop a research hypothesis and help them to get research findings. Developing the practice of library searching habits is an integral part of students' self-study through access to the archival database. Computer learning training class has been arranged for the students and classes are included in the college timetable. Departments formally and informally convene student-teacher meetings to encourage participative learning and to address students' issues.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://vmbdn.in/images/uploads/2.3.1..pdf

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

There are 13 ICT-enabled classrooms in the college, out of which 1 smart classroom. ICT-enabled tools are used in the following ways: Teachers use slides of power point presentations to explain the topic without wasting time.

Teachers use pen tab which is very useful especially for science subjects because teachers can do any calculations as they do on blackboard. Science teachers share online video of laboratory experiments and explain it. Online text and audio (by an eminent personality of that field) are used by the teachers especially for humanities and social sciences which helps the students a lot. Full-length films are shown to the students especially for literary studies, history and political science. E-materials, e-sources, model questions, home assignments and questions for internal assessments prepared by the teachers are sent to the particular whatsapp students' groups. The college has membership of National Digital Library of India (NDL), INFLIBNET. Facilities for searching e-database from NDL and INFLIBNET are available. There are browsing centres in the Central Library, Teacher's Lounge and Botany Department. All academic departments have printers and photocopiers for the use of teachers and students for academic purposes.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://vmbdn.in/images/uploads/2.3.2.pdf

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

2.3.3.1 - Number of mentors

70

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

2.4 - Teacher Profile and Quality

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

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

39

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

85

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

Perseverance and practice should be the main motto of a student to be successful in life. To make these students understand, our college conducts a continuous assessment that evaluates students' academic development throughout the semesters. After completing a chapter the teachers take unit tests or create questionnaires for the students. This helps assess the students' weaknesses and is resolved later by the teachers and mentors. The curriculum of Burdwan University (to which Vivekananda Mahavidyalaya Burdwan is affiliated) under the CBCS has a compulsory internal assessment per paper which consists of 20% of the total marks awarded in each paper. An additional chance for the slow learners is given to improve their performance in the internal assessments. During the pandemic situation, home assignments and internal assessments are given to the students through e-mails or WhatsAppgroups and the answers are collected in the same way. In the pandemic situation, the teachers set the question papers for the internal assessments with conceptual and application-based questions such that the students cannot copy the answers from any book or any websites. After evaluating the answer scripts teachers upload marks of IA to the University portal through online mode.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[https://vmbdn.in/images/uploads/2022%20(2)_merged_merged.pdf]()

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

An internally formed examination committee ensures rigorous and transparent internal assessment. • At the beginning of the academic year during a welcome meeting as well as at a special induction meeting at the beginning of the second semester students are made aware of the evaluation pattern. • After the internal assessment the teachers evaluate the answer scripts within a very short time and directly upload them to the university examination portal. • Parent-teacher meetings are held, especially for first-year undergraduates to discuss problems and grievances of students that they cannot express out of shyness. • In the event of any grievances expressed by

the students, they are requested to enter them in the grievance redressal register maintained in every department and in the IQAC office, as well as the complaint box located outside the Principal's Chamber. Prompt action is taken to assuage the grievance within the shortest possible time period.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

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

The Head of each department (HOD) organizes a departmental meeting regarding the distribution of the syllabus to all faculty members. Each department prepares Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (COs).

• The programme outcomes for every course offered in every subject are uploaded on the college website.

• The primary objective of a specific course is communicated and explained to the students by the faculty members at the beginning of an academic session.

•The courses taught in the college, the facilities provided to the students, and the list of teaching and non-teaching staff are displayed on the college website.

• At the time of admission, a prospectus or information brochure is given to the students. The prospectus provides important information about all the programmes and courses along with the programme codes, the fee structure, the hostel facilities, and other relevant information.

• Finally, the model of teaching, the organization of regular and special lectures, and the use of ICT-enabled tools are modified keeping the course and programme outcomes in mind. Therefore, students are regularly reminded about the outcomes of the courses and programmes in which they are enrolled.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://vmbdn.in/images/uploads/Programme %20Outcome_final%2023.12.21.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

Institutional vision and mission are aimed to disseminate academic and extra-academic knowledge to obtain a significant learning outcome. The programmes and courses are designed by the affiliating university. These are contemporary and useful for students in most cases. Their usefulness to students has been reflected in the students' feedback. One of the most important methods to evaluate the learning outcome of the students is to keep a record of their progression to higher studies and placements after completing graduation and/or Post Graduation. The PO and PSO are evaluated with the help of the CO of the respective programme.

Direct assessment measures: We have adopted a student-centric method that includes

1. Internal Assessment: Faculty members of Vivekananda Mahavidyalaya evaluate students apart from the end-semester examinations, following the guidelines laid down by the University. Every department conducts an internal examination consisting of Students' attendance (10%), internal assessment (1A) (10%), and tutorial examination (15%).

2. Continuous Internal Evaluation: In addition, Vivekananda Mahavidyalaya also conducts continuous internal evaluation through class tests, discussions, quiz programmes, students' seminars and project-based assignments, which help to gauge the course outcomes and provides opportunities to students for improvement.

3. Critical Analysis of Results of End-semester Examinations: After the interpretation of the merit of the students, the level of attainment has been measured as follows:

After identifying the academically weak students, departmental meetings are held to determine appropriate measures like arranging special classes for them.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://vmbdn.in/images/uploads/2.6.2.%20 Document.pdf

2.6.3 - Pass percentage of Students during the year

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

964

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://vmbdn.in/images/uploads/2.6.3.pdf

2.7 - Student Satisfaction Survey

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

https://vmbdn.in/images/uploads/Feedback%202021-22%20Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

03

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

3.2 - Research Publications and Awards

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

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

14

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

13

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Ecosystem, an innovative initiative is taken up for creating interactive student centric learning environment and addressing the changing needs. A blended mode of teaching with modern ICT techniques, Seminars, Workshops, Webinars are organised to disseminate knowledge. Laboratory-based departments are supported by Central Instrumentation Centre for research activities. Researchers' Meet, seminars, workshops are organized by the Research Cell. Additionally, seed grants are also provided. Post Graduate departments arrange for lectures by visiting faculties from other higher institutions. Social learning is prioritised through extension programmes conducted by the NCC and NSS units. Sports, Freshers' Welcome, Blood

Donation Camp, Cultural Programmes, Competitions, Mock Parliament & Athletics Meet are organised annually. Environmental awareness is imparted through activities and seminars on biodiversity, maintenance of medicinal garden, compulsory projects on local environment by students, prohibition of plastic and tobacco consumption within college campus. The students support system includes Mentoring, Feedback, Remedial Coaching, Grievance Redressal Cell, Placement Cell, Computer Literacy Mission, Students' Scholarships.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/3.3.1%20web%20link.pdf
Upload any additional information	View File

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

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

04

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

13

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

1796

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

3.4 - Collaboration

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

05

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate infrastructure and physical facilities for teaching and learning.

- Spread over an area of 7.36 acres with 4 three-storied building and whole campus is free wifi zone;
- 22 classrooms in the college;
- 8 smart classrooms with projector.
- 2 Girls' Hostels in the main campus.

All classrooms are well decorated with sufficient lights and fans, 2 large seminar halls with fixed LCD projector and fixed sound system, 3 are computer laboratories, and 09 are fully equipped laboratories. The college has 08 projectors.

College has 89 computers, Most of the departments with own desktop and printer facilities.

Central library with 40254 volume books, and 36 journal titles . It is partially automated with "Koha" ILMS. It has been installed since 2018. Membership in the N-List and NDLI databases. It also provides different open educational resources (OER) through its library portal. College library with some special collections of rare books, college teacher publications, and competitive examination books.

A ICT-equipped seminar hall cum auditorium to accommodate nearly 160 people.

NCC Camps, NSS and other activities are carried out regularly. The institute uses the adjacent Campus-2 ground to conduct the Annual sports meet and other outdoor sports.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vmbdn.in/images/uploads/4.1.1%20WEBLINK.pdf

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

Sports

For the year-round conduct of various sporting events there is a Sports Committee (with representation from the teachers and students) which meets at regular intervals and plans these activities. Intra college competitions such as volleyball, cricket, football, and badminton are organized annually. To make all these events successful, the institution has built up following facilities for sports and games as well as athletics.

• Space Facility for Games and Sports

A large composite playground

Volleyball grounds

   ○ A Yoga Training Facility

• Equipment-cum-kit facility for Games and Sports

   ○ A Ten-Station Multi-Gymnasium;
   ○ Football-players' Requisites (Football, Socks, Shin guard, Jersey etc);
   ○ Cricket Players' Kit (Cricket bats, balls, net, mat, guard, pad, gloves etc)

- **Athletics Equipment (Javelin, Shot put balls, Discus, High Jump bars, etc)**

Cultural activities

For the year-round conduct of various cultural events there is a Cultural Committee (with representation from the monastic members, teachers and students) which meets at regular intervals and plans these activities. Following list include some of these facilities:

- **Space Facility for Cultural Activities**

  - **Seminar Halls are used for cultural functions;**
  - **One temporary Hall to train students for different cultural programmes.**

- **Equipment facility for Cultural Activities**

Musical Instruments

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vmbdn.in/images/uploads/Facilities.pdf

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

30

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://vmbdn.in/images/uploads/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

812353

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The Central library of Vivekananda Mahavidyalaya, Burdwan provides a base for knowledge dissemination within the institution and also enables connectivity with online knowledge resources.

Name of the ILMS software: KOHA

Year of Automation:2018.

Version:Koha 19.05.03.000

Nature of Automation:

The library is partially automated and it uses almost every module of KOHA of Koha for utmost utilization of the resources.

For maintaining the budget allocations and procurement of new books the library uses the "Acquisition" module of Koha.

After the books reach the library the "Cataloguing" module of KOHA is used to processthem and generate their searchable bibliographic record.

The records of the new users are registered through the "Patron" module of KOHA.

The "Reports" module of KOHA is being used to gain general and specific data regarding library services.

Library uses "Authorities", "Tools" and "Koha administration" module to customize different parameters and functions of the ILMS.

Online Public Access Catalogue (OPAC): Remote access: Although the Koha has been installed in a local server at the library, the OPAC is linked with the library website and made globally accessible through internet.

- ○ the portal of National Digital Library of India, Shodhganga,
- ○ West Bengal Public Library Network
- ○ the newly processed library resources

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://vmbdn.in/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

5900

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

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

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

108

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

With the increasing need for IT facilities among the students, faculty and office staff, the college authority gives top priority to the development of IT facilities on the campus. There are wi-fi facilities in the library, the Students' Union room, IQAC and some departments. The college website is

monitored and updated from time to time by the Website Committee. Software required for various academic purposes is installed in different computers present in the computer laboratory, some departments, library (OPAC) and office. We have nine smart classrooms for a better teaching-learning process. The Central library is well-equipped with IT infrastructure. College Campus Networking was upgraded with Fiber Optics Network for providing a faster internet facility. There are browsing centres in the Central Library Reading Room and Teachers' Lounge. During the Covid-19 pandemic situation, regular online classes have been conducted by faculty members through digital platforms. The college website contains various e-resources. The college purchased a subscription to Google Suite which has been used for conducting classes, creating various teaching and learning documents, for realtime presentations etc. Our college has organized many webinars with a large number of participants using the G Suite. Important academic and administrative meetings are also conducted using this digital platform.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vmbdn.in/library_misc.php

4.3.2 - Number of Computers

89

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

812353

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Our college tries its best to allocate and utilize the available financial grants for the maintenance and upkeep of different sections of the college. Laboratory: Maintenance of the instruments is done by teachers, students and laboratory attendants or technician if and when required. Library: Accounts of visitors are recorded on dailybasis. To ensure easy return, no dues certificate is issued to the students before filling the form for the final exam. Journal/magazines, daily newspapers, and employment-oriented newspapers are subscribed to on a regular basis. Users are given awareness about digital databases like NLIST and NDL. Sports: Head of the Department of Geography department is in charge of Sports and Games. Students are given nutritious food during practice hours. The college has a big playground and a well-maintained multiGym. Computers: Refilling of the cartridge, installing Antivirus, formatting and updating are done regularly. Classrooms: Minor repair and renovation work are done. There is a full-time sweeper and a number of casual sweepers for cleaning the college campus. A full-time electrician is engaged in maintaining different electrical connections. A full-time casual Gardener is appointed for the maintenance of the garden. There is a caretaker to look after the repair and maintenance works.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vmbdn.in/images/uploads/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1047

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

File Description	Documents
Link to institutional website	https://drive.google.com/drive/folders/1Hta8vfG7H613VhmGe3ZPNoVIdM3fJBhy
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

227

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

227

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent	A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

56

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

172

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

`20`

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

`04`

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college has an elected students' council to officially represent all the students of the college. This body has subcommittees that deal with multifarious activities and provide a variety of services to students. The college also helps its students empower with leadership qualities, soft skills, displaying their talents, and understanding of rules and regulations by ensuring their active and mandatory representation in various subcommittees like the library committee, cultural committee, sports and games committee, grievance redressal committee, disciplinary committee, antiragging committee, etc. The student council also has representation in the IQAC core committee and the Governing body of the college. It gives significant student-centric input during the decision-making of the college's academic council. The student council has always been active in various important academic and extracurricular activities of the college. Cultural competitions have been arranged throughout the year as a workup to choose the best to perform at the college's Annual cultural function where the prizes for academic and cultural excellence have also been distributed. The council celebrates important events regularly like Swami Vivekananda's Birthday, International Mother Language Day,International Women's Day, Yoga Day, Teacher's Day, Rabindra Jayanti, and organized Blood Donation Camps every year with full zest.

File Description	Documents
Paste link for additional information	https://vmbdn.in/student_union.php
Upload any additional information	View File

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

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

01

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Vivekananda Mahavidyalaya Alumni Association is the official alumnus society of Vivekananda Mahavidyalaya, Burdwan, West Bengal. This Association is a Govt Registered (Reg No: S0008308 of 2019-20 under Certificate of Registration of Societies, West Bengal Act XXVI of 1961) Society and started its journey in 2004.

The purpose of the association is to foster a spirit of loyalty and to promote the general welfare of our organization. Alumni association exist to support the parent organization's goals and to strengthen the ties between alumni, the community, and the parent organization.

Alumni Association was founded with the vision to maintain a life-long connection between the Institute and its alumni. In collaboration with an extremely dedicated life members and volunteers, the Alumni Association works to connect alumni, support students and build an unforgetable Institute experience through a diversity of events, programming and services.

The mission of the Association has always been to foster strong bonds between alumni, students and the Institute, to keep alumni informed, and create a network enabling them to remain engaged with their alma mater and help shape it's future through the Association's programmes and services.

The college's alumni are its lasting legacy and strongest voice. Finding new ways to build an engaged membership base is

an integral task of the Association. Joining Vivekananda Mahavidyalaya Alumni Association is one of the easiest ways to reconnect, give back to the Institute, and serve as a springboard for further development and enrichment of its legacy.

File Description	Documents
Paste link for additional information	https://www.vmbdn.in/images/uploads/IMG20240223214203.jpg
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Governing Body(GB) is the apex administrative body of the College. It includes the Principal as secretary, Teaching, Nonteaching and students' representatives and a number of External Members nominated by the affiliating University and the State Government, one of them working as President.

Vision:

To be center of excellence in higher education with an innovative teaching, learning, research activities, to cater to the academic needs of the students by providing qualitative education making them self-sufficient in life.

To follow holistic approach for the growth of the inter personal and intrapersonal skills which are essential to build a creative, enlightened and productive civil society in this remote hinterlan.

Mission:

To provide the students with knowledge, skills, values and sensitivity to face the challenges in life both in academic field as well as in their personal life.

To develop the human potentials to achieve different opportunities in future.

To enable the students to explore the locally available economic resources for their employment and providing support to the society.Optimum development of human recourses. Creation & dissemination of knowledge in conventional and modern field.

To provide a high quality educational experience that empowers students, is globally-oriented, and develops skills and competence so as to enhance their employability.

File Description	Documents
Paste link for additional information	https://vmbdn.in/mission_vision.php
Upload any additional information	View File

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

The College has a mechanism for delegating authority and providing operational autonomy to work towards a decentralized and participative governance system. Case Study: UG and PG admission is a yearly routine activity. An online Admission subcommittee comprising the Principal as chairman, a teacher as convener, teaching and nonteaching staff as members and GS of the students' Council, conducts admission in UG courses only. The admission criteria for different subjects is in compliance with guidelines of WB Higher Education Department and affiliating University.

Through meeting, registration fees, admission and publication of merit lists etc. are decided as per directives of GB. Applications are invited through online admission portal. The entire process of receiving and shortlisting application is done online on merit basis. Reservation policy of State Government is strictly followed. Fees are collected online

through Pay U Money Gateway. The final list is published in college admission portal. Nonteaching staff inform candidates about their selection through SMS. The provisionally admitted candidates are informed through notice on college website for document verification. During the entire process, online admission subcommittee take stock of students admitted, vacant seats to decide on publication of supplementary merit lists. The PG admission is totally controlled by the affiliating university.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/Apr%2027,%20Doc%201.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For proper administrative functioning 'e' communication has been developed with the teachers and students. All necessary information related to the students are uploaded in college website and related to teachers are served in WhatsApp. Case study to make the student well-informed about different activities of College, e-communication is used by the office. The admission related information is sent to the concerned students through SMS. Moreover, Electronic Display Board is placed in office where the time-bound information is continuously displayed during college hours to make the students well informed about official matters. Notices issued by the affiliating university are uploaded to College Website. Notices for the meeting of GB and IQAC are served to the internal. And external members through emails. Every department maintains WhatsApp groups with the students to provide study materials, Q&As and attend queries round the clock outside classroom. In the pandemic COVID-19 situation, the teaching-learning process in college campus has been totally stopped due to the lock down declared by the Govt. In order to minimize the academic loss of the students, the departmental teachers are engaged themselves in taking the online classes. The study materials, model Q&As etc. supplied by teachers uploaded to

College Website.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://vmbdn.in/images/uploads/CLASS%20.pdf
Upload any additional information	View File

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

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stake holders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students

- All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software (CAMS) and internet facilities, wherever required, for necessary connectivity.

- The website shall be periodically reviewed by the ICT enabling unit- website committee of the college.

- The accounts section shall operate and manage their entire accounting operations onERPsoftware (CAMS) including pension and payroll related processing.
- The college shall perform all the financial transactions through the Public Financial Management System (PFMS) and WBIFMS in line with the extant guidelines by the Government of India.

e-Governance in Examination

- The college shall adopt online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc as mandated by university from time to time.

File Description	Documents
Paste link for additional information	https://www.vmbdn.in/images/uploads/Chart_2.pdf
Link to Organogram of the Institution webpage	https://www.vmbdn.in/images/uploads/Chart_2.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institution follows different welfare measure all stakeholders:

1. There is a scheme of Group Insurance and Employees' Cooperative Credit Society for all permanent teaching and non-teaching staff. This helps the staff in times of need.
2. Maternity (180 days) and paternity (15 days) leave, Childcare Leave for Female Employees (2 years)
3. Provident fund for the employees of the college.
4. Medical Insurance facility (West Bengal health Scheme for teachers and SwasthaSathi for non-teaching staff) of the college.
5. Casual leave of 14 days for the employees

6. **Medical Leave of 10 days for all employees**
7. **Duty leave for faculty to attend seminars, conferences, FDP, RC, OP, and any other courses which are required for the career development of incumbent and quality enhancement of the institution.**
8. **Study leave for advanced study and research**
9. **There is a provision for providing Festival Advance/ Bonus to teaching/ Non-teaching staff**

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/CCL,%20ML%20RELATED%20GB%20RESOLUTION%20DOC%20(1)_compressed.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

18

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

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

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

18

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

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

Performance Appraisal for teaching faculty following the UGC Regulation 2010 and amendments thereof, the institution monitors the performance appraisal system by submitting of

promotion file (CAS) of the teaching staff. The CAS reflects the details of refresher/orientation courses/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promotion in the next grade. Due consideration is given to the evaluation of innovation for special contributions made by the teacher. During the appraisal, the teacher is given an opportunity to pen down any special achievement made by him/her in the field of his subject that can upgrade his overall performance. Teacher is given an opportunity to note down the difficulties that he/she is facing while discharging his assignment. The API are sought at every step of up gradation and for next promotion.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/All%20certificates%202022-23.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institute has provisions for regular external financial and academic audit. The accounts of College are audited regularly as per the Government rules. The External Audit of College is conducted by the Finance Department, Govt. of West Bengal. The Finance Committee at regular basis reviews the financial transaction and status of the college. The committee approves projects/schemes considering the priority and financial liability. This internal review of the financial transactions and financial status done by the Finance Committee gives the opportunity to identify areas where necessary modifications should be made. Internal review and recommendations of the Finance Committee help the college to hold a healthier and more transparent External Audit. The institution conducts external audit on regular basis. After the expiry of a financial year, the accounts are got to be prepared to face audit externally. The auditors are suggested and appointed by the State Government through the department of Higher Education. The college has no opportunity to choose auditor in this regard. After conducting the audit work, initiatives taken to rectify the errors, mistakes and process not properly followed, if any,

as detected by the auditors. The auditor's suggestions, advices are welcome to bring improvement in financial activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The institution has well defined strategies and procedures for the mobilization of funds needed for development. The proposals for government or UGC funded projects are prepared and submitted annually. This system has enormously aided to obtain RUSA fund and other funds from higher education department of West Bengal, and so on.

Grant – I Government Agencies-

1. **Rashtriya Uchchattar Shiksha Abhiyan (RUSA)**
2. **UGC Projects**
3. **State government funds -SSP (Student Support Programme) Scholarships , students credit card**
4. **NCC and NSS fund from Central and State Government**

Grant II - Non Government Agencies-

1. Endowments from alumni
2. Contribution from the staff

Optimum utilization of funds and resources is ensured through the following measures

Budget committee prepares and assess the budget annually for the management based on the needs for the quality improvement of the institution with the opinion of IQAC The Principal, the Accountant and the Bursar including finance committee ensure optimum utilization of budgeted management for overall development of the Institution.

Institution conducts internal and external financial audits regularly

The finance committee convenes meeting on need-base at periodic intervals, to discuss and deliberate on the finance management.

E tenders are invited as per the Government rules. There are different levels of audit for the funds sanctioned by the Government.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/DocScanner%2016%20Mar%202024%2014-13.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has consistently striven to institutionalize quality assurance strategies and processes at every level of the institution's functioning. 1. Gender Sensitisation & Women's Empowerment Vivekananda Mahavidyalaya Burdwan, a co-educational institution, engaged in spreading of women's education since its inception in 1964. Under the agies of IQAC, Women's Cell supplement with Prevention of Sexual Harassment Committee is extremely active in spreading awareness on the plight of women. The two complementary bodies regularly organized seminars, motivational talks on gender sensitization and women empowerment. To train the girl students Self-Defence Workshops

are arranged . This initiative becomes successful in empowering
female students and instilling the values of equality in all
students across genders. Various webinars on core subjects and
e-access in the Library is contributed by the IQAC. 2.
Introduction of Add-on Certificate Courses Following the
recommendations of NAAC, the IQAC alongwith GB initiated a
project to provide our students with some degree of hands-on
training to develop a model of grassroots entrepreneurship. Six
certificate courses in Food Processing, Modern Handicraft,
Cutting & Knitting, Computer Training Course, Spoken English &
Yoga Training Programme recognised by the Burdwan University
has been introduced alongwith the regular degree programmes.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/28.7.21.pdf
Upload any additional information	View File

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

The institution has a well-organized multi-level system
involving all the stakeholders to monitor and periodically
review the quality of teaching-learning process, structures and
methodologies of operations and learning outcomes under the
stewardship of IQAC for developing suitable infrastructure.
Students feedback, counselling and mentoring, remedial
strategies, presentations, innovation, organizing several
state/national//international level seminars, Teachers
feedback, Daily Diary, augmenting research culture among our
teachers and students, encouraging FDPs, employability skills
through basic computer, communicative English classes, e-
learning resources through college website, initiatives for CAS
are some of the measures taken for quality sustenance and
enhancement. Regular internal academic audits are self-
explanatory for curriculum planning and evaluation. As per
recommendations of IQAC, all departments are equipped with ICT
tools, charts, models, maps and teachers are provided with
laptops to supplement traditional learning. 11 ICT classrooms
including 1 smart classrooms, a Computer Lab and a Digital Lab
have been created. Internet Facility through LAN. During the
Pandemic situation, IQAC plays active role in organizing

webinars, academic and admission related meetings, sending students' data, e-resources etc. Following the ATRs and recommendations from IQAC, statutory, nonstatutory subcommittees, GB provides necessary approvals, sorts out problems and issues directives for academic and administrative quality assurance of the college.

File Description	Documents
Paste link for additional information	https://vmbdn.in/images/uploads/Best%20Practices%202021-22%20(1).pdf
Upload any additional information	View File

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

File Description	Documents
Paste web link of Annual reports of Institution	https://vmbdn.in/images/uploads/05.04.2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Measures taken by our institution to provide facilities to girls students:

Security and safety:

- Warden (Lady) posted at hostel
- Installation of CCTVs in the campus and gates as well
- Tight security in girls's hostel
- NCC for girls's students
- .Counselling:
- Regular counseling by the Principal
- Regular counseling by college teachers.
- Mentoring
- Seminars on women empowerment by Women Cell
- Student-teacher meeting
- Grievance redressal Cell
- Awareness programme on Gender discrimination
- Health and hygiene:
- Separate washrooms for girls students
- Vending machine for sanitary napkins which are available free of cost
- Other facilities:
- Common room for girls students
- Initiatives are taken to provide them scholarships i.e. Govt. and half student fees scholarships from college.
- Special initiative taken to grant them 'Kanyashree', special scholarship for girls students.
- Campus code of conduct is there.

File Description	Documents
Annual gender sensitization action plan	https://www.vmbdn.in/images/uploads/dOC%20AQAR%2021-22.jpg
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.vmbdn.in/images/uploads/7.1.1%20DOC.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar	B. Any 3 of the above

energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

The Institution takes initiative for the management of wastes which is generated within its campus. Solid Waste Segregation is done by hand sorting. The dry waste which includes paper, cardboard, plastics, scrap materials is separated from others. Organic wastes like the left over food, peels, scrapings from fruits etc are also collected in bins separately. For E-waste Management, the College segregates old computers, batteries and wires and dispose them at regular intervals. The electronic devices have varying proportions of glass and metals. Hence the disposal helps in consequent recycling of separated streams of aluminium, copper and circuit boards.. However, no hazardous chemical waste is generated in the College Campus. All these ensures that the College takes care of the waste generated regularly by reducing the waste and make an effort for its re-use and re-cycle. The laboratory wastes are also disposed taking proper measures. The biodegradable waste products are collected and disposed to the municipality collection, whereas, the chemicals are diluted with water with proper care before disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://vmbdn.in/images/uploads/7.1.3%2021-22.pdf
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

22-05-2024 03:03:20

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

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

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

The vision and mission of the College has been holistic development of girls and empowering them with optimistic outlooks. With this objective, there is a merit-based selection of students from all communities with different socio-economic

backgrounds. Seats are reserved following the reservation rules. Free ship is given to eligible students in need.

Cultural programmes on the Annual Day Celebration and College Foundation Day are organized as joint effort that lays much emphasis on social harmony and awareness of the rich heritage of our country while at the same time inculcates collaborative work environment and hone organizational and leadership skills. Celebration in the form of either competitions (drama, extempore, creative writing, poster making) or students' presentation along with multilingual cultural programs on the occasion of various days like Teachers' Day, Bhasha Diwas,, Tagore Birth Day , NCC Day etc showcase the effort to not only acknowledge linguistic diversity but also promote linguistic harmony and subsequent awareness. Students are encouraged to join the different Social activities to actively work with people from diverse socio-cultural backgrounds with an aim of improving society and make a better tomorrow. Celebration of Republic day & Independence Day through musical presentations has been an institutional practice for decades.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College undertakes various efforts to sensitize the students and employees of the Institution to their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture The address highlights the need to maintain harmony amongst all diversities in developing scientific temper, humanism, and the spirit of inquiry.. In the different programmes celebrated by the Institution, like Independence Day and Republic Day, the students and employees of the Institution are addressed by the President of the College with a message from the Constitution of India. The students are taught to obey the supreme law of the land and respect the symbols of national unity like the National Flag and the National Anthem. The College Website, as well as the college's Facebook account,

tries to record every event regarding the abovementioned topic to let students understand the importance of social responsibility, good citizenry, and empowerment. Values like empathy, compassion, respecting diversity, cooperation, and coexistence are highlighted by the Institution so that these qualities get inculcated amongst all and help in self-enhancement. The college participates every year in the Youth Parliament Programme conducted by the Department of Parliamentary Affairs, Government of West Bengal. The NCC units of this college practice regularly and hold different activities in order to show how students should achieve a disciplined lifestyle and sincere mindset.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

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

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

The Institution organises and celebrates a number of national and international days:-

Republic Day – A program is organised celebrating the Republic Day

Bhasha Divas -Celebration of International Mother Tongue Day –

Women's Day celebration- 8th March each year is celebrated by various programmes on women empowerment by Women's Forum and L.T.S& NSS

Library Day: on the occasion of the Birth Anniversary of Rabindranath Tagore cultural programme is organised along with a donation of books by various stakeholders to the Library.

The Independence Day program is organised to celebrate India's Independence Day by reliving our past and paying tribute to the heroes who laid their lives for their motherland.

Teachers Day- students organise programmes for the teachers to celebrate the Birth Anniversary of DrSarvepalli Radhakrishnan.

Active Learning Day- We encourage all students to actively participate in various intra-department competitions like PowerPoint presentations, painting, departmental seminars, etc. These competitions are not just about testing your skills, but also about fostering a spirit of healthy competition and learning beyond the curriculum.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Title of the Practice: Improving Teaching – Learning Process (ICT)

2. Title of the Practice: Conducting Book sessions at the time of Covid-19

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

The area distinctiveness to the vision of the college is "To Empower women through their education." While attaining this goal, priorities have been given to imparting quality education to female students irrespective of caste, creed, religion, and social status. Our college receives students mostly from rural areas. Based on their background results in the previous classes, they get admission to the college, and the whole admission procedure is done online mode, adhering to the circulars and schedules issued by the Higher Education Department of West Bengal and the mother University of Burdwan. Admission is done strictly based on merit and while doing so, the institution rigorously follows the rules and regulations of Govt. regarding reservation policy. After the admission process is done, students, irrespective of any gender bias, can participate in NSS, NCC, and personality developmental courses

apart from their regular courses. Special cares are taken to ensure that any girl student should not be deprived of her due educatio. All the stakeholders of Vivekananda Mahavidyalaay, Burdwan, very carefully and sincerely maintain that each girl student should feel a sense of belongingness while she studies in this college. As an updated form of education, free internet facilities, smart rooms, digital books, the library, projectors, etc, are provided to them. In communicative English classes, proper cares are taken to enhance their writing, reading, and communicating abilities so that, in the long run, they can present themselves as developed as well as empowered human being.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year .The following plan of actions are to be considered for the next academic year

1. New Common room with modern facilities like wi-fi etc for boys' and girls' hostels to be prepared.

2. New cycle stand to be prepared and renovation of the existing one to be done for accommodating the cycles of the students and staff.

3. More infrastructural development to be done for Coaching for competitive examination.

4. Seed money for publications and research is to be given to teachers.

5. The canteen room has to be improved.

6. Emphasis to be given to the practice of Students' seminar for making it the best practice in future.