Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**VIVEKANANDA COLLEGE**
Name of the head of the Institution	**Dr. Chandan Kumar Chakraborty**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03325387392**
Mobile no.	**9830278374**
Registered Email	**vivekanandacolg@gmail.com**
Alternate Email	**vivekanandacollegemmg@gmail.com**
Address	**Post-East Udayrajpur, Madhyamgram, District North 24 Parganas. Kolkata700129**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700129**

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Rimi Roy
Phone no/Alternate Phone no.	03325387392
Mobile no.	9830995919
Registered Email	rimiroy1313@gmail.com
Alternate Email	vivekanandacollegemmg@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.vivekanandacollegemmg.edu.in/site/aqar_submission

4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.vivekanandacollegemmg.edu.in/uploads/academic-calendar.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.01	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	26-Jul-2013

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

No Data Entered/Not Applicable!!!
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	7
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Smart class teaching provided by different Departments. ? Virtual class room is provided to the students in all discipline. ? Regular M.Sc in Geography introduced with 20 seats from the session 201819. ? Physics(Hons),Mathematics(Hons),ComputerScience(Hons),Political Science(Hons),Philosophy(Hons)and Journalism Mass Communication(Hons) introduced for the session 20182019. P.G in Bengali and P.G in Education introduced for the session 20192020. ? The construction of 4 stored building is started. Already ground floor is completed. Second floor of Women's' Hostel is completed. The construction work of Open stage cum auditorium is going on. The fencing of the flower garden is completed. The renovation work of Women's' Hostel is completed. New Teachers' Room is also completed.

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	08-Jun-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	23-Sep-2016
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	30-Sep-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	We collected fees from the students through BILDESK. We signed a MOU with BILDESK. It is entirely cashless system. BILDESK deposited money to our Bank that is AXIS Bank, Madhyamgram Branch, Kolkata129. We maintained our cash and accounts through FINAWARE software through cloud system. Our income and Expenditure are maintained through online system.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college was bound to follow the syllabi and curriculum of West Bengal State University. So there is no opportunity of any other revision or updates. Though we have introduced Certificate course of Computer Literacy Training Programme, sanctioned by the UGC. Further, introduced Communicative English classes for the first generation learner students. We have introduced value added course on behalf of the college for removing stress from the mind of the students and

beside that we grew up social value among the students for future application towards the society. Our Yoga centre actively arranged meditation for making a good human being.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
CLTP stage 1and 2	CLTP stage 1and 2	17/06/2018	365	Webel Technology	To literate computer

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Physics (Hons, PHSA01/02/03)	01/07/2018
BSc	Mathematics (MTMA01/02/03)	01/07/2018
BSc	Computer Science (CMSA01/02)	01/07/2018
BA	Journalism and Mass Communication (JORA01/02/03)	01/07/2018
BA	Philosophy (Hons, PHIA01/02/03)	01/07/2018
BA	Political Science(Hons, PLSA01/02/03)	01/07/2018
MA	Education (02)	01/06/2019
MA	Bengali (03)	01/06/2019

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	UG	01/07/2018
BSc	UG	01/07/2018
MSc	M.Sc. in Geography(PG)	10/08/2018
MA	MA in Education (PG)	01/06/2019
MA	MA in Bengali (PG)	01/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	317	80

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled

Communicative English, Stress management of the students, Awareness of Social Values and Yoga Classes	01/06/2018	1000
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Field Survey (Geography and Education)	400
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
We have introduced Smart class, Virtual class for ICT Teaching and also introduced online career counselling for the students. Besides, Inflibnet system for digital library facility has been introduced. WIFI system also introduced. We collect feedback through online from the outgoing 3rd year students PG students. We analyzed the feedback for overall development of the college academic administrative side.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA		938	2534	749
BSc		276	212	115
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1889	32	30	4	34

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
70	70	74	4	3	5

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Our counselling cell always tries to aware the students for developing their carrier in future. On line carrier system help the student for appearing competitive examination. We always solve the individual student's problem through proper counselling. Our monitors always try to wake up the sense among the students regarding "SWACH BHARAT". Our monitor grew up the sense among the students to serve the society selflessly in all respects. Unnat Bharat Abhiyan sanctioned five Villages to develop entire facilities of the locality in this regard our students are involved to survey the villages at present. Some companies are visited our college and offered job to the pass out students, our college is nominated by the MHRD as social media champion in India. Having seen the infrastructure, developing programme, various events, gardening and medicinal plantation, blood donation camp, health check-up camp, safe drive save life, Legal awareness programme, Bank account opening programme(our twitter twitter.com/VIVEKANANDACOLG?s09) MHRD nominated our college as in the social media champion programme . Our Remedial Coaching and Entry-in service classes are organised on regular basis. Computer literacy training programme by the WEBEL Technology Ltd. is running in our college through Certificate and Diploma course. UGC sanctioned Certificate Course for Computer Application from the session 2019-2020.Kanpur IIT assured us to Organize a workshop regarding Carrere Built up of our Student for getting job, they also assured us to send various corporate house for Campusing of our students to get the Job.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1889	30	1:63

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
33	30	3	12	14

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Paromita Bhadra	Assistant Professor	Ph.D., Jadavpur University, Kolkata
2019	Dr. Jhilam Poptani	Assistant Professor	Ph.D., Jadavpur University, Kolkata
2018	Dr. Farhana Khatoon	Assistant Professor	Jawaharlal Neheru University, New Delhi

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	01	SEMESTER	29/06/2019	01/07/2019
BSc	02	SEMESTER	29/06/2019	01/07/2019

View File

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal exam of CBCS system of B.A, B.Sc (both General and Honours) were completed November, 2018. After that we have completed second semester of CBCS system of B.A, B.Sc (both General and Honours) Second semester internal examinations were completed May,2019. First and Third Semester of PG Geography end-semester examination was completed January, 2019 and Second and Fourth semester of PG Geography end-semester examination was completed June, 2019.

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

We have academic calendar as per instruction of the affiliated university. Further, we followed academic calendar as per month wise events for the year 2018-19. https://www.vivekanandacollegemmg.edu.in/uploads/Academic-Audit-Report_20191213_0001.pdf

2.6 – Student Performance and Learning Outcomes

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

https://www.vivekanandacollegemmg.edu.in/uploads/Prospectus-2019.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
101	BA	BNGA	22	21	96%
113	BA	EDCA	31	31	100%
102	BA	ENGA	19	19	100%
110	BSc	GEOA	21	19	90.33%
108	BA	HISA	15	14	93.33%

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2.7 – Student Satisfaction Survey

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

http://vivekanandacollegemmg.edu.in/naac_sss/administrator/chartjs.php?session=2018-19

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	3.5	3.5

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Eco Balancing Factor Plantation, Water Resource and Remove Arsenic	IQAC, Vivekananda College	29/04/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
RainWater Harvesting	IQAC,NSS, Vivekananda College	Vivekananda College	RainWater Harvesting	Use Rain Water for Gardening and Medicinal Plantation	02/08/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Political Science	1
History	1
Geography	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Geography	2	4
International	Pol.Sc	1	7

International	English	2	3
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Geography	2
Pol.Sc	1
English	5
Bengali	5
Philosophy	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	23	31	72	0
Presented papers	23	11	42	0
Resource persons	0	0	5	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NSS	10	100
Unnat Bharat	IQAC, NSS	15	200

Abhiyan: Adopted 5 Villages			

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Social-Media Championship (We have been nominated as Social Media Champion)	01	MHRD	2000
NSS	05	WBSU	5
College Ranking	03 (1. Emerging Colleges of This Century in India-4th Position 2. In Top Hundred Nineteen Best Colleges in India our position is 57th in Arts and 3. 48th Position in Science Stream)	India Today (on 27.05.2019)	2000

View File

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Blood donation camp	Central Blood Bank, WB on 20.09.2018	Collect the blood from the students	15	300
Hand Wash Programme	NSS College	To grew up awareness of the students staffs	30	300
Health Checking Eye Checking Camp	Red Cross, Curare Eye Hospital Doctors of Madhyamgram Municipality Hospital. Emami Frank Ross Ltd. On 30.04.2019	Built up good health of students, some local poor people staffs.	25	150
Swaach Bharat Cleaning Programme	NSS Unit of our college	Cleaning the college campus adopted Simulia Village	10	100
Tree plantation	NSS Unit of our	Simulia Village	7	50

programme	college Geography Deptt.	College campus		
Awareness programme to remove Dengue	NSS Unit Geography Deptt	Simulia Villege College Campus	5	100
YOGA Camp by Gurukul (Harmonious relationship and Meditation)	NSS Unit College, Projapita Brahama Kumaris	To feel good health in future.	30	100
Flood relief camp	NSS Unit	Collected cloths and dry food from the students and teachers and also staffs.	10	100
Distribution of teaching and learning kits among the primary students	NSS Unit Geography Deptt	to help the poor primary students of adopted village simulia	15	200
Safe Drive Save Life by Maruti Suzuki on 04.09.2018	NSS Unit	To grew up awareness among the students from street accident	30	1000
Savings Bank Account Opening Programme for the Students on 27.08.2019	IQAC, Allahabad Bank, Udayrajpur, Madhyamgram	For getting stipend through bank account	35	1000
Legal Awareness Programme on 13.08.2019	IQAC, and National Legal Service Authority, Barasat, North 24 Parganas	To grew up legal awareness among the students	40	500
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant

		/research lab with contact details			

No Data Entered/Not Applicable !!!

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
WEBEL	**31/03/2018**	**To literate Basic Computer training to teachers, students and also staffs.**	**300**
BILDESK	**01/08/2018**	**Online cashless system adopted**	**1918**

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
8340290	**9506500**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	**Existing**
Class rooms	**Newly Added**
Laboratories	**Existing**
Seminar Halls	**Existing**
Classrooms with LCD facilities	**Newly Added**
Seminar halls with ICT facilities	**Existing**
Video Centre	**Existing**
Value of the equipment purchased during the year (rs. in lakhs)	**Newly Added**
Classrooms with Wi-Fi OR LAN	**Newly Added**
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	**Newly Added**

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
CMS software, COHA,	**Fully**	**2018 VERSION**	**2017**

OPEC			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11118	1749185	131	43879	11249	1793064
Reference Books	81	0	10	0	91	0
e-Books	100000	0	0	0	100000	0
Journals	47	7000	3	1200	50	8200
e-Journals	6000	0	0	0	6000	0
Digital Database	3	0	2	0	5	0
CD & Video	10	0	5	0	15	0
Library Automation	2	0	2	0	4	0
Weeding (hard & soft)	4	0	2	0	6	0
Others(specify)	2	0	2	0	4	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	59	16	35	7	12	9	19	4	0
Added	2	1	20	10	0	1	0	2	0
Total	61	17	55	17	12	10	19	6	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
5170000	5413100	2521290	3708400

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

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) We have 5 laboratories viz. i) Geography , ii) Education , iii) Computer science , iv) Chemistry v) Physics. We have one Digitalized library in which 11,249 barcoded books inflibnet systems in which 1 lakh e-books 6000 e-journals Opec systems e-catalogues systems. We have One play ground indoor sports facilities. We have 61 computers 32 Class rooms for the students and all stakeholders.

https://www.vivekanandacollegemmg.edu.in/site/about_us/infrastructure

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Tuition fees and Aid fund	27	7900
Financial Support from Other Sources			
a) National	Kanyashree, Minority, SC ST and OBC, Chief minister fund, Swami Vivekananda scholarship, Biri Sromik , NSP Etc.	1226	7706900
b)International	0	0	0

View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial coaching	22/06/2018	300	UGC COLLEGE
Yoga, Meditation	18/09/2018	100	COLLEGE
Personal Counselling and Mentoring	01/09/2018	200	COLLEGE

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

institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Entry In Service	700	30	25	20
2018	ICICI PRUDENTIAL BANK	200	40	25	25
2019	ORION EDUTECH	200	40	23	23
2019	ABP Private Limited / P & G Gillette Guard	250	100	10	10
2018	FOUR DIMENSIONS AD AGENCY	300	200	200	10
2019	Techno India University	200	100	20	10
2019	The Institute of Company Secretaries of India	200	100	20	20
2019	BRAINWARE	200	150	50	10
2019	RELIANCE JIO	250	200	50	10
2019	PUNE INSTITUTE OF BUSINESS MANAGEMENT	250	200	30	10
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
ICICI Foundation	200	33	SSC Primary	100	20

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	15	B.A (Hons and General)	EDUCATION	West Bengal State University, Calcutta University, Rabindrabharati University, DDE(Vidhyasagar University and Rabindrabharati University) & some PG Colleges.	PG COURSES BOTH REGULAR AND DISTANCE MODE
2019	12	B.A (Hons and General)	HISTORY	West Bengal State University, Calcutta University, DDE(Vidhyasagar University and Rabindrabharati University) &some PG Colleges.	PG COURSES BOTH REGULAR AND DISTANCE MODE
2019	8	B.A (Hons and General)	ENGLISH	West Bengal State University, Calcutta University, DDE(Vidhyasagar University and Rabindrabharati University) &some PG Colleges.	PG COURSES BOTH REGULAR AND DISTANCE MODE
2019	10	B.Sc (Hons and General)	GEOGRAPHY	West Bengal State University, Calcutta University, DDE(Vidhyasagar	PG COURSES BOTH REGULAR AND DISTANCE MODE

				University and Rabindra bharati University)	
2019	15	B.A (Hons and General)	BENGALI	West Bengal State University, Calcutta University, Kalyani University, Rabindrabharati University &some PG Colleges.	PG COURSES BOTH REGULAR AND DISTANCE MODE

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
SET	1
Civil Services	2
Any Other	89

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SPORTS	INSTITUTIONAL LEVEL	200

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Sports Activities: ? Organized Annual Sports of the college. ? Participates inter college football tournament. ? Participates Reliance Youth football tournament. ? Participated Athletic meet in the West Bengal State University. ? Debate Competition on ‘Integrity-A way of life’, Organized by Allahabad Bank, Madhyamgram IQAC ? Fresher’s welcome 2019 Cultural Activities: ? Celebration of birth and death anniversary of Rabindranath Tagore in the college. ? Observed Teachers’ Day to mark the birth anniversary of Dr. S. Radhakrishnan. ? Organized the annual social, a cultural programme of the college. ? Observed the International Mother Language Day on 21st February, 2018. ? Organized

Saraswati Puja in the college. ? Observed Swami Vivekananda’s birthday 12.01.2018. ? Observed Independence Day 15th August. ? Observed Republic day on 26th January. ? Observed Birthday Of Vidya Sagar

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

80

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

6588

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Appointed 12 nos of Full-time teachers from Higher Education Department the West Bengal College Service Commission. Appointed 8 nos of Non-teaching Staff. Appointed some college contractual teachers for Science and Arts Departments. Formation of different statutory sub committees comprising representatives from all stakeholders of the college for coordinating important administrative activities of the college. Formation of different sub committees under the supervision of IQAC comprising representative of all Stakeholders of the college for coordinating important academic activities of the college.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Curriculum is developed by the University and the College implements it.
Teaching and Learning	The College has introduced smart classes, Virtual classes in some subjects and encouraged interactive teaching learning. The faculties of each Department meet at the beginning of each academic session for term-wise allocation of syllabus assignments and fix dates for the term end tests and prepare the Academic Calendar of that Session. The classroom teaching and seminars have organised severally. Department of Geography, Education, Bengali, English, Political Science and

	History have organised Excursion in every year as a part of their undergraduate curriculum.
Examination and Evaluation	1. Arranged regular class tests for Departments. 2. Arranged Mid-term test and selection test held. 3. Group discussion, power point presentation were organised to evaluate the student’s progress.
Research and Development	Space and necessary infrastructural support is provided for research work. Though we have started 3 PG courses viz. Geography , Bengali Education. We have no Affiliation to do the Research work in the College Campus. In the mean while , our teachers are doing their Research work through our library, inflibnet system and through Internet connection.
Library, ICT and Physical Infrastructure / Instrumentation	The physical infrastructure has been remarkably improved. At present the library enjoys a space of 92.86 Sq.mts. for Library and 36.19 Sq.mts. for reading room. Total automation of library service has been initiated. Internet service has been made available to the library users. All the books are Barcoded, OPEC system is introduced and INFLIB NET system is available. Library room and reading room have modified and shifted to the second floor of the main building. A digital Library Notice Board is set up for details information and updates of library affaires. Apart from these several Departments maintain Departmental libraries consisting mainly test books along with some reference books journals. Library is Covered by 4 CCTV cameras.
Human Resource Management	The human resource of the college is managed in a free and democratic manner. For the management of the student’s affair, the College has a student Union whose elections are held annually as per University statutes. The Teacher’s Council and the Non-teaching staff association look after the problem affairs of the teaching and Non teaching staff respectively. The college’s aim is to make optimum use of the available human resource. The college do the Social work in Villages with the support of teachers , students Non-teaching staff. Social awareness programme in different aspects be

	arranged in the college by the help of the students.
Industry Interaction / Collaboration	The College interacts with industries for job interview and placement. Our IQAC Carrier Counselling Cell always tried to invite verious companies organizations to arrange Training and placement ,Entrepreneurship Development , Social Equality etc .Further , Our Photography cell always help us to maintain our twitter (https://twitter.com/VIVEKANANDACOLG). We opened Distance education as centre for arranging teaching learning of 10 PG subjects from Vidya Sagar University Rabindra Bharati University. We get Consultancy fees from above said 2 Universities.Kanpur IIT will arrange a workshop with us for grooming the Students to get Job in else where mainly in corporate house.ICICI Foundation , LIC , Orion edutech, George School of competitive Exam , Brainware, Flipkart were already visited our college for offering Jobs of our students.
Admission of Students	Admission of students is done completely on the basis of merit as per Govt and University rules and the norms set up by the G.B and the admission committee published merit list on regular basis. Our College has started online admission system which includes submission of forms and generation of merit list. The College authority signed a MOU with BILDESK for cashless collection through Bank. We have e-prospectus in our website for saving Papers.

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

E-governace area	Details
Planning and Development	Implemented SMS system for dissemination of information including regular notice to all Stakeholders. Setting up virtual learning system through Skype from different corners of the world Implementation of college Mobile apps. The Planning and development part is carried out by the Governing Body, IQAC and the Academic Sub Committee. The college has its own website, with different softwares and pages linked to it for its requirement for different purposes. This includes smooth conduct of university exam, uploading of the marks to the

	university portal, searching of the books with title and author's name in the library, admission process, invigilation duties to be performed etc. All this is achieved at the click of the mouse through the data available in the different links, which are linked through our website https://www.vivekanandacollegemmg.edu.in/. Further, we have Bio-metric attendance systems for the teaching and non-teaching staff.
Administration	Off line leave requisition system. Notice display system for students and other stakeholder. Regular exercises of e-tendering process through Govt. portal. Various types of university information are received by the college through a portal of the university, which is communicated to the students through the college website. The grants received from the central/state Government agencies for the purchase of equipment and books are done through e tender process. The notices and the various academic and administrative programmes are informed to the stakeholders through ICT. The communication to different governing body members about the forthcoming meeting is done by using emails.
Finance and Accounts	Fully computerized office and accounts section . Maintenance the college accounts through Finaware. Reception of salary fund from Govt. through HRMS portal. E-pension is maintained by the college as per Govt. e-pension Portal.
Student Admission and Support	Admission of students is done completely on the basis of merit as per Govt and University rules and the norms set up by the G.B and the admission committee published merit list on regular basis. The College has started online admission system which includes submission of forms and generation of merit list. The College authority signed a MOU with BILDESK for cashless collection through Bank. The total admission process is carried out online and the students are allowed to fill up the form through an online form fill up system. After that the sorted Merit list is displayed on the college website and the admission fees are also collected online so that the students can physically come to the college after being admitted. This is done to

	keep the total admission process hassle free from the students’
Examination	The invigilation duties for various examinations are listed in the college website. The members of the teaching and non teaching staff act accordingly for smooth conduct of the examinations. The marks obtained by the students are uploaded by the examiners of the concerned subject in the College.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Online software Training of CMS Cloud system	Software training of CMS Cloud System for Admission and Examination Process	05/01/2019	07/01/2019	10	3
2019	Billdesk online cashless system Training in the college	Software training for Admission and Examination Process	11/03/2019	13/03/2019	10	3
2019	Library software training	Software training	04/04/2019	05/04/2019	10	3
2019	Total station training	Total Station Operation Training	20/04/2019	22/04/2019	10	3
2019	Online	Online	02/05/2019	03/05/2019	10	3

	students teachers feedback training	students teachers feedback training on our College website				
2019	QGIS GPS training	Online QGIS training, GPS Training	22/03/2019	23/03/2019	10	3
2019	LMS Tranning	Online LMS training	06/06/2019	07/06/2019	10	3

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Summer Camp	1	12/07/2019	25/07/2019	14
Refresher Course	1	18/02/2018	09/03/2018	21
Refresher Course	1	31/12/2018	25/01/2019	26
Refresher Course	1	12/06/2019	25/06/2019	14
Refresher Course	1	15/01/2018	05/02/2018	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
12	12	8	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Gymnasium Training, Computer Literacy training.	Gymnasium Training, Computer Literacy training	Health Home, Gymnasium, Computer Literacy Training and Spoken English training.

6.4 – Financial Management and Resource Mobilization

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

The College authority completed Internal Audit for the year 2018-2019. The college authority submitted return to the income tax office on regular basis of the Institution. The Higher Education Department nominated auditor completed the audit for the financial year 2015-2016 and the financial audit is going to

be completed for the year 2016-2017. The 2016-2017 audit report will be received immediately.We are ready to do the audit for the year 2017-2018 and 2018-2019 immediately after getting the final audit report for the year 2016-2017.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
DDE, VIDYASAGAR UNIVERSITY DDE, RABINDRA BHARATI UNIVERSITY WEBEL COMPUTER TRAINING Carrier Councelling Gymnasium Training	1905629	Conducting PG Classes as consultancy fees Consultancy fees

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6.4.3 – Total corpus fund generated

1905629

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	W.B.S.U	Yes	Governing Body
Administrative			Yes	Governing Body

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

Individual Departments conduct parent teacher meeting for better development of the students. Beside the parents have much contribution on poor fund of individual Departments by giving the books.

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

Administrative Training, Financial Training and Internal Management Training. Further , The temporary members of non – teaching staff get an ex – gratia payment equal to their one month’s pay. Puja advance is made for the existing non- teaching staff it will be recovered within 10 months.

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

12 Fulltime Faculty Joined the college and 8 non- teaching staff joined the college in 2019. Introduced B.A 3 Honours Courses viz. Political Science , Philosophy , Journalism at UG level. Introduced B.Sc 3 Honours Courses viz. Computer Science , Mathematics Physics at UG level. Introduced 2 PG Courses in Education, Bengali 2019 . The 1st batch of M.Sc. in Geography passed out in 2019.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Special Lecture	17/04/2019	17/04/2019	18/04/2019	30
2019	Special Lecture	04/09/2019	04/09/2019	05/09/2019	40
2019	Special Lecture	12/04/2019	12/04/2019	13/04/2019	200
2019	Special Lecture	08/04/2019	08/04/2019	08/04/2019	70
2019	Special Lecture	06/04/2019	06/04/2019	06/04/2019	50

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
PSYCHOLOGICAL COUNSELLING	16/09/2019	17/09/2019	50	30

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The authority always tried to maintain free zone from plastic and tobacco of our college. Regular plantation programme is made in the college. Beside that the college has 08 solar power pulls from which the college gains the electricity and save power.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	No	0
Ramp/Rails	Yes	10
Braille Software/facilities	No	0
Rest Rooms	Yes	2
Scribes for examination	Yes	3
Special skill development for differently abled students	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating

	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2019	1	1	12/01/2019	1	Rally of celebration on Vivekananda's birthday and spread out the moral values of Swami Vivekananda among the local people of Madhyamgram.	To grew up the Human Values among the Students, Teachers, non-teaching staff Local people.	300

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus	01/07/2019	The college prospectus contains the code of conduct for all the stakeholders of the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Rally of celebration on Vivekananda's birthday and spread out the moral values of Swami Vivekananda among the local people of Madhyamgram.	12/01/2019	12/01/2019	300
Safe drive save life to grew up the awareness among the students, teachers, nonteaching staff local people regarding Street Accident	30/09/2019	30/09/2019	200

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? The college has Tobacco free zone ? The college has plastic free zone ? The college has 5 blue-star cool water machines for pure drinking water ? The organised garbage cleaning programme every two months ? The college organised mosquito free smoke distribution system through Municipality ? 8 Solar lights in campus area

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. ENVIRONMENTAL SOCIETY College has an Environmental Society. The environmental society and NSS always involved to clean our College campus as well as regular plantation programme is going on. The College organized Seminars on Environmental aspect to grow up the awareness of the students. The College prepared the Environmental Green Audit. A new two storied building with 10 numbers of rooms was built for Women's Hostel and ready for accommodation through advertisement on Daily news paper. The total area of this building is 326.585 Sq. meter and the capacity of accommodation is 38. Nabin Chandra High School, Kirtipur has donated three Bighas of land for constructing the second campus of our college. The boundary wall of the Second campus is completed. The ground floor of the New 4th stored building is completed. The Canteen is conducted by the self help group of Women. The plan and estimate of second campus Building is prepared by PW (Dte), Government of West Bengal. We have started the open stage/auditorium in College campus. The fencing of the flower garden medicinal plantation is completed . The College aims to improve efficiency of the administrative staff by introducing administrative empowerment. 2. STUDENT UNION'S ACTIVITIES ? Organize Annual sports and inter class tournaments (Football, Cricket, Badminton, Volleyball, Chess, Carom etc) followed by a colourful prize distribution ceremony. ? Some students participate in Basket ball competition at National level. ? Observe different occasions like Children's Day, Teachers Day, Birth Death anniversary of Kabiguru Rabindranath Tagore, Birthday of Swami Vivekananda, Netaji Subhaschandra Bose, Sardar Ballavbhai Patel, Republic Day, Independence day, Saraswati Puja ,Vidyasagar's birthday etc. ? Organize Fresher's Welcome with ceremonial function at NAZRUL SATABARSHIKI SADAN, Madhyamgram Municipality Hall. ? Organize Annual Social function at Subhash Maidan, Madhyamgram. ? The institution organized the Debate, Quiz, Rabindra Sangeet competition etc. ? In this year the College declared prize for obtaining 1st class marks from Honours department.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.vivekanandacollegemmg.edu.in/uploads/best-practice.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. NSS ACTIVITIES Observed 12th January, 2019 as Vivekananda's Birthday. On that day the plantation programme at our adopted village Simulia, Kirtipur, North 24 Parganas was successfully done. Beside, that Copy, Pen, Pencil, Eraser were distributed among the poor primary school children at Simulia Village. Annual Social function and Annual sports were completed. The college arranged Prize given ceremony for Five Girls/Boys students who obtained 1st class marks in Education department. The college observed Women's Day and arranged Health checking camp at Simulia village also in the College Campus by Emami Frankross , Blood donation camp, Distributing cloths among the flood effected people .The college observed Hand Wash Day and Road Safety Day, legal awareness programme,

Safe drive save life awareness programme,Bank account opening programme etc. by NSS Unit.

Provide the weblink of the institution

https://www.vivekanandacollegemmg.edu.in/uploads/best-practice.pdf

8.Future Plans of Actions for Next Academic Year

IQAC decided to:- 1. Advice the faculties to increase their participation in research oriented activities and organize quiz competition, Excursion, Workshop, Debates and Yoga Programme. 2. To construct the rest of new 4th storied building immediately and also to construct the Second campus. 3. To active LMS (Learning management system), online Student feedback system, online career counselling system and Student and staff management system. 4. Introduced Educational tour for all Departments. 5. To organise a Seminar regarding library affaires and e library. 6. A special computer training programme to the Non Teaching staff to our computer centre conducted by Webel Techolology Ltd. Undertaking with Govt. of West Bengal. Physical growth and expansion of the institution at Second campus will be done immediately though the boundary wall is completed by the financial assistance from the Higher Education Department Govt. of West Bengal. The plan and estimate of Second campus is prepared by the PW (Dte) Social Sector, Barasat, North 24 Parganas. The College also have constructed ground floor of new four stored building in which new Canteen, Students' Union cum common room and one PG class room is completed from the financial assistance of the college Authority. RUSA yet does not assist any financial Aids after getting the "A" Grade from NAAC though we applied to the RUSA for getting financial assistance. The appointment of twelve full time teaching staff is completed. The appointment eight Nonteaching staffs is completed. We applied to the higher education Department to create new additional TS and NTS posts. We have introduced three P.G courses viz. Geography, Bengali and Education. We have introduced six Hons Courses viz Physics, Mathematics, Computer Science, Philosophy, Political Science and Journalism at UG level. The construction of fencing of the flower garden and medicinal plantation is completed. The construction of open stage cum auditorium is to be completed immediately. To modernize five laboratories immediately. More CC TV and more books are to be required. To prepare college e-book system, purchase more equipments for laboratories. More computers are required for Departments etc.