



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	VIVEKANANDA COLLEGE
• Name of the Head of the institution	DR. CHANDAN KUMAR CHAKRABORTY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03325387392
• Mobile No:	9830278374
• Registered e-mail	vivekanandacolg@gmail.com
• Alternate e-mail	chandanchakraborty51@gmail.com
• Address	East Udayrajpur, Madhyamgram, North 24 Parganas, Kolkata - 700 129, Madhyamgram, North 24 Parganas, Kolkata - 700 129
• City/Town	Kolkata
• State/UT	West Bengal (East)
• Pin Code	700129
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	West Bengal State University				
• Name of the IQAC Coordinator	DR. RIMI ROY				
• Phone No.	9830995919				
• Alternate phone No.	03325387392				
• Mobile	9748527049				
• IQAC e-mail address	rimiroy1313@gmail.com				
• Alternate e-mail address	vivekanandacolg@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.vivekanandacollegemmg.edu.in/uploads/1712171201AQAR_2020-2021.pdf">https://www.vivekanandacollegemmg.edu.in/uploads/1712171201AQAR_2020-2021.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.vivekanandacollegemmg.edu.in/uploads/academic_calander_2021-2022.pdf">https://www.vivekanandacollegemmg.edu.in/uploads/academic_calander_2021-2022.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.01	2016	05/11/2016	04/11/2021
<b>6. Date of Establishment of IQAC</b>			26/07/2013		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>05</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1.Smart class teaching provided by different Departments.		
2. Virtual class room is provided to the students in all discipline.		
3.Regular M.Sc in Geography continuing with 45 seats from the session 2021-22 & Regular M.A in Bengali with 50 seats & M.A in Education at P.G level with 48 seats are Introduced from the Session 2021-2022.		
4. Physics(Hons),Mathematics(Hons),Computer Science(Hons),Political Science(Hons),Philosophy(Hons)and Journalism Mass Communication(Hons) introduced from the session 2018-2019. P.G in Bengali and P.G in Education introduced from the session 2019-2020.		
5. The construction of 4 storied building is going on and ground floor is completed by the financial assistance of the college authority. Second floor of Women's' Hostel is completed by the financial assistance of the college authority. The construction work of Open stage cum auditorium is completed along with 6 classrooms and store room by the financial assistance of the college authority. The fencing of the flower garden is completed by the financial assistance of the college authority. The renovation work of Women's' Hostel is completed. New Teachers' Room is also completed.		
<b>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</b>		

Plan of Action	Achievements/Outcomes
The contraction of open stage cum auditorium is completed along with 6 class rooms & store rooms.	Total expenses of construction of open stage cum auditorium is Rs. 27,36,170/- which is spent from the college fund.
The Construction of fencing of the flower garden and medicinal plantation are completed.	Total expenses of Construction of fencing of the flower garden and medicinal plantation is Rs.2,00,000 /- which is spent from the college fund.
The Construction of Second floor of Women's Hostel Building for organizing the classes of the Students is Completed the renovation work of ground floor & first floor of Women's Hostel are completed	The Total Expenses of the Construction of Second floor of Women's Hostel Building is Rs. 48,10,262/- which is spent from the College fund & The Total Expenses of renovation work of ground floor & first floor of Women's Hostel is Rs. 3,00,000/- which is spent from the college fund.
The Construction of open stage is completed	The Total Expenses of the Construction of open stage is Rs. 27,36,170/- which is spent from the college fund.
We have Purchased 10 pcs of Sanitation Machines for protect COVID - 19	The Total Expenses of Purchased 10 pcs of Sanitation Machines is Rs. 68,700/-which is spent from the college fund.
Preparation of plan and estimate for new campus building at Kirtipur, North 24 Paraganas by the M/S TECHNOMEN 89,Amarendra Sarani, Uttarpara, Hooghly West Bengal	The total expenses for preparation of plan and estimate for new campus building amounting to Rs 3,00,000/-which is spent from the college fund.
The Total Electrical works of Ground floor of Newly Constructed 4th storied Building is Completed	The Total Expenses of Electrical works of Ground floor of Newly Constructed 4th storied Building is Rs. 2,95,490/- which is spent from the college fund.
The Construction of Ground Floor	The Total Expenses of

of Newly Constructed 4th storied Building is completed by the PW(Dte) Barasat , North 24 Pgs	Construction of Ground Floor of Newly Constructed 4th storied Building is Rs. 65,06,520/- which is spent from the college fund.
Regular M.Sc in Geography 3rd batch Passed out in 2022 , Regular M.A in Education First batch passed out in 2022 & Regular M.A in Bengali first batch passed out 2022	Already we have reconstituted Board of Studies for Introducing three P.G courses viz. Geography, Bengali & Education
Virtual Class Room is provided to the students in all discipline.	Completed
Smart Class Teaching provided by different Departments	Completed
Midterm Test Examination & Internal Examinations of Semesters were published .	Completed
Purchased 02 pcs of 32''LED and LG CCTV Monitor and two pcs of computers for Journalism Departments	The Total Expenses of Purchased Of two CCTV Monitors and two computers amounting to Rs 1, 27,660/-which is spent from the college fund.
We purchased five pcs of tables, one pc of tool, 15 pcs of wooden chairs, and four pcs of fans.	The total expenses of purchased furniture amounting to Rs97,700/- which is spent from the college fund.
We purchased laboratory equipments	The total expenses of purchased of laboratory equipment amounting to Rs 53050/- which is spent from the college fund.
We purchased books from the grants of Higher education Department, Govt. of West Bengal	The total expenses of purchased books amounting to Rs 5,55,653/- which is received from the Higher Education Department, Govt of West Bengal.
<b>13.Whether the AQAR was placed before statutory body?</b>	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	03/12/2022

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	23/03/2022

#### 15. Multidisciplinary / interdisciplinary

- Collaboration of Chemistry and Physics for Lab equipments
- Collaboration of Chemistry and Geography for Soil Testing, water testing and soil Ph measurement.
- Collaboration of Computer science and Geography for soft skill development of students
- Collaboration of Education and Geography for Excursion , ICT and Statistical Techniques.
- Sharing of Laboratory equipments between different Departments
- Sharing of Smart class rooms and Virtual class rooms among various Departments.
- Exchange of faculties within different Departments of the other colleges. and Universities.
- Collaboration of Philosophy, Political Science and History in the field of Women's empowerment, constitution etc.
- collaboration of English and Bengali in the field of Literature
- Spoken English classes arranged by Department of English for the students of all Departments.
- Basic Computer skill development for students of all Departments.

#### 16. Academic bank of credits (ABC):

NOT APPLICABLE IN OUR COLLEGE

#### 17. Skill development:

The college has taken various initiatives in developing the Art and Craft skills of the interested students. The college has collaborated with the PDLight industries who have helped the

students in this regard. The Art and Craft skills involved - Dogra, mandel art, tie and die, recycling of waste materials, fabric colouring , handricrafts etc..

The students have also been guided by the college in soft skills viz. Python , ICT etc. The College not only has taken initiatives in this regard but also the students have been very much interested in learning Soft Skills.

Another very innovative initiative taken by the college was to encourage students in Horse-Riding skills. THE college made this happen collaborating with a Horse Riding agency who professionally trained the interested students to learn Horse-Riding.

Weekly Yoga sessions have been organised by the college on a regular basis. The college had collaborated with Bramhakumari Yoga Institution and expert Yoga Trainers visited the college to encourage students in the aspect of Yoga Training.A huge number of students enrolled for this yoga training. Experts from the Bramhakumari Foundation came to this college periodically for Meditation classes and the students were hugely benefitted from this. Many teachers also actively took part in these meditation sessions.

The college also collaborated with the Madhyamgram Fire-Brigade and the respective officials came to the campus to help the students learn the disaster management skills in case of small fire in their house and adjoining locality. The students learned how to extinguish fire spread from gas-cylinders and also learned life-saving tricks from the Fire-Fighter officials.

The Bengali Department in collaboration with IQAC had organized a proof reading session for the students as well as the office-staffs of the college. This was an immense help for the participants in this programme.

A career counselling programme was organised by the college in collaboration with INTERNSHALA (UGC). The participant students were immensely enlightened on the aspect regarding various scholarships.

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

Post Graduate & Graduate courses are offered in Vernacular Language. Besides local Bengali festivals are duly celebrated in the college , like - Rabindra Jyanti, Najrul Jayanti, Saraswati Puja, Nababorsho,

Sharod Utsav, Matri Bhasha Divas are also celebrated in the College. During the Pandemic period all the cultural programmes were celebrated online with active participation of students & Teachers. Various cultural programmes like singing, dancing events along with Debates Drama etc. are conducted to celebrate the events with active participation of all the Stake holders.

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

Students are equipped with art and crafts skills which provide an alternative way of employment.

Regular workshops conducted for equipping students with knowledge regarding the various competitive examinations, programmes on students orientation towards job related courses conducted by ICICI Academic, Bandhan Skill Development Centre (supported by BANDHAN BANK), RICE, George Telegraph, Pune Institute of Business Management, Gillette P & G, Anudip Foundation etc. Our college offered the facility of online career counselling system to the students for getting job in future.

After Graduation the students adept in handling GPS, Georeferencing and preparation of various maps. Computer Science and Education Department students become expert in communication skills, proof reading, advertisement and marketing skills.

#### **20.Distance education/online education:**

The establishment of Distance Education under Vidyasagar University was in the session of 2010-2011 and the establishment of Rabindra Bharati University was in the session 2015-2016. The approved subjects under Vidyasagar University are Geography, History, English, Bengali, Political Science & Sanskrit. The name of the subjects under Rabindra Bharati University Geography, History, Bengali & Education.

All the subjects under Vidyasagar University & Rabindra Bharati University are in the form of Semester mode.

The total number of students under Vidyasagar University is 167 in the session 2021-2022 & the total students under Rabindra Bharati University is 40 in the session 2021-2022

### **Extended Profile**

#### **1.Programme**

1.1

17



Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1	4006	
Number of students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.2	1364	
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3	626	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1	47	
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	19	
Number of Sanctioned posts during the year		

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>34</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>32751481</b>
4.3 Total number of computers on campus for academic purposes	<b>57</b>

## 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

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. Further, introduced Communicative English classes for the first generation learner students. We have introduced value added course along with the certificate on behalf of the College for removing stress from the mind of the students and besides 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 along with certificate for the students. We have already completed several ADD ON courses along with Certificate for the students in the session 2021-2022.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<b>Nil</b>

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

Due to Pandemic Season as college was closed for physical presence and after opening the physical classes then all the classes and examination were held according to the guidance to the UGC and the West Bengal State University. So the Academic Calendar provided by the UGC was strictly followed in the session 2021-2022.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in A. All of the above 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	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 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)

23

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

699

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

699

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

We have introduced communicative English classes for the students, We also introduce stress management classes for the students. We also

organized awareness programme on social values for the students. Further, we also organized YOGA classes for the students to set up mental health of the students. We have organized various seminars on Professional ethics, Gender, Human values, Environment and Sustainability into the Curriculum. We have presented film show on Gender Issues, Bio-graphy of Freedom Fighters, Social Issues etc. We arranged poster competition on Environmental issues, Gender issues & Social Issues. Various Departments make posters on other issues, mainly based on our society. We have organized rally on Environmental issues & grew up social awareness in different sector. We organized workshop on Disaster Management in collaboration with Madhyamgram Fire Brigade. We organized health check-up camp, eye check-up camp, Blood donation camp & Thalassemia screening camp. We also organized Road safety rally, Remove plastic rally, Bicycle rally & Swami Vivekananda's Birthday rally etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	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)	<a href="#">View File</a>

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

158

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

**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**

2839

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

886

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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

We have arranged Remedial coaching for the slow learner students. Departmental teachers have detected slow learner students and after that they have been taking some classes for slow learner students. They also check their notes and also correct the notes for appearing examinations of 2021-2022. Further, Tutorial classes have also been arranged by all the departments on regular basis for the upliftment of knowledge of the slow learner students as well as the backward students. Special classes have also been arranged on weekly basis for the advanced learners and their notes and materials are thoroughly checked for obtaining good marks.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2106	47

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

Our counselling cell always tries to aware the students for developing their carrier in future. Online carrier counselling system helps the students for appearing in competitive examinations. We always solve the individual students' 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 under Kemia-Khamarpara Gram Panchayet, to develop entire facilities of the locality to make them Model Villages, in this regard our students are involved to survey the villages at present. Legal awareness programme, Kanpur IIT organized a workshop regarding Career Buildup of our Students for getting jobs, they also assured us to send various corporate houses for Campussing of our students to get the Jobs. RICE, ICICI Academy, George Telegraph, An Academy, Anudip Foundation, Bandhan Skill development (supported by Bandhan Bank) have visited the college periodically and encouraged the students through Career Counselling for getting jobs in various sectors. Twenty Three Add-on and Value added Courses are completed within December 2022. Our Chemistry Department prepared more than 200 bottles of sanitizers for the stakeholders and also distributed among the poor villagers of our adopted villages. Soil and water sample testing procedures are completed and the report has been handed over to the Kemia-Khamarpara Panchayet to take necessary actions for the villagers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil



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

We have introduced Smart class, Virtual class for ICT Teaching and also introduced online career counselling for the students. Besides, Infilbnet system for digital library facility has been introduced. Free Wi-Fi system for all the stakeholders has also been introduced. We collect feedback from students through online from the outgoing 3rd year students & PG students. LMS has been introduced in our official website where all the teachers from the respective departments upload study materials and questions of the previous years for the benefit of the students. Telegram and Whatsapp groups have been created to communicate with all the students during the pandemic. Google Classroom and Google Meet platforms were extensively used in the pandemic period for the benefit of the students. Online quiz competitions and online seminars have also been organized for the successful participation of all the stakeholders.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**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**

47

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

**2.4 - Teacher Profile and Quality**

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

47

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

2

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

#### 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

258

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Internal exam of CBCS system of B.A, B.Sc (both General and Honours) were completed in November, 2021. 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 by May, 2021. First and Third Semester of PG Geography end-semester examination was completed by January, 2022 and Second and Fourth semester of PG Geography end-semester examination was completed June, 2022.

First and Third Semester of PG Bengali and PG Education end-semester examination was completed by January, 2022. Second and Fourth semester of PG Bengali and PG Education end-semester examination was completed June, 2022.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Our internal examination procedure is transparent. We have collected no Grievance application from the Stakeholders. Our internal examination is completed in time through online/offline process and our teachers conducted the internal examination through online/offline efficiently in the year 2022.

File Description	Documents
Any additional information	No File Uploaded
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 West Bengal State University prepare the course outcome of the programmes. Our teachers and students follow the course outcome including programme as per University guidelines.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The West Bengal State University prepare the course outcome of the programmes. Our teachers and students follow the course outcome including programme as per University guidelines.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.vivekanandacollegemmg.edu.in/uploads/POs-PSOs-and-COs-2021-22.pdf">https://www.vivekanandacollegemmg.edu.in/uploads/POs-PSOs-and-COs-2021-22.pdf</a>

2.6.3 - Pass percentage of Students during the year

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

739

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

[https://www.vivekanandacollegemmg.edu.in/naac\\_sss/administrator/fina](https://www.vivekanandacollegemmg.edu.in/naac_sss/administrator/fina)

[l\\_report.php?session=2021-22](#)

## 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)

**NIL**

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

#### 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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

#### 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

**54**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

40

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

22

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

We have arranged extension activity from time to time for carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during

the year 2021-22.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

58

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

### 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**

11479

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

18

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

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

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

15



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

## 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.

We have 6 laboratories viz. i) Geography , ii) Education , iii) Computer science , iv) Chemistry v) Physics and vi) Journalism and Mass Communication. We have one Digitalized library in which 13,390 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 57computers & 40 Class rooms (including laboratories) for the students and all stakeholders. We have 6 teachers' rooms, one Principal's room, one office room , one account room, 3Smart class rooms , one seminar hall, one library room, one ladies' common room, one boys' common room, cafeteria,, one night guard room, 3 store rooms,one reading room, one open stage and gymnasium room, one dark room, 17 latrin and Bathrooms, 32 CCTVs, 24 ACs, 8 solar lights, 2 xerox machines, 3 hanging projectors, one portable projector, 12 printers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

We have an open stage and a seminar hall in which students perform their cultural activities such as dance, debate, quiz competitions, songs, drama, recitation etc. The seminar hall and one virtual classroom solve the purpose of hosting various informative movies

and biographical documentaries periodically for the students and teachers. We have a play ground in which students play football, cricket, badminton, volleyball as outdoor games. The students also play carrom, chess, ludo etc. We have a modernly equipped gymnasium room where students practice exercise regularly. We have a Yoga Center for yoga and meditation purpose on a regular basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

40

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

138.39017 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

We have one Digitalized library in which 13,390 barcoded books, inflibnet systems in which 1 lakh e-books & 6000 e-journals, Opec systems & e-catalogues systems. In Library we have 4 computers and one Printer. We recently installed Koha through cloud sytem. It is an open source software and accesible for all the stakeholders.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

### 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	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 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)

.0005959 Lakh

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

#### 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

105

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

#### 4.3 - IT Infrastructure

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

We have 57 computers and 4 laptops. There is free wifi system in the college campus which can be accessed by all the stakeholders. Internet facility is available in the campus. We have 13 printers, 2 xerox machines. LMS software, online career counselling software, feedback software, library management software, common email id, inflibnet system, google classrooms, official twitter and facebook account which is tagged with MHRD, UGC and geotagged. We have our internet facility drawn from Meghbela Broadband, Madhyamgram.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

85.41472 lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

We have some AMC viz Technocom service P-28, Kasba Industrial estate, Phase-3, Kolkata-700107 for two Generator D.Gset by Kirlosquare. Eureka Forbes maintains water filter cum purification. Infonetic 132, Bagha Jatin Road, New Barrackpore, Kolkata-700131 maintain students management system and financial management system and Library software. TECH N Trade for computer maintenance and Rights Brain Computer for maintenance website , LMS system and

**student feedback system.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**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**

2463

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

**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**

4006

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

**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	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**3757**

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

**3757**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**B. Any 3 of the above**

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

84

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

143



File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

8

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

4

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

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 )

Observed 12th January as Vivekananda's Birthday

Observed 23rd January as Netaji's Birthday

Observed 26th January as Republic day

Observed 15th August as Independence Day

Observed 21st February as "Bhasha Dibosh"

Observed 9th May as Rabindra Nath's Birthday

Orgnized 5th February as Saraswati Puja

Observed 19th May as B.R.Ambedkar's Birthday

Distribute relief after YAASH among the poor people at Sandeshkhali, 2021

Distribution of exercize book pencil, colour pencils, ereser, sanitizer, mask, biscutes among the students (100) of Koipul Primary school on 16.03.2022 under Unnat Bharat Abhiyan.

Distributes sanitizer and masks among the poor people

A large number of students are involved to do the above said programmes. Students are participated in Annual Social Function, Dance Programme ,recitation programme, and Freshers Welcome. Students are representating various committees viz Governing Body member, sports committee, cultural committee, poor fund committee, Alumni Association, Anti raging committee, Grivence committee, Vishakha committee etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

17

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

## 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

Due to Pandemic situation our Alumni Association doesn't active their work properly. We have 319 alumni members, alumni contribution is Rs. 5000/-. The Alumni Association organised two meetings for development of the institution. Beside that the Alumni Association participated to distribute the excise books pens and other materials among the primary school students at Koipul. They have organised Stress Management Seminar in the college Campus. The Alumni Association also organised An International Seminar on Ahimsa and Environment making peace with nature" by Go Dharmic(NGO).

File Description	Documents
Paste link for additional information	<a href="https://www.vivekanandacollegemmg.edu.in/uploads/ALUMNI_ASSOCIATION_FORMATION_2022.pdf">https://www.vivekanandacollegemmg.edu.in/uploads/ALUMNI_ASSOCIATION_FORMATION_2022.pdf</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

Formations of different statutory sub committees comprise representatives from all stakeholders of the college for coordinating important administrative activities of the college.

Formations of different sub committees under the supervision of IQAC comprise representative of all Stakeholders of the college for coordinating important academic activities of the college.

One member from Alumni association is included in IQAC committee to participate the administrative activities.

Reconstituted the new Governing Body of the College.

Constituted the New Teacher's council.

Constituted the new Finance committee & Purchase Committee.

File Description	Documents
Paste link for additional information	<a href="https://www.vivekanandacollegemmg.edu.in/site/governing">https://www.vivekanandacollegemmg.edu.in/site/governing</a>
Upload any additional information	No File Uploaded

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

The Governing Body as the apex body in its meeting resolves different proposals, programmes and activities. Proposals are initiated in various subcommittees such as IQAC, Finance Subcommittee, Academic Subcommittee, Admission Subcommittee, Purchase Subcommittee, Building Subcommittee, Library Subcommittee, etc. as per the requirements of the different stakeholders. The Principal as executive head ensures implementation of the activities with the assistance of the sub-committees. The Academic wing contains 15 departments and works under the supervision of Departmental Head, as per the guidelines in a decentralized mode.

The administrative wing works through the office headed by the Head Clerk. In case of purchase procedure the college functions through Tender and Purchase Sub Committee with the funds approved by the Finance Committee followed by the Governing Body approval depending on the requirement of the department and availability of finance.

The college provides operational autonomy in all areas of academic performance, decision making and implementation of plans and policies in curricular programmes. The participative management consists of President, Principal(Secretary), IQAC Co-ordinator, Information officer, Bursar, teacher-members and non teaching representatives of the college Governing Body and representative of the students' council.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Appointment and service rules of the institution are guided by Government of West Bengal. Rules and Regulations are formed for efficient management of administrative work and proper functioning of the Institution. Vacant sanctioned Non teaching post status was sent by Institution to Government and in the year 2020 was filled by permanent Non teaching staffs. The Governing Body of our college consists of fourteen members including the Principal of the college

as Secretary of the Governing Body. Two members nominated by the State Government, three members from the affiliating University.

Besides, three internal elected teacher members, two internal elected Non-teaching members and the General Secretary of the Students Union are in the Governing Body. Further one Doner member is in the Governing Body. One from the external members is elected President of the Governing Body who as per statute of the University performs the role of the administrative head. The administrative body (Governing Body) takes decision and plans for all academic and administrative activities with the coordination of the Principal, IQAC Co-ordinator, HODs, non teaching staff and students' representative.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 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	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

Administrative training, Financial management training, Internal Management training, Software training have been arranged by the

college authority for teaching and non teaching staffs. The casual non teaching staffs get an ex-gratia payment equal to their one month's pay. Puja advance is made for the existing non teaching staffs. It will be recovered within 10 months. Increased the salary of existing casual non teaching staffs in this periods.

All the Employees in substantive post are covered under General Provident Fund Scheme as per Government rules. All leave facilities are provided to the staff as per the University Statute and Government rules and regulations and timely recorded in their Service Book. All monthly payments of casual staff are directly credited to their bank account to ensure transparency. No master-roll system of payment is encouraged.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

7

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

### 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

27

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

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

The institution follows the Performance Appraisal system framed by the UGC for promotional benefit of teaching staff. For non-teaching staff concerned Government rules are followed. The performance in teaching and learning process of teaching staff is evaluated in this process. The effectiveness and efficiency in the performance of appraisal system has been brought out in the quality output



of Academic programmes of the institution. As a part of informal Academic audit, feedbacks are obtained from the students regarding teaching learning and Academic administration. Such feedbacks are analyzed in the IQAC to identify the loopholes. Adequate measures are taken to improve the quality of teaching learning process and Academic Administration. The pre-requisites of promotion for teachers require fulfillment of some criterion which are performance based. Participation in orientation and refresher course /training programmers. Completion of Ph.D. / M.Phil. degrees, carrying out research projects, paper presentation in different level seminars, publications of articles in listed journals and books and participation in National and International seminars and conferences are considered as performance enhancement. Further our teachers joined Faculty Development programme conducted by UGC and other Universities. Teachers publish their papers and books , edited chapters etc in regular basis in the UGC enlisted journals both National and International level. They joined the various online programmes in Academic field.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

The college authority completed Internal Audit for the year 2020-2021. Already submitted Institutional income tax return to the income tax office for the financial year 2021-2022. The Higher Education Department nominated Auditor completed the Audit for the financial year 2017 -2018 and 2018-2019.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

13.36182 lakhs

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

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

The college authority completed internal audit for the year 2020-2021. Already submitted Institutional income tax return to the income tax office for the financial year 2020-2021. The Higher Education Department nominated auditor completed the audit for the financial year 2017 -2018 and 2018-2019.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes is attached herewith.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Since its foundation, the IQAC has played a critical role in the institution's development and progress. The IQAC has advocated for the proper use of college fund to increase the number of classrooms and the purchase of technology-driven aids to enhance the teaching-learning process over the years. To improve the teaching-learning process, certain classrooms have been changed into smart rooms with audio-visual capabilities. The committee also inquired about faculty or staff members participating in faculty development programmes such as refresher courses, the UGC-Faculty Improvement Program, HRD programmes, Orientation programmes, and workshops and seminars. The Committee also made a recommendation for holding national webinar and workshops. The workshops will help to improve the academic atmosphere and give young researchers a boost. Non-teaching staff members involved in administrative tasks such as accounts preparation, admission procedures, and so on were provided online training for empowerment, such as Kanyasree camp, Cyber crime training, online admission training and so on. The IQAC adheres to academic evaluation criteria established by regulatory bodies such as the University Grants Commission and the Government of West Bengal, as well as NAAC guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

To promote gender equity and gender sensitization, a field survey was conducted by the Department of Philosophy in collaboration with the West Bengal State University regarding women empowerment and women status in our modern society. Another field work and survey was made regarding women health condition and availability of medical facility. An awareness programme was organized by the Department of Computer Science in collaboration with Indian Bank, Udayrajpur branch, Madhyamgram to literate the local women for using internet banking system through mobile app. Dr Atreyee Mukherjee, Prof in Philosophy, West Bengal State University delivered a lecture on Women financial status and position in the society. Legal Awareness Camp for women- organized by National Legal Service Authority and State Legal Services Authority, W.B. in collaboration with IQAC, NSS, Vivekananda College.

File Description	Documents
Annual gender sensitization action plan	<a href="https://twitter.com/VIVEKANANDACOLG/status/168460292121972742">https://twitter.com/VIVEKANANDACOLG/status/168460292121972742</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for

B. Any 3 of the above

**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**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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 Hazardous waste from Chemistry laboratories is disposed. Waste chemicals are expelled. Liquid Waste is channelized through the drain and chambers constructed by the college authority. The waste is left for decomposition and then it is used as compost for trees and plants on the campus. Plastic awareness programmes are conducted. Dustbins are provided on all floors for maintaining cleanliness effectively. Computer science department disposes the unused computers and related accessories periodically. The electronic junks are dumped in store rooms of the departments. We try to follow waste minimization processes by sustainable product design adopting the techniques of inventory management, production-process modification, volume reduction and recovery and reuse of wastes in some cases like our computers, batteries, instruments, etc. UPS batteries are recharged and repaired. Unused UPS are exchanged by the suppliers. Water purifiers are installed on the college campus and covered under Annual Maintenance Contract. The battery of generators recharged and replaced as an when required

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore** B. Any 3 of the above

**well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

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

B. Any 3 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	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

**5.**

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

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

Vivekananda College has always played a pivotal role in sensitizing students about the cultural, regional, linguistic, communal and socio-economic diversities present in society. We observe the Saraswati Puja, observe Vivekananda's Birthday, Netaji Subhas Chandra's birthday, Independence day, Republic day, Rabindra

Jayanti, Antorjatic vasa dibosh, Rabindra Jayanti programme, Psychological counseling for tolerance of the students. The students were encouraged to showcase myriad regional forms of dance, song and poetry.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

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

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**      **B. Any 3 of the above**

**4. Annual awareness programmes on Code of Conduct are organized**



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

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

Institution celebrates / organizes national and international commemorative days, events and festivals Vivekananda College has always played a pivotal role in sensitizing students about the cultural, regional, linguistic, communal and socio-economic diversities present in society. We observe the Saraswati Puja, observe Vivekananda's Birthday, Netaji Subhas Chandra's birthday, Independence day, Republic day, Rabindra Jayanti, Antorjatic vasa dibosh, Rabindra Jayanti programme, (online mode) Psychological counseling for tolerance of the students. The students were encouraged to showcase myriad regional forms of dance, song and poetry. We organized International Women's day, Azadi ka amrit Mahotsav, International yoga day, Human Rights day, Anti Duary programme, Youth day, Legal Awareness programme on Women empowerment, Blood donation camp, Health checkup camp, Eye check up camp, International By cycle day, Safe drive and save life, Disaster management programme, Community awareness programme, Earth day, Plantation programme, Biswakarma Puja etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

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

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

Most of the students are coming from first generation learner family from the socially and economically marginalized and underprivileged sections to carry out their studies.

And to fulfill this vision the Institution gives priority to this. The Teachers of this college play a major role in supporting, engaging and empowering these students.

Students' Council, pass out students and teachers encourage the pupils to enter the new world of college. The college offers concession and scholarship for the economically poor students to pursue their higher education in college. College guides them to choose their subjects on the basis of their merits through proper counseling prior to admission. The concerned department arranges for extra classes for them on a daily basis. The teachers try to identify their problem zones and address them properly. They are assessed through a monthly test. On the basis of their results and outcomes the concerned department conducts the parent-teacher meeting to solve their problems. This approach reduces stigma and helps students get through their undergraduate program more efficiently and effectively. More emphasis is given on their career through career counseling. Proper guidance is given to the pass out students to prepare them for a job.

## 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

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. Further, introduced Communicative English classes for the first generation learner students. We have introduced value added course along with the certificate on behalf of the College for removing stress from the mind of the students and besides 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 along with certificate for the students. We have already completed several ADD ON courses along with Certificate for the students in the session 2021-2022.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Due to Pandemic Season as college was closed for physical presence and after opening the physical classes then all the classes and examination were held according to the guidance to the UGC and the West Bengal State University. So the Academic Calendar provided by the UGC was strictly followed in the session 2021-2022.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**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	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

17

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

23

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

699

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

699

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

We have introduced communicative English classes for the students, We also introduce stress management classes for the students. We also organized awareness programme on social values for the students. Further, we also organized YOGA classes for the students to set up mental health of the students. We have organized various seminars on Professional ethics, Gender, Human values , Environment and Sustainability into the Curriculum. We have presented film show on Gender Issues, Bio-graphy of Freedom Fighters, Social Issues etc. We arranged poster competition on Environmental issues, Gender issues & Social Issues. Various Departments make posters on other issues, mainly based on our society. We have organized rally on Environmental issues & grew up social awareness in different sector. We organized workshop on Disaster Management in collaboration with Madhyamgram Fire Brigade. We organized health check-up camp , eye check-up camp, Blood donation camp & Thalassemia screening camp. We also

organized Road safety rally, Remove plastic rally, Bicycle rally & Swami Vivekananda's Birthday rally etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	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)	<a href="#">View File</a>

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

158

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<b>Nil</b>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>2839</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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</b>	

**supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

886

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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

We have arranged Remedial coaching for the slow learner students. Departmental teachers have detected slow learner students and after that they have been taking some classes for slow learner students. They also check their notes and also correct the notes for appearing examinations of 2021-2022. Further, Tutorial classes have also been arranged by all the departments on regular basis for the upliftment of knowledge of the slow learner students as well as the backward students. Special classes have also been arranged on weekly basis for the advanced learners and their notes and materials are thoroughly checked for obtaining good marks.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2106	47

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

Our counselling cell always tries to aware the students for developing their carrier in future. Online carrier counselling system helps the students for appearing in competitive examinations. We always solve the individual students' 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 under Kemia-Khamarpara Gram Panchayet, to develop entire facilities of the locality to make them Model Villages, in this regard our students are involved to survey the villages at present. Legal awareness programme, Kanpur IIT organized a workshop regarding Career Buildup of our Students for getting jobs, they also assured us to send various corporate houses for Campussing of our students to get the Jobs. RICE, ICICI Academy, George Telegraph, An Academy, Anudip Foundation, Bandhan Skill development (supported by Bandhan Bank) have visited the college periodically and encouraged the students through Career Counselling for getting jobs in various sectors. Twenty Three Add-on and Value added Courses are completed within December 2022. Our Chemistry Department prepared more than 200 bottles of sanitizers for the stakeholders and also distributed among the poor villagers of our adopted villages. Soil and water sample testing procedures are completed and the report has been handed over to the Kemia- Khamarpara Panchayet to take necessary actions for the villagers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

We have introduced Smart class, Virtual class for ICT Teaching and also introduced online career counselling for the students. Besides, Infilbnet system for digital library facility has been introduced. Free Wi-Fi system for all the stakeholders has also been introduced. We collect feedback from students through online from the outgoing 3rd year students & PG students. LMS has been

introduced in our official website where all the teachers from the respective departments upload study materials and questions of the previous years for the benefit of the students. Telegram and Whatsapp groups have been created to communicate with all the students during the pandemic. Google Classroom and Google Meet platforms were extensively used in the pandemic period for the benefit of the students. Online quiz competitions and online seminars have also been organized for the successful participation of all the stakeholders.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 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

47

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

### 2.4 - Teacher Profile and Quality

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

47

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

2

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

#### 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

258

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 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.

Internal exam of CBCS system of B.A, B.Sc (both General and Honours) were completed in November, 2021. 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 by May, 2021. First and Third Semester of PG Geography end-semester examination was completed by January, 2022 and Second and Fourth semester of PG Geography end-semester examination was completed June, 2022.

First and Third Semester of PG Bengali and PG Education end-semester examination was completed by January, 2022. Second and Fourth semester of PG Bengali and PG Education end-semester examination was completed June, 2022.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Our internal examination procedure is transparent. We have collected no Grievance application from the Stakeholders. Our internal examination is completed in time through online/offline process and our teachers conducted the internal examination through online/offline efficiently in the year 2022.

File Description	Documents
Any additional information	No File Uploaded
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 West Bengal State University prepare the course outcome of the programmes. Our teachers and students follow the course outcome including programme as per University guidelines.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The West Bengal State University prepare the course outcome of the programmes. Our teachers and students follow the course outcome including programme as per University guidelines.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.vivekanandacollegemmg.edu.in/uploads/POs-PSOs-and-COs-2021-22.pdf">https://www.vivekanandacollegemmg.edu.in/uploads/POs-PSOs-and-COs-2021-22.pdf</a>

2.6.3 - Pass percentage of Students during the year

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

739

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

[https://www.vivekanandacollegemmg.edu.in/naac\\_sss/administrator/f](https://www.vivekanandacollegemmg.edu.in/naac_sss/administrator/f)

[inal\\_report.php?session=2021-22](#)

## 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)

**NIL**

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

#### 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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

#### 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

54	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

40	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

22	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

We have arranged extension activity from time to time for carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year 2021-22.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

58



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

### 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

11479

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

18

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

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

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

15

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

**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.

We have 6 laboratories viz. i) Geography , ii) Education , iii) Computer science , iv) Chemistry v) Physics and vi) Journalism and Mass Communication. We have one Digitalized library in which 13,390 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 57computers & 40 Class rooms (including laboratories) for the students and all stakeholders. We have 6 teachers' rooms, one Principal's room, one office room , one account room, 3Smart class rooms , one seminar hall, one library room, one ladies' common room, one boys' common room, cafeteria,, one night guard room, 3 store rooms,one reading room, one open stage and gymnasium room, one dark room, 17 latrin and Bathrooms, 32 CCTVs, 24 ACs, 8 solar lights, 2 xerox machines, 3 hanging projectors, one portable projector, 12 printers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor,

outdoor), gymnasium, yoga centre etc.

We have an open stage and a seminar hall in which students perform their cultural activities such as dance, debate, quiz competitions, songs, drama, recitation etc. The seminar hall and one virtual classroom solve the purpose of hosting various informative movies and biographical documentaries periodically for the students and teachers. We have a play ground in which students play football, cricket, badminton, volleyball as outdoor games. The students also play carrom, chess, ludo etc. We have a modernly equipped gymnasium room where students practice exercise regularly. We have a Yoga Center for yoga and meditation purpose on a regular basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

40

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

138.39017 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

We have one Digitalized library in which 13,390 barcoded books, inflibnet systems in which 1 lakh e-books & 6000 e-journals, Opec systems & e-catalogues systems. In Library we have 4 computers and one Printer. We recently installed Koha through cloud sytem. It is an open source software and accesible for all the stakeholders.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**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	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)****.0005959 Lakh**

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

**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****105**

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

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

We have 57 computers and 4 laptops. There is free wifi system in the college campus which can be accessed by all the stakeholders. Internet facility is available in the campus. We have 13 printers, 2 xerox machines. LMS software, online career counselling software, feedback software, library management software, common email id, inflibnet system, google classrooms, official twitter and facebook account which is tagged with MHRD, UGC and geotagged. We have our internet facility drawn from Meghbela Broadband, Madhyamgram.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers	
57	
File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>
<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
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)	
85.41472 lakhs	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
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.	
We have some AMC viz Technocom service P-28, Kasba Industrial estate, Phase-3, Kolkata-700107 for two Generator D.Gset by Kirlosquare. Eureka Forbes maintains water filter cum purification. Infonetic 132, Bagha Jatin Road, New Barrackpore,	

Kolkata-700131 maintain students management system and financial management system and Library software. TECH N Trade for computer maintenance and Rights Brain Computer for maintenance website , LMS system and student feedback system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## 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

2463

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

#### 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

4006

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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>	<b>B. 3 of the above</b>
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
3757	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
3757	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>B. Any 3 of the above</b>



**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

84

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

143

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

8

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

4

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

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 )

Observed 12th January as Vivekananda's Birthday

Observed 23rd January as Netaji's Birthday

Observed 26th January as Republic day

Observed 15th August as Independence Day

Observed 21st February as "Bhasha Dibosh"

Observed 9th May as Rabindra Nath's Birthday

Orgnized 5th February as Saraswati Puja

Observed 19th May as B.R.Ambedkar's Birthday

Distribute relief after YAASH among the poor people at Sandeshkhali, 2021

Distribution of exercize book pencil, colour pencils, ereser, sanitizer, mask, biscutes among the students (100) of Koipul Primary school on 16.03.2022 under Unnat Bharat Abhiyan.

Distributes sanitizer and masks among the poor people

A large number of students are involved to do the above said programmes. Students are participated in Annual Social Function, Dance Programme ,recitation programme, and Freshers Welcome. Students are representating various committees viz Governing Body member, sports committee, cultural committee, poor fund committee, Alumni Association, Anti raging committee, Grivence committee, Vishakha committee etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

17

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

**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

Due to Pandemic situation our Alumni Association doesn't active their work properly. We have 319 alumni members, alumni contribution is Rs. 5000/-. The Alumni Association organised two meetings for development of the institution. Beside that the Alumni Association participated to distribute the excise books pens and other materials among the primary school students at Koipul. They have organised Stress Management Seminar in the college Campus. The Alumni Association also organised An International Seminar on Ahimsa and Environment making peace with nature" by Go Dharmic(NGO).

File Description	Documents
Paste link for additional information	<a href="https://www.vivekanandacollegemmg.edu.in/uploads/ALUMNI_ASSOCIATION_FORMATION_2022.pdf">https://www.vivekanandacollegemmg.edu.in/uploads/ALUMNI_ASSOCIATION_FORMATION_2022.pdf</a>
Upload any additional information	No File Uploaded

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

**D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

Formations of different statutory sub committees comprise representatives from all stakeholders of the college for coordinating important administrative activities of the college.

Formations of different sub committees under the supervision of IQAC comprise representative of all Stakeholders of the college for coordinating important academic activities of the college.

One member from Alumni association is included in IQAC committee to participate the administrative activities.

Reconstituted the new Governing Body of the College.

Constituted the New Teacher's council.

Constituted the new Finance committee & Purchase Committee.

File Description	Documents
Paste link for additional information	<a href="https://www.vivekanandacollegemmg.edu.in/site/governing">https://www.vivekanandacollegemmg.edu.in/site/governing</a>
Upload any additional information	No File Uploaded

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

The Governing Body as the apex body in its meeting resolves different proposals, programmes and activities. Proposals are initiated in various subcommittees such as IQAC, Finance Subcommittee, Academic Subcommittee, Admission Subcommittee, Purchase Subcommittee, Building Subcommittee, Library Subcommittee, etc. as per the requirements of the different

stakeholders. The Principal as executive head ensures implementation of the activities with the assistance of the sub-committees. The Academic wing contains 15 departments and works under the supervision of Departmental Head, as per the guidelines in a decentralized mode.

The administrative wing works through the office headed by the Head Clerk. In case of purchase procedure the college functions through Tender and Purchase Sub Committee with the funds approved by the Finance Committee followed by the Governing Body approval depending on the requirement of the department and availability of finance.

The college provides operational autonomy in all areas of academic performance, decision making and implementation of plans and policies in curricular programmes. The participative management consists of President, Principal(Secretary), IQAC Co-ordinator, Information officer, Bursar, teacher-members and non teaching representatives of the college Governing Body and representative of the students' council.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Appointment and service rules of the institution are guided by Government of West Bengal. Rules and Regulations are formed for efficient management of administrative work and proper functioning of the Institution. Vacant sanctioned Non teaching post status was sent by Institution to Government and in the year 2020 was filled by permanent Non teaching staffs. The Governing Body of our college consists of fourteen members including the Principal of the college as Secretary of the Governing Body. Two members nominated by the State Government, three members from the affiliating University.

Besides, three internal elected teacher members, two internal elected Non-teaching members and the General Secretary of the Students Union are in the Governing Body. Further one Doner member is in the Governing Body. One from the external members is elected President of the Governing Body who as per statute of the University performs the role of the administrative head. The administrative body (Governing Body) takes decision and plans for all academic and administrative activities with the coordination of the Principal, IQAC Co-ordinator, HODs, non teaching staff and students' representative.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

**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	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Administrative training, Financial management training, Internal Management training, Software training have been arranged by the college authority for teaching and non teaching staffs. The casual non teaching staffs get an ex-gratia payment equal to their one month's pay. Puja advance is made for the existing non teaching staffs. It will be recovered within 10 months. Increased the salary of existing casual non teaching staffs in this periods.

All the Employees in substantive post are covered under General Provident Fund Scheme as per Government rules. All leave facilities are provided to the staff as per the University Statute and Government rules and regulations and timely recorded in their Service Book. All monthly payments of casual staff are directly credited to their bank account to ensure transparency. No master- roll system of payment is encouraged.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0



File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

7

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

### 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

27

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

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

The institution follows the Performance Appraisal system framed by the UGC for promotional benefit of teaching staff. For non-teaching staff concerned Government rules are followed. The performance in teaching and learning process of teaching staff is evaluated in this process. The effectiveness and efficiency in the performance of appraisal system has been brought out in the quality output of Academic programmes of the institution. As a part of informal Academic audit, feedbacks are obtained from the students regarding teaching learning and Academic administration. Such feedbacks are analyzed in the IQAC to identify the loopholes. Adequate measures are taken to improve the quality of teaching learning process and Academic Administration. The pre-requisites of promotion for teachers require fulfillment of some criterion which are performance based. Participation in orientation and refresher course /training programmers. Completion of Ph.D. / M.Phil. degrees, carrying out research projects, paper presentation in different level seminars, publications of articles in listed journals and books and participation in National and International seminars and conferences are considered as performance enhancement. Further our teachers joined Faculty Development programme conducted by UGC and other Universities. Teachers publish their papers and books , edited chapters etc in regular basis in the UGC enlisted journals both National and International level. They joined the various online programmes in Academic field.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

The college authority completed Internal Audit for the year 2020-2021. Already submitted Institutional income tax return to the income tax office for the financial year 2021-2022. The Higher Education Department nominated Auditor completed the Audit for the financial year 2017 -2018 and 2018-2019.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

13.36182 lakhs

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

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

The college authority completed internal audit for the year

2020-2021. Already submitted Institutional income tax return to the income tax office for the financial year 2020-2021. The Higher Education Department nominated auditor completed the audit for the financial year 2017 -2018 and 2018-2019.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes is attached herewith.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Since its foundation, the IQAC has played a critical role in the institution's development and progress. The IQAC has advocated for the proper use of college fund to increase the number of classrooms and the purchase of technology-driven aids to enhance the teaching- learning process over the years. To improve the teaching-learning process, certain classrooms have been changed into smart rooms with audio-visual capabilities. The committee also inquired about faculty or staff members participating in faculty development programmes such as refresher courses, the UGC-Faculty Improvement Program, HRD programmes, Orientation programmes, and workshops and seminars. The Committee also made a recommendation for holding national webinar and workshops. The workshops will help to improve the academic atmosphere and give young researchers a boost. Non-teaching staff members involved in administrative tasks such as accounts preparation, admission

procedures, and so on were provided online training for empowerment, such as Kanyasree camp, Cyber crime training, online admission training and so on. The IQAC adheres to academic evaluation criteria established by regulatory bodies such as the University Grants Commission and the Government of West Bengal, as well as NAAC guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

To promote gender equity and gender sensitization, a field survey was conducted by the Department of Philosophy in collaboration with the West Bengal State University regarding women empowerment

and women status in our modern society. Another field work and survey was made regarding women health condition and availability of medical facility. An awareness programme was organized by the Department of Computer Science in collaboration with Indian Bank, Udayrajpur branch, Madhyamgram to literate the local women for using internet banking system through mobile app. Dr Atreyee Mukherjee, Prof in Philosophy, West Bengal State University delivered a lecture on Women financial status and position in the society. Legal Awareness Camp for women- organized by National Legal Service Authority and State Legal Services Authority, W.B. in collaboration with IQAC, NSS, Vivekananda College.

File Description	Documents
Annual gender sensitization action plan	<a href="https://twitter.com/VIVEKANANDACOLG/status/1168460292121972742">https://twitter.com/VIVEKANANDACOLG/status/1168460292121972742</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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 Hazardous waste from Chemistry laboratories is disposed. Waste chemicals are expelled. Liquid Waste is channelized through the drain and chambers constructed by the college authority. The waste is left for decomposition and then it is used as compost for trees and plants on the campus. Plastic awareness programmes

are conducted. Dustbins are provided on all floors for maintaining cleanliness effectively. Computer science department disposes the unused computers and related accessories periodically. The electronic junks are dumped in store rooms of the departments. We try to follow waste minimization processes by sustainable product design adopting the techniques of inventory management, production- process modification, volume reduction and recovery and reuse of wastes in some cases like our computers, batteries, instruments, etc. UPS batteries are recharged and repaired. Unused UPS are exchanged by the suppliers. Water purifiers are installed on the college campus and covered under Annual Maintenance Contract. The battery of generators recharged and replaced as an when required

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**

B. Any 3 of the above

<b>4. Ban on use of Plastic</b>	
<b>5. landscaping with trees and plants</b>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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>	<b>B. Any 3 of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<b>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</b>	<b>B. Any 3 of the above</b>



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

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

Vivekananda College has always played a pivotal role in sensitizing students about the cultural, regional, linguistic, communal and socio-economic diversities present in society. We observe the Saraswati Puja, observe Vivekananda's Birthday, Netaji Subhas Chandra's birthday, Independence day, Republic day, Rabindra Jayanti, Antorjatic vasa dibosh, Rabindra Jayanti programme, Psychological counseling for tolerance of the students. The students were encouraged to showcase myriad regional forms of dance, song and poetry.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

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

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

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

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

Institution celebrates / organizes national and international commemorative days, events and festivals Vivekananda College has always played a pivotal role in sensitizing students about the cultural, regional, linguistic, communal and socio-economic diversities present in society. We observe the Saraswati Puja, observe Vivekananda's Birthday, Netaji Subhas Chandra's birthday, Independence day, Republic day, Rabindra Jayanti, Antorjatic vasa dibosh, Rabindra Jayanti programme, (online mode) Psychological counseling for tolerance of the students. The students were encouraged to showcase myriad regional forms of dance, song and

poetry. We organized International Women's day, Azadi ka amrit Mahotsav, International yoga day, Human Rights day, Anti Duary programme, Youth day, Legal Awareness programme on Women empowerment, Blood donation camp, Health checkup camp, Eye check up camp, International By cycle day, Safe drive and save life, Disaster management programme, Community awareness programme, Earth day, Plantation programme, Biswakarma Puja etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

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

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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

Most of the students are coming from first generation learner family from the socially and economically marginalized and underprivileged sections to carry out their studies.

And to fulfill this vision the Institution gives priority to this. The Teachers of this college play a major role in supporting, engaging and empowering these students.

Students' Council, pass out students and teachers encourage the pupils to enter the new world of college. The college offers

concession and scholarship for the economically poor students to pursue their higher education in college. College guides them to choose their subjects on the basis of their merits through proper counseling prior to admission. The concerned department arranges for extra classes for them on a daily basis. The teachers try to identify their problem zones and address them properly. They are assessed through a monthly test. On the basis of their results and outcomes the concerned department conducts the parent-teacher meeting to solve their problems. This approach reduces stigma and helps students get through their undergraduate program more efficiently and effectively. More emphasis is given on their career through career counseling. Proper guidance is given to the pass out students to prepare them for a job.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Advise 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 more active LMS (Learning management system), online Student feedback system, online career counseling system , Students Satisfactory Survey and Student and staff management system.
4. To take more initiatives to organize Educational tour for all Departments.
5. All the Departments in respective subjects are taken initiatives to organize more Seminars including library affairs.
6. A special computer training programme to the Non Teaching staff to our computer centre conducted by Webel Techology Ltd. Undertaking with Govt. of West Bengal.
7. 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.

8. The appointment of 3 full time teachers and 19 State aided teachers and 1 librarian are completed.

9. The construction of fencing of the flower garden , medicinal plantation and open stage are completed. More computers and books are required.