SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

VIVEKANANDA COLLEGE

EAST UDAYRAJPUR, MADHYAMGRAM, NORTH 24 PARGANAS, KOLKATA -
700 129,MADHYAMGRAM, NORTH 24 PARGANAS, KOLKATA - 700 129
700129
https://www.vivekanandacollegemmg.edu.in/

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Vivekananda College, Madhyamgram is an undergraduate college with three Post Graduate departments. The institution is situated at the northern fringes of Greater Kolkata. It is affiliated to West Bengal State University under 2F, 12B of the UGC Act. The college was established on 6th October, 1986. The college was formerly affiliated to the University of Calcutta since its inception in 1986 and then subsequently to the West Bengal State University in 2008. The institution has completed more than 36 years of existence. It has been an institution catering to the needs of stakeholders and providing quality education with pride and success. The college stands for quality and excellence, gender equity and social welfare for the benefit of the larger community. The college has qualified teachers and dedicated staff members who are committed to the achievements of its goals and objectives.

Vision

- To inculcate a sense of discipline, self respect, sacrifice, devotion and love for the nation among the students following the great ideals of Swami Vivekananda.
- To promote advancement of learning and dedication for better academic and intellectual achievements.
  To develop intellect, skill, knowledge and creativity so as to cope with the contemporary changes in the curriculum aspects.
  To educate and empower the students and acquaint them with practical training so that they can avail various opportunities in research, higher education and employment.

Mission

To create better citizens who will be capable of providing better services to the society and nation at large.

To provide guidance so that the energy, intellect and creative potential of our young students are channelized for a better and more meaningful purpose.

To encourage extracurricular and outreach activities among all the stakeholders by following the principles of benevolence, honesty, sacrifice, sincerity and high moral or ethical standards of behavior.

To promote and enhance quality education catering to the contemporary challenges

-

-

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Congenial academic ambience and a green campus ensuring an excellent work culture.

Excellent Infrastructural Facilities with adoption of modern technology and ICT by all faculties

Initiatives have been taken to develop a variety of skills development and Add-on/value added courses catering to the requirement of Stake holders.

Good percentage of student attendance in the classrooms.

Successful introduction of three new Post Graduate courses with excellent response from students.

Implementation of e-governance in different areas of management

Computer training courses with WEBEL Technologies that provide opportunity for soft skill development of students.

Continuous Internal Assessment with several class tests and regular feedback ensures academic excellence is

maintained.

Involvement of the stake holders in various social service and community work through the NSS unit of the college

Expanded campus with new building equipped with modern facilities. Future plan to build second campus with

all modern facilities.

A well-equipped digitized library with integrated online databases and other learning resources.

- Well equipped A.C. Smart Class room, Virtual Classroom, large A.C.seminar hall, A.C. Lab facilities and open stage for conduction of various programmes. Class rooms are Airy and well ventilated Installation of Solar lights saving energy and ensuring sustainable energy use. Student centric learning activities such as Student Seminars , Debate, PowerPoint presentation, quizs etc. to enhance the learning and knowledge base of the students Commitment and dedication among all the stake holders to inculcate progressive ideas with human
- values.

- Efficient and helpful administrative staff aided by student friendly management
- Ample scope of sports and games with a ladies' gymnasium as well as **'Yoga Centre'.**
- MOU signed with various institutions for promoting student and faculty exchange.
- Free internet access facilities under Wi-Fi zone for all stakeholders.
-

Institutional Weakness

Absence of hostel facilities

Sports facilities need to be further upgraded

Research facilities in the institution need to be further enhanced.

Better participation of Alumni Association needs to be ensured.

Institutional initiative is needed regarding publication of research journals.

- As the college is dependent on Government agencies for financial assistance, lack of funds have often proved to be the main hindrance in carrying out developmental work. The sanctioned financial assistance is yet to be received from RUSA.
- Infrastructural facilities like classrooms, laboratories, library, computer facilities could be further improved with financial assistance from the Government.
  Although the college has taken several initiatives for promoting placement among the students, still the placement percentage may be   improved.

Institutional Opportunity

- Being only College in the locality under the jurisdiction of Madhyamgram Municipality, it can avail itself of the opportunity of having a huge number of girls minority students, SC/ST, OBC-A & OBC-B bright students and first-generation learners.
- Availability of a large number of subjects including unconventional and emerging subjects.
- Location of the College in a place with convenient connectivity.
- The College has the scope of further extension in the 2nd campus
  Sufficient funds from external sources are still to be explored
  Industry institution participation may be improved
  The institution has potential for introducing more Post Graduate courses and Skill enhancement courses
  Financial support from the local authority and non-governmental organization needs to be tapped.

-

Institutional Challenge

- As many students are first generation learners, sometimes it becomes difficult to get the students prepared for higher studies and research which is needed to maintain the academic standard of the college.

- The college resolves to introduce professional and vocational courses for improving the job prospects of

under- graduate and post graduate students through campus interview.

- Another challenge is to motivate the students for self-employment, and entrepreneurship in order to enhance their future prospects.
- The college also faces the challenge of upgrading its infrastructural facilities amidst financial constraints.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curricular aspect, one of the key indicators, is considered pivotal in shaping the knowledge pool as we seek to achieve the goal of excellence in higher education. The curricular aspect of Self Study Report of Vivekananda College represents a well-structured curricula with a detailed account of the curriculum planning and implementation with emphasis on the vision, mission, goals and objectives. The institution has well-structured action plans for effective implementation of the curriculum with the assistance of the members of the teaching faculty.

Being an affiliated college under the WBSU, the college is bound by the prescribed curriculum as stated by the University. However, the introduction of Choice Based Credit System has opened up a new vista to satisfy the quest of the knowledge. To cater to the demand of contemporary times, Post Graduate courses have been introduced in Geography, Education and Bengali along with the existing and new undergraduate courses. The teachers of the college attended the various workshops organized by the affiliating university for new CBCS syllabus. The Principal of the college is the Executive Committee member and also district level mentor, of North 24 parganas under the Higher Education Dept, Govt. of West Bengal. Some teachers of the institution are members of UGBOS of WBSU and Governing bodies of other institutions.

The college has initiated various steps for effective curriculum delivery. The institution ensures that students should have options from a variety of combination of subjects offered to them as envisaged in CBCS curriculum. The institution regularly conducts assessment/evaluation process as per the guidelines of the affiliating university. A host of Add on courses/Value added and Certificate courses along with several skill development courses have been started to enrich the students outside the curriculum. The institution encourages active participation in experimental learning like field work and industry visits so that they can achieve excellence. The college has a well-organized feedback system through which it can obtain feedback which is indispensable for quality enhancement. Suggestions and responses are always invited from the stakeholders so that the issues can be resolved accordingly.

Teaching-learning and Evaluation

The process of teaching-learning and evaluation remains the principal objective of any academic institution. Vivekananda College, in its SSR, has incorporated information regarding student enrollment following the reservation policy of the Government and other general rules and regulations. Complete transparency is maintained in the admission process. Emphasis is laid on maintaining a healthy teacher-student and mentor-mentees ratio. The research activities of the teachers are duly encouraged. The faculty members earnestly try to use new learning methods using available technology and resources. The performance of the students in the university examinations over the years has been summarized and presented in the report. At the same time, the institution has introduced continuous internal evaluation, assessment and periodical examinations as per the

guidelines of WBSU. Faculty members of the college are involved in the examination process conducted by the affiliating university through setting of question papers, moderation, invigilation, evaluation and discharge of duties as external examiners for Practical examinations and as Head Examiners. The role of mentors in the holistic development of the students is given utmost importance. The teaching-learning process in the institution has evolved from conventional chalk and talk method to more sophisticated modern mode by incorporating the use of ICT, Smart Boards, virtual classrooms and interactive student centric teaching-learning techniques.

To make the teaching-learning process more effective, preparation of academic calendar, lesson plans, monitoring class attendance, efficient utilization of laboratories and libraries, use of blended mode of education and effective assessment methods have been introduced so that Program outcome, Program specific outcome and Course outcome can be achieved. Identification of advanced and slow learners and qualitative improvement in the teaching-learning process has been initiated by the institution. There is lot of emphasis on development of teaching and learning skill through knowledge in pedagogy and a structured annual academic plan. Besides, the students have been given good exposures to activities like debates, seminars, symposia, workshop, field tour and hands on training. The teaching learning process has been aided by an advanced library network based on latest technology and software.

Research, Innovations and Extension

The institution's teaching activities are further enhanced by the research activities of the teachers. The institution always encourages faculties for carrying out research work. A significant number of teachers have completed Ph.D. during the last few years that is reflected in the Self Study Report. Besides, some faculty members have got themselves registered for pursuing Ph.D. during this period. The institution encourages faculties to publish papers in UGC referred Journals, International Journals, and edited Book volumes. Vivekananda College, in its Self-Study Report, has laid emphasis on various extension activities undertaken within or outside the campus through which awareness on various social issues and community needs have been focused upon. Participation of students in these activities is encouraged. This helps them to empathize with the problems of the society and accordingly expand the horizon of their learning through direct communication with the local community. The NSS wing of the institution organizes blood donation camp, awareness camp about road safety, anti-tobacco awareness programme, dengue and malaria awareness programmes, Health and eye check-up camps, Thalassemia screening test and all other services. The institution also encourages faculty and student exchange with other institutions, field studies/trip for broadening the horizon of the students. The college is signatory to functional MOUs with other institutions in order to cater to the needs of the students. The institution regularly organizes seminars and workshops to encourage the students. The faculties publish their papers in UGC registered Journals and International reputed Journals, edited Books.

Infrastructure and Learning Resources

Any academic institution depends on infrastructure and learning resources for dissemination of education and information. This in turn facilitates the all-round growth and development of the institution. The college is well aware of the need for infrastructural services and resources for betterment of teaching-learning, research, office management, upgradation of library and laboratories, financial services and for many other purposes relating to admission, registration, evaluation and student progression.

The college has taken several initiatives for development of infrastructure and for providing better learning

resources. Firstly, the college has purchased more desktops, laptops, printers, scanners for day to day official and academic work during the last five years. These devices are accessible to all the stakeholders as per their needs and requirements. Moreover, the college also uses these facilities for evaluation and assessment work.

The college has procured and installed software for financial accounting, student admission, registration, library work and provided fast internet connection. The college spends its financial resources for maintenance of infrastructures including hardware and software.

The college has provided some classrooms with modern facilities like Smart Board, Projectors, LMS and made arrangements for ICT based academic work. The students can access OPAC, eBooks through Inflibnet-Nlist. The college uses cloud hosted ILMS KOHA software to manage library operations.

The college has a large well equipped seminar hall for conducting seminars and workshops. An open stage has also been newly constructed for staging cultural programmes. The students and other stakeholders can avail the various facilities available in the Gymnasium. Indoor games facilities have also been made available for the students.

Student Support and Progression

The institution provided all kinds of support to the students for their studies and progression. The support includes financial as well as technical assistance. A significant percentage of students have been benefitted by scholarships and free ships provided by the Government as stated in the Self Study Report. The State Government has introduced scholarship for the girl students under the Kanyasree Prakalpa and many girl students of the institution have benefitted from this scheme. Apart from this Vivekananda scholarships and scholarships for minority students are availed by the students.

Capacity building and skill enhancement initiatives have been undertaken by the institution for the benefit of the students. The initiatives include soft skills, language and communication skills, life skills like Yoga, meditation etc. Different programs for development of soft skills, public speaking, group discussion, job-oriented training,interview skills, etc. are regularly conducted by the college. Many students of the college have qualified for UGC NET/ SET and other competitive examinations after passing out from the institution. Some of these students also conduct classes and share their experiences with the present students.

The institution has a transparent mechanism for timely redressal of student grievances. There are Grievance Cell, Anti Ragging Cell, Anti Sexual Harassment Cell, Vishakha committee, Internal Complaint committee to look after these issues. The institution also regularly provides for placement opportunity of its students. The college has introduced Post Graduation courses in Geography, Bengali and Education to help the students to pursue higher education and ensure their progression. Students from our college have also qualified successfully in state and national level examinations. The institution has also organized sports and cultural events on a regular basis over the years. The college has a registered Alumni Association which is contributing in the development of the college in various ways.

Governance, Leadership and Management

The institution has a well-organized governance, leadership and management for academic and administrative purposes. The College has emphasized on administrative competence, accountability, collective responsibility,

leadership and professional management of its affairs. The college has a Governing Body consisting of the President, the secretary/Principal, nominees of the Government and of the Universities and teaching and nonteaching and student representatives. The Governing Body meets on a regular basis and takes important policy decisions related to academic, administrative and financial management by Finance Committee. Besides, the college has an Internal Quality Assurance Cell and Academic Cell for the purpose of providing leadership and expertise in various academic matters. Apart from this, various academic committees also assist in the smooth functioning of the college. The Internal Quality Assurance Cell convenes meetings on a regular basis, formulates and implements quality initiatives and interacts with the Governing Body, different faculties and the office. The Internal Quality Assurance Cell has set the standards of quality enhancement and excellence over the years. The Finance Committee approves and reviews important financial policies and decisions and communicates these to the Governing Body for approval. The Academic Cell meets on a regular basis to review and implement academic policies and interacts with the Internal Quality Assurance Cell for coordination of different programs. The management of the institution works in a democratic manner and emphasis is laid on transparency and accountability of the stakeholders. Principal, as the Head of the institution, has always led from the front and provided able leadership in this respect. The pattern of management is changing in conformity with the changing needs and aspiration of the students. The objective of the Governance, Leadership and Management is to prioritize the major issues and subjects confronting the stakeholders and to devise suitable academic and administrative strategies for better output and achievement.

Institutional Values and Best Practices

Institutional values and best practices are important benchmarks for quality enhancement. The College has given importance to the promotion of core values and ideals among its students like promotion of human values, women empowerment, gender equity, tolerance, harmony and peaceful coexistence. Several programs on gender issues and women empowerment have been organized and some of the fundamental psychological issues of the students have been addressed through psychological counseling by professional councellors.

The institution has also initiated several measures for energy and water conservation, environmental sustenance, tree plantation and maintenance of green campus. Solar lights have been introduced in the campus. The National Service Scheme Unit has also been fairly active over the years in organizing programs on institutional values, environment protection, social service, and best practices.

The college has given a lot of importance to two major areas of Innovations and Best Practices, namely-Entry in service and Inclusive development in selected villages of Kemia-Khamarparpar gram panchayat under the Unnat Bharat Abhiyaan. A large number of activities have been carried out in promoting these best practices as documented in the SSR. Different facilities like elevator, wheel chair, pedestrian friendly pathways are provided for the differentially abled students. Other facilities like book bank, free medical checkup, financial assistance and support to the needy are provided as and when required. The institution is very active in celebrating and organizing different commemorative days, events and festivals like the Republic Day, Independence Day, World Environment Day, International Women' Day   Vivekananda's Birthday, Rabindra Jayanti, Matribhasha Diwas etc. on a regular basis.

Education is one of the most powerful weapons to transform the world. Providing quality and holistic education to all is what the institution strives for. The institution aims to create better citizens, illuminate their minds and empower them for a bright future. These are the hallmarks of this institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	VIVEKANANDA COLLEGE
Address	East Udayrajpur, Madhyamgram, North 24 Parganas, Kolkata - 700 129,Madhyamgram, North 24 Parganas, Kolkata - 700 129
City	Madhyamgram
State	West Bengal
Pin	700129
Website	https://www.vivekanandacollegemmg.edu.in/

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Chandan Kumar Chakraborty	033-25387392	9830278374	033-2538739 2	vivekanandacolg@ gmail.com
IQAC / CIQA coordinator	Rimi Roy	-	9830995919	-	rimiroy1313@gma il.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	West Bengal State University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	21-03-1995	[View Document](#)
12B of UGC	30-03-2013	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	East Udayrajpur, Madhyamgram, North 24 Parganas, Kolkata - 700 129,Madhyamgram, North 24 Parganas, Kolkata - 700 129	Urban	1.81	3299265

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)

Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	HS or Equivalent	Bengali	90	60
UG	BA,English	36	HS or Equivalent	English	80	64
UG	BA,History	36	HS or Equivalent	English,Bengali	90	58
UG	BA,Philosophy	36	HS or Equivalent	English,Bengali	40	9
UG	BA,Political Science	36	HS or Equivalent	English,Bengali	70	57
UG	BA,Education	36	HS or Equivalent	English,Bengali	85	40
UG	BSc,Geography	36	HS or Equivalent	English,Bengali	85	50
UG	BA,Journalism And Mass Communication	36	HS or Equivalent	English,Bengali	30	15
UG	BSc,Computer Science	36	HS or Equivalent	English,Bengali	30	6
UG	BSc,Physics	36	HS or Equivalent	English,Bengali	25	0
UG	BSc,Mathematics	36	HS or Equivalent	English,Bengali	30	0
UG	BA,Arts	36	HS or Equivalent	English,Bengali	1500	1206
UG	BSc,Science	36	HS or Equivalent	English,Bengali	100	4
PG	MA,Bengali	36	HS or Equivalent	Bengali	50	15
PG	MA,Education	36	HS or Equivalent	English,Bengali	50	46
PG	MSc,Geography	36	HS or Equivalent	English	50	50

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				8				38
Recruited	1	0	0	1	5	3	0	8	22	16	0	38
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				12
Recruited	8	0	0	8
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	7	2	0	9
Yet to Recruit				0

04-04-2023 12:51:50

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				5
Recruited	3	0	0	3
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	3	3	0	5	7	0	19
M.Phil.	0	0	0	1	0	0	3	1	0	5
PG	0	0	0	1	0	0	12	10	0	23
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	16	9	0	25

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	657	0	0	0	657
	Female	905	0	0	0	905
	Others	0	0	0	0	0
PG	Male	27	0	0	0	27
	Female	84	0	0	0	84
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

04-04-2023 12:51:50

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	74	73	77	36
	Female	122	108	114	43
	Others	0	0	0	0
ST	Male	1	2	4	3
	Female	2	1	3	2
	Others	0	0	0	0
OBC	Male	262	174	148	108
	Female	428	270	229	155
	Others	0	0	0	0
General	Male	493	364	280	167
	Female	724	423	417	247
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2106	1415	1272	761

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	There is no limit to learning and the multidisciplinary and interdisciplinary approach, as mentioned in NEP, is a very important step taken towards promoting the same. These approaches in academics are pivotal in the contemporary educational set up. By incorporating multi-disciplinary and interdisciplinary approach, students inculcate the understanding how each discipline contributes to the 'whole'. In other words, students will learn the capabilities, characteristics and individual disciplines when they understand how that discipline contributes to their newly learned knowledge of the subject. They will also begin to think holistically, and they will be able to deduce why it is important to learn a subject they

would otherwise dislike. Students are better equipped to synthesize multiple perspectives. A multitude of initiatives in this respect has been taken up by the college. These initiatives are as follows- • Collaboration of Departments of Chemistry and Physics for use of Laboratory equipments by teachers and students. • Collaboration of Departments of Chemistry and Post-Graduate Department of Geography for Soil Testing, water testing and Soil (ph) measurement. • Collaboration of Department of Computer science and Geography for Soft skill development of students. • Collaboration of Department of Education and Geography for conduction of Excursion, use of ICT and Statistical techniques. • Sharing of Laboratory equipment among different Departments • Sharing of Smart classrooms and Virtual classrooms among various Departments. • Inter-College and Intra-College exchange of faculties within different Departments of the college and other colleges/Universities. • Collaboration of Departments of Philosophy, Political Science and History in the field of Women's empowerment, organization of Youth Parliaments, debates and discussion etc. • Collaboration of Departments of English and Bengali in the field of various Literary activities. • Spoken English classes are arranged by Department of English for the students of all Departments. • Environmental studies is an inherent part of the undergraduate curriculum of students from all the disciplines to facilitate multidisciplinary approach. • Basic Computer skill development for students of all Departments is encouraged by the college in collaboration with Webel technologies. This is aimed to promote computer literacy among all the students. We have signed various MoUs with different colleges, local bodies, corporate house company, NGO etc. The MoU is made with viz. • The George Telegraph Training Institute, • RICE, • Webel Technology Ltd., • Pidilite Industries Limited-Kolkata, • Barasat College, • Naba Barrackpore Prafulla Chandra Mahavidyala, • Panihati Mahavidyalaya, • East Calcutta Girls' College, • Madhyamgram Municipality, • A-1, Animals Come First, • Lalani Computer Academy Pvt. Ltd., • Anudip Foundation for Social Welfare, • Progyan Foundation for Research and Innovation, • Bandhan academy for skills- Konnagar We have organized intellectual

	Property Rights Awareness Programme in collaboration with Ministry of Commerce and Industry, Govt. of India (NIPAM).
2. Academic bank of credits (ABC):	NOT APPLICABLE IN OUR COLLEGE.
3. Skill development:	Skill development helps to build up a strong foundation of students. It helps to build up Self-esteem, confidence and leadership skills. It also promotes problem solving skills and collaborative learning. It helps students to become independent thinkers and encourages them to plan for their future. The college has taken various initiatives for development of various skills-both academic and extra-curricular amongst the students. The college has collaborated with Pidilite industries which has helped in promotion of art and crafts skills among the interested students. These skills involved training in Dokra crafts, Mandala art, application of tie and dye techniques, preparation of useful and aesthetic artifacts from recycled waste materials, fabric coloring, different handicrafts etc. The students participated soft skill programmes i.e Python, QGIS, ICT etc. The initiatives taken by the College in this regard has been highly successful as the students have shown keen interest in learning these Soft Skills. The college collaborated with IPE Institute of Professional Excellence for 4 days soft skill training from 2017-2022.The college arranged the Training Programme- Effective Communication for the Non-Teaching Staffs of the college from 2017-2022.The college also organized for Training Programme on Stress Management and Work Life Balance for the teachers of our institution from 2017-2022. Our students successfully participated in training on "Advance Excel" and training on "Digital marketing" Conducted by the above said institution from 2017-2022. Another very innovative initiative taken by the college was to encourage students in the skill of Horse-Riding. The college collaborated with a professional Horse Riding agency. Trained personnel were engaged in providing training to the interested students in learning Horse-Riding. Weekly Yoga and meditation sessions have been organized on a regular basis. The college has collaborated with 'BramhaKumaris ' and expert Yoga Trainers regularly visit the college to encourage students in the aspect of Yoga Training. A huge number of students have enrolled for this yoga training. Experts

	from the 'BramhaKumaris' come to this college periodically for Meditation classes and the students have hugely benefitted from this. Many teachers have also actively taken part in these meditation sessions. The college also collaborated with the Madhyamgram Fire-Brigade and the officials came to the campus to carry out demonstrations in order to help the students learn the Disaster Management skills in case of small events of fires in their house. The students were trained in extinguishing fire spread from gas-cylinders. They also learned some life-saving skills 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 of immense help for the participants of this programme. The Bengali Department also organized a Training Programme for Bengali Typing and Skill Development for the students. A career counselling programme was organized by the college in collaboration with INTERNSHALA(UGC).The participants were immensely benefitted as they were enlightened on various aspects regarding availing various scholarships. We organize various Career Counselling Training Programmes by different organizations collaborating with our IQAC.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The preservation and promotion of India's cultural wealth needs to be given high priority for the country, as it is truly important for the nation's identity as well as its economy. This has been duly envisioned in the NEP, 2020. Indian knowledge system seeks to promote interdisciplinary research on all aspects of IKS, preserve and disseminate IKS for further research and societal application, actively engage for spreading the rich heritage of our country and traditional knowledge in the field of Arts and Science. These components need to be incorporated in the curriculum in an accurate and scientific manner. Vernacular Language is inextricably linked to art and culture of any region. Art, in the form of literature, plays, music, films etc. cannot be fully appreciated without the local language which is most easily comprehended by the students. So, in order to preserve and promote our culture, we need to promote regional language. Post Graduate & Graduate courses are offered in Vernacular Language. Besides relevant documentaries and movie

	shows in regional language are periodically arranged. 'BHASHA DIWAS' is celebrated in the college with great enthusiasm by students and teachers. Students' have also been trained in 'Proof reading in vernacular language' which will boost their literary skills. Bengali Typing is a much needed aspect for the students and the college is taking proper initiatives to enhance students' skills regarding Bengali Typing. Apart from promotion of language, local culture also needs to be preserved. In this context, local festivals and events are also celebrated in the college with great enthusiasm and favor. Bengali festivals that are annually celebrated in the college include RabindraJyanti, NajrulJayanti, BasontoUtsav, Saraswati Puja, Nababorsho, Sarodutsav etc. Various programmes like song and dance recitals, elocution, speeches, drama etc are conducted. We observe various important days viz. Vivekananda's Birthday, Netaji's Birthday, Voters' Day, Republic Day, Teachers Day. Another important initiative by the college in promotion of traditional system of yoga and meditation among the stakeholders. The college has collaborated with 'PrajapitaBramaKumariIshwariyaViswaVidyalaya' for conducting meditation classes. An add-on course in the college on 'Stress Management' using traditional methods of meditation. In this respect the college collaborated with Madhyamgram 'GURUKUL'. Yoga experts from this institute visited the college in order to conduct yoga sessions. 'International Yoga Day' was also celebrated. We observed Azadi Ka Amrut Mahotsav initiated by the Central Govt. of India and many students as well as stakeholders participated in the programmes. Our Cine Club presented various documentary films mainly related to Independence and Transgender, Gender Equality. Documentary movies on Mahatma Gandhi, Ambedkar, Asutosh Mukherjee and Shyama Prasad Mukherjee, Chittaranjan Das, Khudiram Bose, Netaji Subhash Chandra Bose, Partition, Transgender- 'I am Jayita'. We also hosted a PPT presentation session on Gender Equality and Women Empowerment. At the time of Amphan and Yash we distributed reliefs among the poor people of our adopted villages and Sandesh khali.
5. Focus on Outcome based education (OBE):	Outcome –based education is an educational theory that bases each part of an educational system around

specific goals. Outcome based education has gained much impetus in the contemporary education system. Student participation is an essential part of OBE. THE students can do their learning and analyze their skills and development. Additionally parents and educational communities can get involved either by way of developing a curriculum or making changes to it. This upholds the standard of education and ensures a students through preparedness for life after. OBE thus aims to assess the competence of learners in their totality. It takes e holistic approach in describing the competence of a learner in terms of knowledge, skills and values. Being an affiliated college of the WBSU, we are bound to follow the university designed curriculum. Still the college has started certain initiatives for outcome based learning for the benefit of students. Programmes are conducted for the Students to equip them with art and crafts skills. Collaboration with Pidilite Industries has been done in this respect. This will help to empower the students in finding out alternate ways of self-employment. Our Chemistry Department had taken initiative to guide the students to make Sanitizers for distributing among the poor people. One of the main aims of outcome based education is to empower the students and ensure their success in the job market. For this purpose, regular work shops are being conducted for equipping students with knowledge regarding the various competitive examinations. Orientation towards job related courses have been conducted by ICICI Academic, Bandhan Skill Development Centre(supported by BANDHANBANK),RICE Institute, GeorgeTelegraph, Pune Institute of Business Management, Gillette P&G, Anudip Foundation, IIT Kanpur etc. Our college has also offered the facility of online career counselling system to the students for getting job in future. The Post-Graduate department of Geography has initiated the development of skills that make the students adapting handling GPS, Geo referencing and preparation of various types of maps. Students also become proficient in techniques of field study. Students of Computer Science and Education Department become expert in various soft skills and ICT tools. The students of English and Bengali develop proficiency in communication skills, proofreading, advertisement and marketing skills. The various add-

	on courses organized by different departments also help in improving the proficiency of students in learning of different skills and fulfilling the objectives of Outcome based learning.
6. Distance education/online education:	We have two affiliations in Distance Education - Vidyasagar University and Rabindra Bharati University. Vivekananda College Distance Education Centre under VIDYASAGAR UNIVERSITY, was established on 3.9.2010 vide affiliation no.-VU/DDE/3969/2010. Six subjects are affiliated to this course- Bengali, English, Sanskrit, Geography, History and Political Science. The centre code is 22. During the financial year 2017-2018, the total income was Rs 13, 13,875 and total expenditure was Rs 11, 67,018.17. 206 students were admitted to various streams. The total student appeared in final examination that is 104 and passed out 103. During the financial year 2018-2019, the total income was Rs 12, 36,450 and total expenditure was Rs 8, 70,011.56. 89 students admitted to various streams. The total student appeared in final examination that is 79 and passed out 78. During the financial year 2019-2020, the total income was Rs 5, 80,775 and total expenditure was Rs 8, 73,845.56. 37 students admitted to Part –I and 73 students were admitted in Part –II. The total student appeared in final examination is 73 and passed out 70. During the financial year 2020-2021, the total income was Rs 60000 and total expenditure was Rs 589370.80. 190 students admitted to Part –I and 28 students were admitted in Part –II. The total student appeared in final examination is 73 and passed out 70. During the financial year 2021-2022, the total income was Rs 5, 90,701 and total expenditure was Rs 3, 98,235.80.167 Students admitted to various streams. The total student appeared in final examination is 175 and passed out 175. Vivekananda College Distance Education Centre under RABINDRA BHARATI UNIVERSITY, was established on 06.08.2015 vide affiliation no.-DDE/RBU/DR/0238 (B)/15. Four subjects are affiliated to this course- Bengali, Geography, History and Education. The centre code is 43. During the financial year 2017-2018, the total income was Rs 3, 46,192 and total expenditure was Rs 2, 60,328.Total students admitted to various streams are 166. The total student appeared in final examination that is 62 and passed out 61. During the

financial year 2018-2019, the total income was Rs 2, 56,829 and total expenditure was Rs 2, 45,858.Total students admitted are 67. The total student appeared in final examination that is 32 and passed out 28. During the financial year 2019-2020, the total income was Rs 1, 41,874 and total expenditure was Rs 1, 48,825.Total students admitted to various streams are 50. During the financial session 2020-2021, the total income generated was Rs 1, 01,228 and total expenditure was Rs 2606.Total students admitted are 45. The total student appeared in final examination that is 61 and passed out 58. During the financial year 2021-2022, the total income was Rs 78,929.90 and total expenditure was Rs 13,018.90.Total students admitted are 58. The total student appeared in final examination that is 35 and passed out 35. The results of students under distance education of the institution are quite satisfactory. The college endeavors to carry out this alternate mode of education in the future as well.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, an Electoral Literacy Club has been set up in the college on 2nd January, 2023
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The ELC coordinators and members are selected by the Principal from various stakeholders of the college. The ELC is functional with the following office bearers: Sl. No. Name 1. Dr Rimi Roy Associate Professor Teacher Coordinator 2. Dr. Priyanka Dutta Assistant Professor Member 3. Dr Siddhartha Chatterjee Assistant Professor Member 4. Mr Pritam Ghosh Non teaching Staff Member 5. Abhranil Chowdhury Final Year student Student Coordinator 6. Sudhangshu Saha Final Year student Member
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under	The ELC of the college has been constituted since one month. So the Club is yet to arrange any formal camp or initiative under its purview. But the college generally organizes the following activities related to 'Electoral Processes and General Election' under the personal initiative of the Principal: a) The college organized a camp for updating Voter List in collaboration with the Barasat Block 2 Election

privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Office as per direction of the Election Commission. The students' body of the college help enlist new voters. b) The teachers, in general, campaigns in the college to encourage the new students to enter their names in the voter list. c) The college along with representatives from BDO, Barasat Block 2 arranged mock voting session in college campus to familiarise with the functioning of EVM and VVPAT machines. All teaching and nonteaching employees along with students participated with great enthusiasm in that camp. d) The college conducts periodic campaigns among students to make them aware of their democratic rights and importance of casting vote under the slogan "My vote, my right". e) The nonteaching staffs of the college act as BLO (Booth Level Officer) under Election Commissioners' Office to scrutinize documents during voter list correction & rectification camp. f) Many teaching and nonteaching staffs of the college acts as Presiding Officer under the Office of Election Commissioner during Loksabha, Bidhansabha and local body election.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Although no initiative has been taken under ELC yet, as it has been formed for one month only, Dept. of Political Science observes Constitution Day on 26th November each year to commemorate the adoption of Constitution of India and to instill among the students the idea of democracy.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Students above 18 years who have still not registered their names in the voter list are encouraged by the teachers to do so.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3937	2489	1992	1591	1706

File Description	Document
Upload supporting document	[View Document]()
Institutional data in the prescribed format	[View Document]()

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 47

File Description	Document
Upload supporting document	[View Document]()
Institutional data in the prescribed format	[View Document]()

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
47	47	47	27	19

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
47.19290	47.44091	85.01096	62.02486	131.24302

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Efficacy of curriculum development ensures listing of topics, sequence of topics, clarity, accuracy and appropriateness of topic presentation. The institution ensures emphasis on topic delivery, completing in proper frequency with depth and pace. The faculty makes sure that the overall structure is integrated, interdisciplinary and focus is on conceptual ideas. Here stress is given on analytic approach, communication and proper reflection.

Here the professional development of the teachers is ensured. Importance is given to class size and preparation allotted per class. There are practices of internal assessment in the institution. Further care is given to the language proficiency of the students. Again, by conducting parent-teacher meeting, parental involvement in the wards' progress is duly considered.

The college prospectus offers information on the evaluation blue-print to the applicants. The News letter offers information regarding various activities of the college before the students.

The college has a detailed academic calendar which is distributed to the students at the commencement of every academic session.

Each Department meets the students in every semester in a session where they discuss on the teaching plans – its design, progress, difficulties in implementation, modification and receive feedbacks from the students.

Every year Departmental teachers meet together along with the administration at least thrice to discuss academic calendar and teaching plan – the modalities, expectations, constraints, strategies to overcome difficulties.

Before the commencement of every semester respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this, the Routine Sub-Committee prepares a detailed time-table for the entire semester. Finally this is distributed to the Departmental teachers and the students through Notice Board and website also.

The faculty helps the students to find the relevance in learning. The institution ensures that the students demonstrate the talent by conducting debate, extempore. Stress is on developing new skills to enable the students to achieve success.

Here the practice is to ensure that students are the units in the learning development process. The faculty helps the students to identify critical topics for review, develop questions, planned enquiry and they share the learning process and content. The faculty oversees the connectivity and interaction among students

through processes to organize the skill of learning. Our students are able to tackle multi-levels of activity and challenges. In case of Post Graduate Departments (M.Sc in Geogarphy, M.A in Bengali and M.A in Education) the time table shows both under graduate and post graduate classes effectively. The curriculum for Under Graduate and Post Graduate courses is accordingly distributed among the faculty members and lesson plan is submitted herewith.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 43

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 58.53

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2962	0	1228	1409	1258

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human

Values, Environment and Sustainability into the Curriculum

Response:

Professional Ethics:

The college is affiliated to the West Bengal State University and hence has to follow the syllabus/ Curriculum as laid down by the parent University. However, in each subject, wherever possible, classroom teaching integrates major social issues like gender, professional ethics, human values, environmental issues etc. in various ways within the parameters of the syllabus. Through student participation in seminars/ webinars, Poster Competitions, Documentary film, these issues are addressed. This can be illustrated with reference to some activities undertaken by some of the Departments.

Gender

Although the college is meant only for boys but different programmes are undertaken to introduce the young minds with different cross cutting implications on Gender Issues.

Syllabi of different programmes, as much as feasible, incorporate topics in such a way that Gender Issues automatically become included in different class room discussions.

Seminars and workshops are organized to sensitize students to this area. Teachers also counsel the students in the college campus. Cultural and Extension activities are also set in such a way that the students are required to review the issues on their own.

Human value:

The Political Science Department and Cine Club presented a documentary film on Transgender that is "I am Joyita" for grew up the awareness among the students about Transgender on holistic attitude. This type of awareness is very much needed of our society.

Environment and Sustainability:

Political Science, Geography, Education and History Departments presented wall magazines, wherein students are encouraged to do research on a given environmental issue (health & hygiene, biodiversity conservation etc.) and make posters on these issues. Through class presentations also awareness on various environmental issues is being taken up. Through Environment Studies Project work the students gain practical knowledge on the environment and issues related to the environment. In United Board sponsored projects students have been involved in assessing floral and faunal diversity in the campus and environmental audit, water quality assessment in the campus. The Geography Department, NSS and IQAC organized plantation programme in regular basis. The NSS and IQAC organized Seminars on Environmental issues in regular basis to grow up the essence regarding environment and how to save the earth properly by future generation.

The Annual Retreat every year focusses on major moral/ social issues related to life. These occasions are a way of helping the student grapple with complex issues of existence and inculcate strong values that help them in later adult life.

File Description	Document
Upload Additional information	[View Document](#)

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 52.32

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 2060

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 80.01

2.1.1.1 **Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2106	1415	1272	761	778

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2583	1741	1564	1138	888

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 52.06

2.1.2.1 *Number of actual students admitted from the reserved categories year - wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
623	435	440	250	215

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1241	827	744	539	420

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 83.77

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 using ICT tools

Response:

1. Teaching faculty of the College promotes and exhibits experimental learning method. The main objective of this method is to indulge and develop experimental learning approach amongst the students. The teacher plays the role of a facilitator ensuring that a student has access to all learning material that will help ingraining knowledge through experience.
2. Specially, departments like Physics, Chemistry and Geography use this method in the teaching-learning process to facilitate learning abilities of students. The instructor guides rather than directs the learning process where students are naturally interested in learning.
3. Reflecting and innovation teaching methodologies are employed. Almost all faculty members make extensive use of ICT in the class room.
4. Emphasis is given on skill development. For this, a skill Development Centre has been set up within the institute to provide adequate training in soft skill, language and communication skills, skills and awareness on the technology through various programmes.
5. Students also conduct workshop in the filled in which they have gathered more experience and knowledge. They also take part in organizing various extra and co-curricular events which help them in developing their Organizational skills. Special programs on Women's Day, Republic Day and World Environment Day are also conducted by them.
6. Intern ships are regularly offended to both UG and PG students.
7. Students undergo educational tours from different subjects like Geography Benaras(2019), Bolpur(2019), Lingthan(2022), Education Benaras(2019), Bolpur(2019), English Jorasanko(2018-2019), Bengali Bolpur, Santiniketan, Jorasanko(2018-2019) and History Chandraketugarh, Gandhighat and Indian Museum(2018-2019). They are guided during pursuing their tours and helped them to expand their thinking abilities

8. Students of Geography Department pursued visit to cottage industry, Small scale industries, solar panel and water treatment plants. These visits added a beneficial horizon in the thought process of the student's vision.
9. Students also conducted E-Quiz, debates, discussions and related other activities. These help them to nurture their thinking process, enhance their cognitive ability, reflected their judgement procedure.

Participative Learning:

1. Students are given certain specific topics which are of sheer importance both practically and academically. Then, they are divided into various groups and asked to read various articles and /or summaries, further to analyses and reflect on it.
2. Students are activated using a combination of various participative methods such as brainstorming, case studies role playing, and so on. It helps them in reflective thinking, problem solving and to logically question what was taught.
3. This method provide feedback and evaluation of activities.

Problem - Solving Methodologies

1. Students are encouraged to find multiple solutions to problem and are given time to solve problems. The College thus adopts student centric learning method. Besides classroom teaching and laboratory experiment based learning, students are also involved in various innovative projects. The projects in turn, help towards enhancing the real life problem solving abilities of the students.
2. Students are guided during the searching and solving process. They carry out tasks like mind mapping on specific topics, which helps them to expand their thinking potentialities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
47	47	47	27	19

File Description	Document
Upload supporting document	[View Document](#)

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 81.82

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
38	38	38	24	15

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Internal assessment is an important part of the continuous evaluation process. It helps to reduce the burden and tension of the students related to the final examination. It also helps the students in better preparation for their end-semester examination. The college has initiated continuous internal evaluation in accordance with the norms and guidelines as stated by West Bengal State University. Every effort is made on the part of the college to conduct the internal examinations with the utmost level of transparency.

- **The Institution informs the students and parents about the schedule of the Internal and External examinations in the beginning of the academic year. The students are also informed about the detailed schedule of the internal examination through notification in the website well in advance.**

- **The examination and assessments are carried out in accordance with the set academic timetable. The answer scripts of internal assessments are shown to the students.**
- **Availability of previous years' external and internal question papers-both theory and practical is ensured in the library for the ready reference of students.**
- **The internal papers are evaluated within a week of the day of exam and the marks are communicated to the students in the classroom. The teachers also make an effort to clear the doubt of the students regarding the question paper. Students are also advised regarding the various ways in which they can improve their performance.**
- **Furthermore, the marks and the performance of the students are conveyed to the parents in the parents-teachers meet and also via messages and emails.**
- **Online MCQ tests are also conducted as a method of internal assessment, and the results are declared to understand the learning level of students. This helps the students to prepare for competitive examination in future as well.**
- **The internal examination committee monitors and conducts internal examinations in the college with active participation of all teaching faculties and non-teaching staff.**
- **All the teachers of the concerned departments submit a set of question papers through the Head of the Department to the examination committee well in advance of the commencement of the exam.**
- **After the results are announced student can seek a revaluation of their answer sheets if needed. This will help in the clarification of their doubts.**
- **Photocopy of the answer sheets is made available to the students if they seek clarification.**
- **The answer sheets are preserved and documented for further clarification and use.**
- **For maintaining the transparency and effectiveness of the continuous internal evaluation process, the college examination committee takes the responsibility and monitors the mechanism throughout the year.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The Institution offers a number of courses/programmes, both at undergraduate and postgraduate levels under WBSU. Various mechanisms are used to communicate the Programme outcomes and Course outcomes to all the stakeholders. Utmost care is taken so that learning outcomes highlight the knowledge, skills and competency levels of the students expected after completion of their programme-

1. The programme outcome (PO), programme specific outcome (PSO) and course outcome (CO) of all programmes and courses are made available in the College website. Besides, the institution has a separate PO-CO Mapping and Attainment portal. Further, the syllabi of all of the programmes are made available online (college website), offline (departments) and students' what's app group in the beginning of the academic session.

1. The Programme outcomes (PO) and Course outcomes (CO) are also available in the institutional LMS.
2. The outcomes are communicated to the faculty-members by the IQAC and the departmental heads. The faculties actively participate in formulation and review of the outcomes.

1. The framework of the Programme Outcomes (PO) and Course Outcomes (CO) designed by the faculty are discussed in the departmental meetings and new faculty members are also acquainted. After discussion, validation and approval it is submitted to the Academic Committee and finally uploaded to the Institutional website.

1. The programme outcomes (PO), programme specific outcomes (POS) and course outcomes (CO) are reviewed from time to time and accordingly modified.

1. Programme Outcomes and Course Outcomes are discussed with the parents and their wards at the time of admission. Besides, students are briefed about POs and COs in the introductory classes.

The Institution has a well-defined mechanism, using an online software to track and monitor the attainment levels for program outcome, course outcome and program specific outcome.

The direct method operates in the following way:

- The set program outcomes, course outcomes, and program specific outcomes are collected for different courses and targets are set.

- Calculations are done for the attainment of the course outcomes to program outcomes.

- **Each CO is mapped to PO to make a (CO-PO) matrix.**

- **The result and performance data of every student is uploaded to the software which automatically calculates the attainment levels of PO, CO and PSO's.**

The IQAC regularly monitors the attainment level for every course. In case, the attainment level of any course is below the threshold level, additional measures such as remedial classes, tutorial classes etc. are conducted. The evaluation of attainment is primarily made on the basis of the performances of the students in summative and formative assessments. The summative assessment is made through the semester examination of the affiliating university, and counts for 80% of the assessment. The other 20% of weightage for internal assessment is used not only for the formative assessment of the student, but also for assessment of the course outcome.

Learning outcomes of the students are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2 Pass percentage of Students during last five years

Response: 90.07

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
723	357	366	233	163

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
723	357	371	296	298

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.94

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)*

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The institution has created an ecosystem in conformity with contemporary trends for transfer of knowledge, collaboration for faculty exchange programmes, Functional MOU for dissemination of knowledge and information to the stakeholders and for research and other academic activities. Transfer of knowledge at the institutional level involves interaction and interdependence among different faculties, other institutions and agencies operating from different places across the world. The college has already entered into collaborative agreement with other institutions for faculty exchange programme and several MOUs have been signed.

Workshops and seminars have been organized by the institution on a regular basis over the last five years. There have been workshops and seminars on teaching learning, ICT, Value added and skill enhancement courses, Gender and psychological issues, science and technology, health and hygiene, energy and environment, yoga and meditation and so many other issues relevant to contemporary lives and society. The institution has played a leading role in this regard by inviting teachers and scholars with expertise on relevant fields from different parts of the world to deliver lectures on contemporary issues. There has been regular interaction between the institutions and other institutes like IIT Kanpur, PIBM, RICE EDUCATION, ORION EDUTECH, ANUDIP FOUNDATION, BANDHAN SKILL DEVELOMENT, GEORGE TELEGRAPH, ICICI Academy for Skills, ANACADEMY, LALANI COMPUTER ACADEMY Pvt. Ltd., for transfer of knowledge, skill and technology involving the teachers and the students. Different Professional and technical courses have been introduced by the institution pertaining to

the needs of the students and the demands of the contemporary economy and the society.

Research paper publication is another area in which the institution can claim a measure of success. Teachers have published research papers in scholarly journals, with international recognition .There have been publication in different fields like Science, Literature and Humanities.

The annual performance appraisal system motivates faculty to enhance their research performance. Teachers are encouraged to undergo professional development programmes and organize and participate in conferences, seminars and workshops.

The college has subscribed to the UGC scheme N-LIST which provides the teachers access to a wide range of online journals, books, data and resources.The college also has LMS which enables creation and transfer of knowledge.

The college plans to publish a multi-disciplinary journal in the near future which will aspire to motivate the faculty members for independent and multi-disciplinary research.

The CBCS curriculum prescribes project work for various courses which promotes independent thinking and research aptitude amongst the students. The college also encourages peer teaching to enhance participative learning and inculcate the habit of creation and transfer of knowledge.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 95

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
57	5	19	9	5

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 *Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*

Response: 1.28

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
12	19	10	10	09

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.77

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
08	8	9	4	7

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The institution has regularly and successfully carried out various extension activities in the neighbourhood community .   by sensitizing students to different social and environmental problems . The college has identified itself with the community and motivating the stakeholders to get involved in social work. This helps in fostering their holistic development and at the same time benefits the community. The stakeholders of the institution are actively involved in getting the students motivated to do some community development work for the resolution of different social and environmental issues. The NSS unit of the college with active participation of teachers and student volunteers are regularly engaged in various community development programmes at neighbourhood localities and in adopted villages. The NSS unit has done a lot of work including conduction of Health check-up camp, Eye check up camp, Thalassaemia detection camp, Blood donation camp, Anti-tobacco awareness programme, Awareness programme on Tuberculosis, vaccination camps for Covid-19, MR Vaccination camps etc. Seminar and Workshops on various social issues like gender, women empowerment have also been conducted periodically for raising the awareness level. The NSS volunteers are also engaged in maintaining the greenery and cleanliness of the campus and surrounding areas. Tree plantation Programmes in the campus have also been carried out as part of environmental awareness. The students have also actively participated in rallys on socially relevant issues like 'Safe Drive Safe Live', 'Anti-Plastic campaign', 'Promotion of Bicycle as means of transport', 'Dengue prevention' etc. A campaign was carried out in the neighbourhood localities to empower women and make them independent in carrying out internet banking services. Besides, the students visited the adopted villages periodically and conducted various community development activities under the Unnat Bharat Abhiyaan. During the pandemic period, sanitisers and masks were distributed among the villagers and awareness lectures were conducted specially for the village women and children. Apart from these, stationary items, copies, drawing kits and some food items were also distributed among the primary school children. Soil tests and water tests were also conducted in the villages and knowledge was shared with the local villagers for their benefit with the help of village panchayats. The institution recognizes its crucial role of empathy and leadership during natural calamities and disasters. Food items, medicines, masks and sanitisers were distributed among the villagers during the two devastating cyclones- YASH and AMPHAN. The impact it has created on the community and the society over the last few years is very much visible This is evident from and reflected in the activities carried out by the institution through the NSS, IQAC and other units. The community service and social work has immensely benefitted the target group and also contributed towards environmental sustainability.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The institution is actively involved in various extension activities for which it has been duly recognized by different Government and non-government bodies.

Recognition from various Government institutions include-

- **ARIIA(Atal Ranking of Institutions on Innovation achievements) has recognized our institution as brand performer under the category 'General' on 29/12.2021.**
- **SWACHHA Bharat pledge certificate has been awarded by Govt. of INDIA on 1/4/2022.**
- **Mahatma Gandhi National Council of Rural Education, Dept. of Higher Education, Ministry of Education, Govt. of India has certified our institution as'Recognised Social entrepreneurship, Swachhta and Rural Engagement Cell' Institution on 1/9/2020**
- **The Ministry of Education has awarded a certificate for establishment of Institution's Innovation Council in the campus as per the norms of Innovation cell, Ministry of Education on 1/8/2022**
- **The MHRD has recognized our college as Social Media Champion on 30/8/2019**
- **The State Blood Transfusion Council, West Bengal, Swasthya Bhawan has awarded a certificate of appreciation to our institution on 27/6/2022 for organizing a Voluntary Blood donation camp.**
- **The Dept. of Agriculture Cooperation and Farmer's Welfare, Govt. of India has certified on 13/5/2022 regarding the Institutions's efforts of on World Soil Day**
- **The Ministry of Earth Sciences has certified our institution regarding efforts made on ' Save and Restore Our Beloved Mother Earth Pledge' on 13/5/2022.**
- **The National Water Mission has certified the institution's efforts on 'Catch The Rain Pledge' and our commitment to clean up local water sources and promote Rain Water Harvesting(13/5/2022).**
- **The Ministry of Women and Child Development, Govt. of India has certified our college for the efforts to maintain Cyber Safety for Women and stand strong against discriminatory practices.(13/5/2022)**
- **The Ministry of Road Transport and Highways, Govt. of India, has certified our efforts on promoting Road safety(13/5/2022)**
- **The National Commission for women has certified our efforts on promoting Women's rights (13/5/2000)**
- **Ministry of Health and Family Welfare has certified our efforts on TB-Mukt Bharat.(13/5.2022)**
- **Ministry of AYUSH has certified our efforts on encouraging Yoga.(13/5.2022)**
- **The National Human Rights Commission has certified our efforts on promoting Human rights (13/5/2000)**
- **The DSCI has certified our efforts on promoting consciousness regarding data privacy. (13/5/2000)**
- **The Swaccha Bharat pledge has certified our efforts on promoting cleanliness.(13/5/2000)**

Recognitions from non-govt.institutions-

- **ISO Certificate registered from 5.1.2019 to 1.4.2023**
- **INDIA TODAY has been ranking our institution since 2018 and our college has been ranked among the top hundred colleges of India. The mazagine has recognized our college among the top ten emerging colleges of the country.**
- **Outlook –Care ranked our college among top hundred colleges of the country.**
- **Open Magazine has also ranked our college among top hundred colleges of the country.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 80

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

2021-22	2020-21	2019-20	2018-19	2017-18
34	15	10	12	9

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 23

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

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

Vivekananda College sprawls over an area of 1.81 acres including the area of second campus which provides ample framework for carrying out learning process, career progression and advanced education. The institution caters to the needs of about 3937 students (2021-22). We have one Principal's room, 6 teachers' rooms, one office room , one accounts room, one IQAC room, NSS room, 3 Smart class rooms , one seminar hall, one central library room, 6 departmental libraries, one ladies' common room, one boys' common room, one Unnat Bharat Abhiyaan room, one Cafeteria, one night guard room, 3 store rooms, one reading room, one open stage ,gymnasiam room and one dark room. Besides, there are 17 latrines and Bathrooms, 32 CCTVs, 24 ACs, 8 solar lights, 2 xerox machines, 3 hanging projectors, one portable projector and 12 printers. We also have one virtual class room. We have 6 laboratories viz. i) Geography , ii) Education , iii) Computer science , iv) Chemistry v) Physics and vi) Journalism and Mass Communication. The Department of Geography has a well equipped Remote Sensing and GIS laboratory. We have one Digitalized library which houses 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 & some indoor sports facilities. We have 57computers & 40 Class rooms (including laboratories) for the students and all stakeholders.

Vivekananda College has wholeheartedly attempted to comply with all the imperative standards expected of the affiliating college as far as infrastructural framework, provision of learning material, ICT devices etc are concerned. Every one of the departments are furnished with sufficient   study halls, research facilities, Log Book, Activity Record Book, Attendance Register, blackboards, white board, white chalks, coloured chalks, duster and so on. College faculties are permitted to utilize advanced study hall, meeting room, computers and internet facilities as and when required. The open stage is used for Meditation sessions. Besides the students and teachers also benefit from the use of gymnasium. Aside from Central library, some of the departments, specifically the post-graduate departments, maintain their own departmental library for UG and PG students. The college campus is secured with Wi-Fi Internet facilities to be utilized by instructors, students   and other stakeholders for scholastic and regulatory purposes.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five

years (INR in Lakhs)

Response: 17.7

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
7.50751	4.49164	33.92124	5.16064	14.92

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Vivekananda College Central Library has started alongwith the establishment of the college in 1986 to cater to the academic needs of the faculty, students and staffs. The library has started automation using Integrated Library Management System (ILMS) since 2015. The KOHA software has been installed in the college library for automation and presently use version: 21.11.03.000. KOHA is a full – featured open source Library Management software on Ubuntu 14.04 platform. It is customized web – based Inter face with full MARC Support (MARC 21 and UNIMARC) and include Z 39.50 server and client for data interchange. The library is partly automated and try to implement different module of KOHA. After the books procurement by the library the "Cataloguing" module of KOHA is used to process them and generate the searchable bibliographic record for proper utilization of the resource. Barcode have been generated for books after entering them in KOHA Library Management System. Each book entered into the system has barcode pasted on the front side of the book. The" Reports" module of KOHA is being used to gain general and specific data regarding library services.

The college library is a member of NLIST program of the UGC – INFLIBNET centre for the purpose of accessing the electronic resource like SodhGanga and SodhSindhu. Through this program we have the access to more than 6000 full text electronic journals and more than 3,00,000 full text electronic books. Central library of college has Online Public Access Catalogue (OPAC) which is accessible to the teachers, students and alumnus through internet.

Besides the books of different UG and PG courses, the College library has a good collection of journals, reference books, books written by eminent personalities, book bank and books contributed by alumnus. Inter – library loan procured among central library and departmental as well as seminar library.

The library provide remote access to the digital resource such as previous years question papers, list of newly arrived books etc. to its users.

Facilities:

- **Lending of books for home by issuing card.**
- **Reading facility for students and teachers.**
- **Journal section.**
- **Reference Service.**
- **Career guidance section.**
- **Digital corner.**
- **Reprography service.**
- **Question paper services.**
- **OPAC services.**
- **Newspaper   section**

4.2.2. The institution has subscription for the following e–resources

- **e–journals**
- **e–sodhsindhu**
- **Sodhganga**
- **e–books**
- **data base**
- **remote access to e-resources**

File Description	Document	
Upload Additional information	[View Document](#)	
Provide Link for Additional information	[View Document](#)	

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

(i) The institution has a very robust and updated IT facility that is comprehensive as well as secure.

(ii) The college has expanded as well as upgraded its IT infrastructure within the last five years. Some of the initiatives taken are as follows:

- The college campus uses Meghbela broadband internet lines each of which have 100 Mbps(optic fiber) that connects. Its divided with 4-5 segments in whole college campus area.

- College Main office.
- Accounts office.
- Physics Department.
- Chemistry Department
- Mathematics Department
- Journalism & Mass Communication
- Computer Science Department
- Principal Office
- Library
- Teachers Room
- Seminar Hall
- Computer Lab
- Geography Lab
- Education Lab
- Virtual ClassRoom
- Smart ClassRoom

(iii) All the other academic departments have been provided with wi-fi dongles to enable multi-user internet connection. Institutional funding is being made available for renewing the wifi on a monthly basis.

(iv) The LAN facilities in the Central Library are provided through a dedicated line of Mehgbela cable 4 Mbps supporting the KOHA software.

(v)The Internet Kiosk under the Central Library has a dedicated Mehgbela cable leased line with a static IP and upload-download speed is 70 Mbps.

(vi) Our all computers are highly secured with Quick-Heal Total Security for Cyber Safety.

(vii)A Separate Computer Laboratory has been set up for the students of mathematics Department.

(viii) Math's lab is being used by the Mathematics Department as part of its upgraded syllabus requirement.

(ix) The Computer Science department uses various updated software packages such as Python, Java, LOGISIM, Microsoft visual studio, Oracle express, Microsoft SQL Server, C, C+++, etc. They also use LINUX Operating system for UG 1 and 2nd yr lab and both LINUX and Windows for both UG 3rd year and for Central Computational Facility Laboratory (erstwhile general laboratory).

Additional Information :

(i) Total number of Computers and its configuration.

(ii) List of Software used and available.

CampusXpert, KOHA, Student Feedback system, Student Satisfaction Survey , Online Career Counselling,

Student Plus, Finaware, Quick Heal, LMS, MP Navigator EX 2.0, e Time Track

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 69.07

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 57

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 23.83

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
19.66291	30.31946	5.56057	17.00378	16.32

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 56.63

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2498	1203	1113	941	879

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *Capacity building and skills enhancement initiatives taken by the institution include the following*

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 63.31

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
3937	1260	556	729	935

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 24.38

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
185	90	42	67	65

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
723	357	366	233	163

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 26.09

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
06	07	04	0	01

5.2.2.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
20	15	14	10	10

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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 last five years

Response: 8

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at*

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	2	0	2	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 10.2

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
18	04	10	10	09

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response:

The alumni association of any institution acts as a bridge between the past and the present. The Alumni Association of Vivekananda College (Applied for Registration) aims to promote cordial relationship between the institution and the alumnae. The association was formed with the objective of sharing knowledge, experience and information among the alumnae, the faculty and the present students. The alumni association was established in the year 2015. The annual alumni association meetings are held every year to provide opportunity to the members to meet their friends, peers and teachers. It also helps

them to exchange memories and experiences that have enriched their lives. This assemblage of the ex-students every year strengthens their ties with their alma mater, helps them to revive and recapitulate their experiences of the memorable days spent in the college. They share about their achievements so that the fresh graduates are able to better equip themselves to face the challenges of their imminent future. Thus, the alumni association functions effectively to strengthen the ties between the institution and its members. The annual coming together inculcates a spirit of unity and reinstates the connection with their alma mater. This forum helps them to interact with the fresh graduate and post graduate students and opens wider avenues. This cements the bond with their juniors and the institution as well.

The alumni share their expertise and best practices in a given field. The visit of the alumnae and the various programmes arranged by them provides immense inspiration as they are the best ambassadors of the college. The Alumni not only contribute financially but also academically. Some of them act as resource persons and are invited as guests to deliver special lectures in their areas of specializations. Apart from financial contribution, the alumni association of the institution has contributed towards students' welfare by donating books to the library. They have actively participated in extension activities. The members have donated various stationary items among primary school children in the college adopted villages. Besides they have also taken active part in relief distribution in remote villages during the natural calamities like Amphan and Yaas.

Alumni from corporate and private sectors also provide support to students' career placement initiatives. The alumni network helps the current students in providing information regarding placement offers as it is the biggest source of placement information . This network helps to maximize the earning potential of the students who are ready to venture in the professional world. Feedback is also taken from the alumni since they can give candid suggestions and inputs for the improvement of their alma mater.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Vivekananda College, Madhyamgram is an evolving and vibrant institution that caters to the aspirations of under-privileged youth living in the peri-urban areas around the College. The College has been striving to provide quality higher education to local youth since 1986. It received "A" rating from NAAC in the year 2016 and is in its second cycle of accreditation. While conforming to the guidelines laid down by the Government of West Bengal and University Grants Commission the institution has put in place governance mechanism by forming a Governing Body that enables it to achieve institutional mission and vision. The Governing Body, responsible for taking all major policy decisions, is presided over by an eminent personality from the locality. The Principal serves as ex-officio Secretary. It also comprises of 3 teachers' representatives, 1 member from non-teaching staff, 2 State Government and 2 University nominees. It also has 1 student's representative which will be filled up after completion of Student Union election. While the Governing Body along with the IQAC is involved in taking all major decisions, the various sub-committees assist them in various aspects of governance. Some of the important sub-committees being Finance, Purchase, Academic Sub-committee, Anti-ragging, VISHAKHA, SC/ST/OBC/Minorities and Library sub-committees.

The vision and mission of the institution are:

Mission

- Providing quality higher education at an affordable price catering to the aspirations of under-privileged local youth
- Guiding and handholding students in increasing their value in the employment market
- Providing a platform for holistic self development and harnessing individual talents
- Creating awareness about social responsibilities and duties as citizens of the new millennium
- Inculcating the spirit of Nationalism and brotherhood envisioned by great Indian thinkers like Swami Vivekananda

Vision

- Creating self-reliant future citizens of the country who are aware of their societal responsibilities
- Improving the quality of life of people who come in contact of the institution
- Inculcating a sense of dedication and discipline in life
- To instil a sense of inclusiveness, accountability and transparency among the students for greater cause
- Our main objective is honesty & in all respect we maintain honesty for developing the college.

File Description	Document
Upload Additional information	**View Document**
Provide Link for Additional information	**View Document**

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The college has initiated various programmes and strategies to open up new vistas of knowledge for the students in order to strive for excellence. For this purpose various skill development programmes and add-on courses have been introduced for the undergraduate and post graduate students which have been received with wholehearted participation from the students across all streams.

Certificate programme on Stress management and Meditation was organized in collaboration with Prajapita Brahma Kumari Institute. Art and Craft Workshop was conducted in collaboration with Pidilite Industries limited. Training Programmes on wide ranging issues like Effective Communication, Time management and Goal Setting, Inter Personal relationship, Grooming and Etiquettes was conducted by IPE(Institute of Professional Excellence) for the Non-teaching staff of the college. IPE has conducted training programmes on Development of Personality & Social Responsibility for students. Besides a host of training programmes have been conducted by IPE for teachers that include training programme on Effective mentoring and Social responsibility, Effective communication skills, training programme on Stress management and Work Life Balance. Certificate course on Computer Awareness Programme and computer application was conducted by Webel Technology Limited.

With an aim to achieve excellence, the college has opened a host of add-on/value added course in the last five years. Add on course has been conducted on Human rights, English communication skills, History of Mathematics, Archives and museums in India, Computer basics and its application, Python, ICT tools, Contemporary issues in Education, Film making and Cinematography, Proof reading, enhancement of job oriented skills, Stress management, Feminism and Post modernism, Boolean Algebra, Interactive media, Curriculum enrichment and several other important topics.

Besides, MOU has been initiated with several institutes and colleges to facilitate faculty and students exchange. MOU has been signed with other institutions like East Calcutta Girl's college, Panihati Mahavidyalaya, A.P.C. College, New Barrackpore, Hiralal Mazumdar Memorial College for Women, Barasat College. MOU has been also signed with institutes like George Telegraph Educational Institute, RICE education , Bandhan Skill Development, ORION Edutech, Anudip Foundation,Infonetics , Right Brains Technology and Lalani Computer Academy for technical skill development and job training to the students. Apart from these initiatives, IIT Kanpur and Pune Institute of Business Management have also conducted grooming sessions for the students.

This will go a long way in optimizing the knowledge base of the students and prepare them for competitive examination and enhancing their job prospects in future in a systematic manner.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Our institution is committed to provide effective welfare measures for its own human resources, its teaching and non-teaching staff. The college authority always strives to meet the requirements of its teaching and non-teaching staff as recognition of their commitment and dedication to service. The following welfare measures have been initiated in this regard-

- General Provident Fund for all the teaching and non-teaching staff is ensured through Government Treasury as per Government rules. Pension benefits is well streamlined and efforts are made to disburse pension and gratuity benefits to the retired employee at the earliest.
- All types of leave are allowed as per the University Statute and Government regulations. It includes maternity leave and Child care leave too. Leave accounts are maintained properly so that no staff member faces any difficulty at any point of time during and after the service period.
- All permanent employees are allowed to draw medical allowances as per the state government guidelines. Besides, Government salaried staff are encouraged to join Government Health schemes- West Bengal Health Scheme .
- The institution is very supportive to ensure that all it faculty members as well as non-teaching staff meet the required criteria for career advancement (promotion).
- The institution facilitates leave to faculty members as permissible under the Government norms to complete Ph.D.
- The institution allows duty leave for faculty members to attend various courses stipulated by the University Grants Commission like Refresher Course, Orientation Programmes, Faculty

Development Programmes and Short term courses.

- Faculty members are encouraged to attend international, national as well as local seminars of importance as resource person and as paper presenters. Duty leave is allotted accordingly.
- The institute also encourages faculty members to apply for Major and Minor Research Projects under various Central / state Government schemes.
- Festival advance is given to Non-teaching employees before Durga Puja which is recovered in the subsequent ten months.
- Administrative training, Financial Management training, Internal management training, Software training has been periodically arranged by the college for Teaching and non-teaching staff.
- All monthly payment of casual staff is directly credited to their bank account to ensure transparency. No master roll system of payment is encouraged.
- The casual non-teaching staff of the college get an ex-gratia payment equal to their one month's pay.
- Medical camps are periodically organised by NSS unit of the college for health and eye check-up of its staff members.
- The staff members are entitled to enjoy the indoor games and Gymnasium facilities provided by the college at their leisure time. The college has a canteen where food, snacks are available to the staff at a reasonable price.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 42.15

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
22	11	39	17	13

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
11	11	13	13	7

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

A well-defined mechanism is in force in the institution for financial audit to have discipline and transparency in financial management of the institution. This also helps in preparing strategies for mobilization and optimal utilization of resources. The accounts of the institution are subject to both internal and external audit of all financial activities.

The **Internal Audits** of the institution are carried out regularly by our internal audit firm (N.K.Ray Choudhury and Associates, Chattered Accoutants, Sidco Global Tower, Suit No.801, 8th Floor, CN Block, 8/2 Sector –V, Salt Lake City, Kolkata-700055,West Bengal), appointed by the college authority. Based on the accounts and records submitted by the college office, Mr. Parimal Moulik, Partner of the above-mentioned company (Membership No. 059926), on behalf of the firm, conducts the internal audits and hands over the reports to the Principal of the college. The audit reports are prepared annually. After an in-depth study and analysis of the report, the Governing Body instructs the concerned section to rectify the errors, if any, to set right the audit objections.

The **External Auditor** are appointed by Directorate of Public Instructor as per the Government norms and rules. The objections mentioned in the report are communicated to the concerned sections for immediate rectifications.

The college authority has completed statutory audit by the Higher Education Department for the financial year 2017-18 and 2018-2019. The Higher Education Department has not yet sent any auditor's name to do audit for the financial year 2019-20, 2020-21 and 2021-22. In this regard the statutory audit has not yet been completed. Under these circumstances, we have completed the Internal Auditor' report for the financial years 2019-2020, 2020-21 and 2021-22. Further, we have submitted the institutional return to the Income-tax Office for the financial years 2017-18, 2018-19,2019-20, 2021-21 and 2021-2022.

File Description	Document
Upload Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC of the institution plans initiatives for quality enhancement based on the observations of the prevailing trends of the institution and the current developments. The practices thus initiated are institutionalized for maintaining a even quality profile. Among such practices Use of ICT for Teaching-Learning and Student Support System have been institutionalised.

Use of ICT as a medium of teaching and learning in the institution focuses on the use of new and available technology for the purpose of teaching and learning representing a shift from conventional mode to modern and non-conventional method in the process. It provides an alternative technique of teaching and learning based on the use of ICT and E-resources.

The use of ICT as a medium of teaching and learning has been in vogue since 2015. The college has provided all kinds of support to different departments and faculty members for the use of ICT. Teachers of this institution have been using various tools and modes of ICT in the teaching-learning process. Transmission and exchange of electronic information through instructional software, email, WhatsApp and e- textbooks have been used by many teachers of the institution.

It is an important aspect of the institutional activity. It forms the basis of strong and enduring relation between the stakeholders and the college. The institution has always been sensitive to the needs and interests of the students, especially for the weaker sections and the meritorious ones. The college has developed a system of providing different types of support for different students, depending on their needs

and demands. The Principal, Honorable members of the Governing Body, the teaching and non- teaching staff of the College are fully committed to their tasks and aware of their responsibilities.

The teaching learning process of the college is continuously reviewed by Internal Quality Assurance Cell with the help of

1. Academic Sub Committee
2. Departmental Committee

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

The National Education Policy 2020 envisions equitable and inclusive education for all, with special focus on children and youth, especially girls, from socially and economically disadvantaged groups. The policy is aimed at ushering in a new era in women education as it provides a comprehensive framework for elementary education to higher education as well as vocational training in both rural and urban India.

Our institution is also committed to promote these ideals of gender equity. Various initiatives have been taken in this regard. The Vishakha committee has been taking a lead role in this regard. A variety of programmes are periodically organised to promote the ideals of gender equity. The International Women's Day is celebrated every year on 8th March with commemorative programmes. like seminars, lectures and cultural functions with active participation of students, faculty members and other stakeholders. Besides, a field survey was conducted by the Department of Philosophy in collaboration with the West Bengal State University regarding women empowerment and status of women in our modern society. Another field-based survey was made regarding health condition of women and availability of medical facilities. An awareness programme was organized by the Department of Computer Science in collaboration with Indian Bank, Udayrajpur branch, Madhyamgram to raise awareness among the local women for using Internet banking system through mobile application. This was aimed at empowering the local women in financial decision making. Dr. Atreyee Mukherjee, Prof in Philosophy, West Bengal State University delivered a lecture on Women's financial status and position in the society. Besides, a Legal Awareness Camp for women was organized by National Legal Service Authority and State Legal Services Authority, West Bengal in collaboration with IQAC and NSS unit, Vivekananda College. This was aimed at raising legal awareness level among the students, especially girl students. This has helped them to gain knowledge about the legal provisions available in the Indian Penal Code which may be of immense help in dealing with future problems. Another state level seminar was organized by the Research Coordination Committee, Vishakha committee and IQAC on Gender Sensitization and Prevention of Sexual Harassment at Work Place. Dr Gazala Yasmin, Aliah University was the eminent speaker on this topic. These programmes have gone a long way in opening new vistas among the stakeholders on promotion of gender equality. The institution endeavors to continue these initiatives in future as well.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

     1.Alternate sources of energy and energy conservation measures

2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Vivekananda College has always played a pivotal role in sensitizing students about the cultural, regional, linguistic, religious and socio-economic heritage of our great country. By virtue of its location, our college caters to the needs of students belonging to diverse backgrounds. Students of different religions, castes and communities receive education in the college. The institution aims to provide an inclusive environment promoting harmony among all the students belonging to diverse backgrounds. Students are always motivated to respect each other's believes and sentiments.

The college celebrates various cultural festivals with great enthusiasm. Every year students belonging to different religious and socio-cultural backgrounds celebrate Saraswati puja or Basant Panchami with great vigour. Besides the college also celebrates other festivals like Basanta Utsav and Sarod Utsav. Various cultural programmes are organized to grace these occasions.

Apart from these festivals the college also celebrates days of national importance like-Independence Day, Republic Day and Netaji Subhas Chandra's birthday. These occasions aim to instill among students the feeling of love and pride for our beloved nation and also promote national integration.

Besides, the institution also celebrates the birthday of great philosopher Swami Vivekananda as National Youth Day. Rabindra Jayanti and Nazrul Jayanti, the birthdays of luminaries Rabindranath Tagore and Kazi Nazrul Islam are also celebrated in the institution. Various cultural events are organized on these occasions in remembrance of these great visionaries. The students are encouraged to showcase myriad regional forms of dance, songs and poetry to grace these events. All these programmes and initiatives are aimed at creating an inclusive environment wherein students from diverse backgrounds learn to respect each other and live in harmony. They gain knowledge about the rich and diverse cultural heritage of our country which in turns helps them to contribute towards promoting national integration. Apart from these events, educational tours to historical places are also conducted by various departments which help the students to appreciate and respect our rich historical heritage. Educational tours to Shantiniketan, Benaras, Nalanda, the Indian Museum, Kolkata organized by Departments of Education, Geography, Bengali and History may be mentioned in this regard. The institution is committed to promote these ideals among its students in future as well.

File Description	Document
Upload Additional information	[View Document](#)

7.2 Best Practices

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

Response:

BEST PRACTICE 01:
Title: Entry-in-Service

OBJECTIVES OF THE PRACTICE:

1. It exposes them to a wide variety of available choices through providing students with a vast knowledge bank including questionnaire on English language, general knowledge, logic and reasoning, basic mathematics and other learning skills
2. The wide-ranging repository enables them to identify how to approach various job opportunities beyond their immediate fields of study like banking, insurance sectors, railways, teaching, other public service examinations along with vocational courses so that they may identify their suitable talents and excel in the relevant fields
3. The portal includes evaluative questions in test examinations to be completed in a time- bound manner.

EVIDENCE OF SUCCESS:

1. Students, irrespective of their career interests, can practice and appear in mock tests through the portal. This helps them to give more importance to conceptual rather than rote learning. This also helps them in improving their English language skills and simultaneously boost their confidence.

2. Scoring well helps the students to develop positive feeling about their abilities. It also act as motivation for them to always strive for excellence.

3. Online system enables them for extensive practice whenever they are free

4. Since it is mobile friendly, the preparation can be taken anywhere and anytime.

5. Students appearing for campus recruitment drive by different companies in the college have greatly benefitted from the preliminary rounds of written tests.

6. The online portal and mobile-based application enables students to develop their knowledge content and become aware of the procedure and modalities of competitive examinations.

7. The results are not only immediately generated but a result database is created where previous answers and scores of students are available to them so that they may continuously self-assess and evaluate themselves.

8. The correct answers are not only stated but explained so that the student may understand the particular question comprehensively.

9. Mathematical modules on banker's discount prepares students for the financial sector while stocks and shares motivates their skills in investment sectors.

10. Some students may not be able to avail of the online facility due to net based restraints and unavailability of computer or mobile phones. They are encouraged to use the college computers specially assigned for student use.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

1. Initially students did not take interest in the system of entry-in-service.
2. Students living in areas with remote internet access face difficulties in accessing the online system

BEST PRACTICE 02:

Title: 'Inclusive Development in selected Villages of Kemia-Khamarpara Gram   Panchayet'

1. Objectives of the Practice:

The main objective of the practice is to carry out inclusive development activities among the poor villages of the selected villages under Kemia–Khamarpara Gram Panchayet. Although the villages are located in close proximity to urban areas but still they are lagging behind in various facilities like educational attainment, sanitation, roads etc. The primary objective is to raise the awareness level among the villagers regarding education medical facilities, sanitation and cleanliness etc. Enhancing the awareness level will help the villagers in addressing these issues and will also ensure participatory community development.

(2)The Context:

The adopted villages are located in the vicinity of urban areas although they have a distinct rural character the condition of roads, educational facilities, sanitation, drinking water etc. are lagging behind medical facilities are not up to the mark. Most of the villagers do not have access to the facilities of Higher Education. Agriculture and fishing are the dominant occupational practice of the villagers. Under these

circumstances it was a challenge to involve the villagers in the developmental initiatives undertaken by the institution. Regular visits to the villages by students, teaching and non- teaching staff has helped in building the rapport with the villagers and in gaining their confidence.

(3)The Practice:

The College has adopted five villages – Kaipul, Krishnapur-Madanpur, Khamarpara, Bagbanda- Saiberia & Kirtipur located at a distance of about 12 (twelve) KMs from the College in the year 2017- 2018 under the Unnat Bharat Abhiyan. The villagers fall under the jurisdiction of Kemia-hamarpara Gram Panchayat. Various community development activities are carried out in these villages for the benefit of the inhabitants. In order to generate the awareness regarding importance of education among the primary students, distribution of copies, colour pencils, Mask & Sanitizer and other stationary items is done by the College periodically. During the pandemic period, programmes were organized to distribute sanitizer and masks among the village inhabitants.

(4)Evidence of Success:

The Programme has achieved several successful milestones. Many of the un-metaled roads have been transformed to metal roads. Clean and safe drinking water supply has also been ensured in a significant number of houses. Besides the soil testing reports and water testing reports has been shared with the Panchayet authorities which has proved beneficial for the farming community. Apart from this the knowledge regarding land sustainability for crops has also been shared with the farmers which will prove beneficial for them in diversifying their cropping patters. The primary school students have shown great enthusiasm while participating in the college initiatives. The College authorities have been successful in promoting awareness regarding education among them and most of the children seem pursue Higher Education. Street lights have also been provided in some of the villages. The College has also collaborated with the Panchayet and B.D.O. implementation of PMAY which has helped in building of several pacca house in the villages. Some local clubs have also been modernized.

(5)Problems encountered and resources required:

Some problems have been encountered during the implementation of various programmes. The dominant problem has been to manage ample time required to carry out these extensive activities a midst the hectic schedule of the college. Besides the distance of the villages has also proven to be a hindrance as transportation facilities need to be arranged for going to the villages. Besides ensuring involvement of all the villagers as part of inclusive participatory approach has also proven to be a difficulty as villagers are often engaged in farming and fishing throughout the day.

The financial resources required for carrying out these extensive programme has been a major problems. The College has received financial assistance of Rs.50,000/- (Fifty thousand) only as part of the "UNNAT BHARAT ABHIYAAN". These amount is too meagre as compare to our requirement. The rest of the resources have managed from the college fund.

File Description	Document
Best practices as hosted on the Institutional website	**View Document**

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

7.3.1 Institutional Distinctiveness (Promotion of Extension Activities)

The Institution caters to the requirements of both Post Graduate and Under Graduate courses with its focus on igniting young minds and fostering their holistic development**.** This is reflected in the Mission and Vision of the college. The college endeavors to promote an inclusive educational system which will prioritize the needs and interests of the stakeholders specially those belonging to the weaker sections of the society and make them better citizens. At the same time, the college is committed to fulfill its duties towards the society at large. The institution wishes the stakeholders to be socially responsible, participatory and committed in providing service to the people as education is not an end in itself, but a means to accomplish certain noble objectives and transmit fundamental values. Since its inception, the institution has come a long way in providing quality education to a diverse variety of students, many of them being first generation learners and a significant portion belonging to minority community and other weaker sections. In order to promote holistic development of its students, the college has taken several initiatives for various extension activities including community development programs. This can be identified as one of the most distinctive features of our institution. The extension activities are aimed at fostering empathy among the students and make them aware of their duties towards the society as responsible citizens.

Under the Unnat Bharat Abhiyan (UBA), the institution has adopted five villages under Kemia Khamarpara Gram Panchayaat and plans to transform these villages into model villages. Under the able guidance of college authority and with active participation of NSS unit and Alumni association, a host of community development activities are being carried out in these villages. The teaching and non-teaching staff of the college along with the students enthusiastically participate in these initiatives. The institution periodically arranges for distribution of stationaries, copies and other food items among the village primary school children to encourage and help them. During the pandemic period, hand sanitizers prepared in the Chemistry laboratory of the college was distributed among the village women and children. Besides awareness campaign regarding the pandemic was also carried out in the villages. Frequent field visits by students accompanied by the teachers have also been conducted in these villages to assess the soil and water quality. The test reports have been shared with the panchayat authorities so that appropriate steps can be taken for the betterment of farmers.

The institution recognizes its crucial role of empathy and leadership during natural calamities and

disasters. Relief distribution was carried out before Aphan among the villagers of five adopted villages under Unnat Bharat Abhiyan for hundred needy families during the pandemic period. Food items, medicines, masks and sanitisers were distributed among the villagers at Sandeshkali during the two devastating cyclones- Yash and Amphan. The alumni association of the college also wholeheartedly participates and contributes in these community development initiatives and extension services.

Apart from community development work in the adopted villages, the college has taken several initiatives for extension work in the vicinity with the able assistance of the NSS Unit. Awareness campaigns and rallies are regularly carried out in the neighborhood on socially and environmentally relevant issues. The NSS unit has done a lot of work including conduction of Health check-up camp, Eye check-up camp, Thalassaemia detection camp, Blood donation camp, Anti-tobacco awareness programme, Awareness programme on Tuberculosis, vaccination camps for Covid-19, MR Vaccination camps etc. Seminar and Workshops on various social issues like gender equality, women empowerment have also been conducted periodically for raising the awareness level among the stakeholders. The students have also actively participated in rallies on socially relevant issues like 'Safe Drive Safe Live', 'Anti-Plastic campaign', 'Promotion of Bicycle as means of transport', 'Dengue prevention' etc. Besides, campaign has been carried out in the nearby localities to empower women and make them independent in carrying out Net banking services. The NSS volunteers are also engaged in maintaining the greenery and cleanliness of the campus and surrounding areas for a more sustainable environment. Tree plantation Programmes in the campus and five adopted villagesby the college authority and Alumni Association have also been carried out as part of environmental awareness.

The institution has achieved various laurels in recognition to our distinctiveness in carrying out various community development programmes as part of extension activities. ARIIA (Atal Ranking of Institutions on Innovation achievements) has recognized our institution as brand performer under the category 'General' on 29/12/2021. SWACHHA Bharat pledge certificate has been awarded by Govt. of India on 1/4/2022. Besides, Mahatma Gandhi National Council of Rural Education, Dept. of Higher Education, Ministry of Education, Govt. of India has certified our institution as 'Recognised Social entrepreneurship, Swachhta and Rural Engagement Cell' Institution on 1/9/2020. The Ministry of Education has awarded a certificate for establishment of Institution's Innovation Council in the campus as per the norms of Innovation cell, Ministry of Education on 1/8/2022.

In spite of financial constraints, the institution wishes to carry out these distinct activities in the future as well with the overwhelming participation of its stakeholders. The institution has been highly successful in sensitizing its students regarding the crucial role they can play in dealing with different social and environmental problems. The community service and social work has not only benefitted the target group immensely but also contributed towards environmental sustainability.

File Description	Document
Appropriate web in the Institutional website	[View Document]()

5. CONCLUSION

Additional Information :

We have purchased a land with an areal extent of 1 acre from Kirtipur Nabin Chandra High School for the purpose of constructing the second campus at Kirtripur, North 24 Parganas. The second campus is located at a distance of 7 km from our main campus. Already the construction of boundary wall of the second campus has been completed with financial assistance from the Higher Education Department, Govt. of West Bengal. The plan and estimates have already been prepared and it is also approved by the competent authority. The college Governing body has resolved to sanction a financial assistance of Rs 50 lakhs in the initial phase to construct the Foundation of the new building. However, RUSA has not yet provided any financial assistance in this regard. Although RUSA sanctioned the financial assistance in its meeting, but due to scarcity of funds they have not yet send the money. After the completion of the second campus, newer avenues will open up for the rural people residing in the neighborhood areas. 12 higher secondary schools are located in the surrounding areas with many students being first generation learners and majority belonging to minority community. These students will be able to avail the facilities of higher education as no degree college is located in the vicinity.

Concluding Remarks :

Amidst various adversities, the college is committed to stride ahead in its endeavor to achieve academic excellence. The management is providing all round support towards developing the institution into a centre for advanced teaching and learning. The primary focus is on modernizing the Teaching-learning process with thrust on adoption of ICT and other modern mechanisms to empower the students and make them better prepared to face the challenges of the contemporary world. The institution aims to introduce new skill oriented subjects and more post-graduate departments in order to cater to the needs of the students. The institution is aware of its responsibilities towards the stakeholders especially those who are lagging behind along with those belonging to the economically backward and weaker sections. Special attention is given for the up gradation of these sections. The College is committed to various extension activities including social and other community development works for the benefit of larger community through NSS and other units. The college also carries out a host of community development work not only in the neighborhood but also in the adopted villages (Unnat Bharat Abhiyaan) as part of its social responsibility. The college regularly organizes job-orientation programmes for opening new vistas in job market for the students. Some of these best practices over the years like 'community development work in adopted villages' and 'entry in service' is becoming a regular practice carried out by the institution. Students are encouraged to participate in various cultural and sports activities as part of extra-curricular activities. Regular counseling sessions and add-on courses are organized for the students. The institution is trying various avenues to mobilize additional financial resources for carrying out future plans. The institution has installed solar lights as part of promotion of non-conventional energy. Efforts are being made for sustainable waste management and conservation of water resources through rainwater harvesting as part of sustainable green initiatives.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Add on /Certificate/Value added programs offered during the last five years** Answer before DVV Verification : Answer After DVV Verification :43 Remark : DVV has made the changes as per shared report by HEI.
2.1.2	**Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)** 2.1.2.1. *Number of actual students admitted from the reserved categories year - wise during the last five years* Answer before DVV Verification:
		2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
929	628	575	351	301

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
623	435	440	250	215

2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1241	827	744	539	420

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1241	827	744	539	420

Remark : DVV has made the changes as per shared report by HEI.

3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18

26	8	9	4	7

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
08	8	9	4	7

Remark : DVV has made the changes as per shared report by HEI.

3.4.3	**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 organised in collaboration with industry, community and NGOs) during the last five years**

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
43	15	10	12	9

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
34	15	10	12	9

4.1.2	**Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)**

4.1.2.1. **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
7.50751	4.49164	33.92124	5.16064	58.66891

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
7.50751	4.49164	33.92124	5.16064	14.92

Remark : DVV has made the changes as per shared report of Expenditure for infrastructure augmentation, excluding salary by HEI.

4.4.1	**Percentage of expenditure incurred on maintenance of infrastructure (physical and academic**

support facilities) excluding salary component during the last five years (INR in Lakhs)

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
19.66291	30.31946	5.56057	17.00378	24.24181

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
19.66291	30.31946	5.56057	17.00378	16.32

Remark : DVV has made the changes as per shared report of Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary by HEI.

5.1.1	**Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years**

5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
3937	2489	1122	979	898

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2498	1203	1113	941	879

Remark : DVV has made the changes as per shared report by HEI.

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 last five years**

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
7	3	0	2	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
4	2	0	2	0

Remark : DVV has excluded shared certificate of participation.

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
61	13	28	26	33

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
18	04	10	10	09

Remark : DVV has made the changes as per shared report by HEI.

6.3.3	**Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
22	30	39	17	13

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
22	11	39	17	13

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	11	13	13	7

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
11	11	13	13	7

Remark : DVV has made the changes as per shared report by HEI.

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations