

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution                      Vivekananda College

- Name of the Head of the institution :    Dr. Tapan Kumar Poddar
- Designation:    Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.:            03324976834
- Mobile no.: 9903025356
- Registered e-mail: vivekanandacollege63@gmail.com
- Alternate e-mail : vcqiqac63@gmail.com
- Address            :269 Diamond Harbour Road, Thakurpukur
- City/Town        : Kolkata
- State/UT         : West Bengal
- Pin Code         : 700063

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education
- Location : Semi-Urban
- Financial Status: Grants-in aid
- Name of the Affiliating University: University of Calcutta

- Name of the IQAC Co-ordinator : Dr. Arvind Pan
- Phone no. : 9433242313

Alternate phone no.

- Mobile: 9433242313
- IQAC e-mail address: vcqiqac63@gmail.com
- Alternate Email address: vivekanandacollege63@gmail.com

3. Website address: <http://vckolkata63.org/>

Web-link of the AQAR: (Previous Academic Year): <http://vckolkata63.org/aqar.html>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: No

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B++	80.10	2004	from:2004 to: 2009
2 <sup>nd</sup>	A	3.06	2016	from:2016 to: 2021
3 <sup>rd</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 09/12/2009

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
District Level Youth Parliament Competition	1 <sup>st</sup> Sept 2017& 1day	300
Academic and Research Motivation of the Teachers	Nov.17	68
Organised Entrepreneurship Awareness camp under DST-NIMATproject	20 <sup>th</sup> Dec 2017& 3 day	93
Fire fighting and Fire prevention programme for non teaching employees	19-21 July 2017& 3 day	08
Workshop on the various deposit schemes for students provided by the Department of Posts, South Kolkata Division.	Feb 2018	560

**8. Provide the list of funds by Central/ State Government-: None**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes**

\*upload latest notification of formation of IQAC :yes

**10. No. of IQAC meetings held during the year: 05**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: Yes

(Please upload, minutes of meetings and action taken report)

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

If yes, mention the amount:            Year:

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

\*Conducted the District level Youth Parliament Competition of Department of Parliamentary Affairs, Govt. Of West Bengal

\*Arranged a session for academic and research and motivation of the teachers by Dr. Nirmalendu Das, Former Emeritus Scientist, CSIR.

\*A 3 day training programme on Fire Fighting and Fire Prevention for our non teaching employees.

\*A discussion on various schemes and services provided by the Department of Posts for the students was held.

\*A 3 day Entrepreneurship Awareness Camp was organised in collaboration with Enterprise Development Institute (EDI).

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

Plan of Action	Achievements/Outcomes
Introduction of two more PG science(Physics & Zoology) courses	Approval from the University of Calcutta was received and the course will be introduced from next academic session(2019-2020)
Encouragement of Teacher Exchange Programme	Dr. Rajarshi Mitra(Environmental Science), Dr. Gunjan Dhar(Zoology), Dr. Samita Kundu(Zoology), Abhishek Das (Sanskrit) Bandana Basu Bhowmick(Film Studies) Dr. Tripti Dhar(Philosophy) participated in the Exchange programme with other colleges.
Improvement of the Library Resources.	A Separate PG Library was established to cater to the needs of the PG students only. A book list was sought from the Coordinators of the established PG departments(Bengali & History) and Rs 40000/ was spent to establish the PG library. Institutional Membership of National Digital Library (NDL) to provide free access to e –resources. Renewed the subscription to NLIST.
Extension of ICT facilities to Office and Academic Departments	10 computers were purchased to extend the ICT facility to Day office, Department of Physics & Geography

14. Whether the AQAR was placed before statutory body? Yes

Name of the Statutory body: Governing Body Date of meeting(s): 24/09/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?Yes Date: 29/09/2016

16. Whether institutional data submitted to AISHE: Yes

Year: 2018

Date of Submission: 06/03/2018

17. Does the Institution have Management Information System?

Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

We have a portal attached to our website, which displays the day to day notices issued by the Principal, information regarding the duties of invigilation for the University Examination. The portal also gives us the detailed information about the books available in the library like the accession number etc. The entire admission process is carried out online through our website and the students receive necessary information from the website. The payment and the salary system are also digitized.

## Part-B

<b>CRITERION I – CURRICULAR ASPECTS</b>					
<b>1.1 Curriculum Planning and Implementation</b>					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
<p>The institution remaining faithful to its name, believes in the harmonious development of body, mind and soul. Hence the institution whole heartedly encourages the student to take part actively in sports and games, cultural activities and social works apart from academic activities. In the beginning of every session, the college publishes an elaborate prospectus, comprising vision, mission and achievements of the institution. The prospectus is distributed to the students, teachers and the members of the non-teaching staff. This is how the communication begins. In the meetings of the Teachers’ Council also every important aspect of the institution is discussed in detail. The resolutions of the meetings highlight the future course of action as far as teaching and learning are concerned. In the Teachers’ Day (5th September) of every year, the Principal pays a visit to all the departments and explains the vision and mission of the institution. In the beginning of the academic sessions, the college publishes a routine, which indicates allotment of classes of each department. Primarily, the central routine is walled up in the college corridor and the same routine is displayed in the college web-site. Then the Convener, Academic Sub-Committee supplies the departmental routines to the departmental heads. Subsequently, the departmental heads allots the classes to his/her departmental colleagues. The routine is prepared in such a manner so that it enables a teacher to complete the curriculum within a specific period of time. If any discrepancy in the routine arises, then those are resolved by the Convener of Academic Sub-Committee in consultation with the Principal and the IQAC coordinator. Teachers of several departments sometimes take extra classes, in addition their regular classes, for completion of syllabus in time.</p>					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year : None					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year: Post Graduate Courses in Bengali and History					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
Post Graduate Courses in Bengali and History	01/07/2017		01/07/2017		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year: None					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year :None					
	Certificate	Diploma Courses			
No of Students					
<b>1.3 Curriculum Enrichment</b>					
1.3.1 Value-added courses imparting transferable and life skills offered during the year: None					

Value added courses	Date of introduction	Number of students enrolled				
1.3.2 Field Projects / Internships under taken during the year						
Project/Programme Title	No. of students enrolled for Field Projects / Internships					
Educational Tour to Bandel Church and Imambara organised by the Dept. of History	140					
Educational Tour to Shantiniketan for UG and at Tajpur , Purba Medinipur for PG organised by the Dept. of Bengali	110					
Media House(Aaajkaal Office) Visit organised by the Dept. of Journalism	40					
Educational Excursion at Kodaikanal, Tamilnadu organised by the Dept. of Botany	25					
Field Trips in Chintamani Kar Bird Sanctuary, East Calcutta wetland, Sunderbans & Nature Park, Taratala were organised by the Dept. of Environmental Science	20					
Educational Excursion to Jaisalmer, Rajasthan organised by the Dept. of Geography	25					
Educational Tour Alipur Zoological garden, Tadoba Andheri Tiger Reserve organised by the Dept. of Zoology	85+25					
<b>1.4 Feedback System</b>						
1.4.1 Whether structured feedback received from all the stakeholders.						
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents		
Yes	Yes	Yes	No	Yes		
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)						
After meticulous survey of feedback reports from different sections they are thoroughly examined by the teachers. The teachers try to resolve the problems in consultation with the Principal, Academic Committee Convenor and IQAC coordinator. Academically backward students are taken special care. Heads of the Departments hold guardian- teacher meeting and try to utilise the suggestions offered by the guardian.						
<b>CRITERION II -TEACHING-LEARNING AND EVALUATION</b>						
<b>2.1 Student Enrolment and Profile</b>						
<b>2.1. 1 Demand Ratio during the year</b>						
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled		
UG	2020	21027		1980		
PG	100	181		64		
<b>2.2 Catering to Student Diversity</b>						
2.2.1. Student - Full time teacher ratio (current year data)						
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses	

2017-18	1980	64	92	nil	11
<b>2.3 Teaching - Learning Process</b>					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
103	70	LCD projectors	10	10	Power point presentations, SKYPE
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
<p>It is a fact that a considerable number of students of the college come from economically and socially backward sections of society. In the beginning, most of them are hesitant about articulating their problems, opinions and requirements. The teachers of Vivekananda College truly fulfil their roles as mentors by encouraging them with proper academic, personal and psycho-social support. With a view to provide a congenial academic ambience, the teachers attribute immense importance to class room teaching with an exact amalgamation of ICT and Chalk and Talk. The students are encouraged to participate in cultural activities, sports &amp; games, NSS, NCC, which has helped many a student to overcome his/her initial hesitation and ameliorate as a much more confident individual.</p>					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
1980		89		22:1	

<b>2.4 Teacher Profile and Quality</b>				
<b>2.4.1 Number of full time teachers appointed during the year</b>				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
84	69	15	12	39
<b>2.4.2 Honours and recognitions received by teachers: None</b> (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year ): None				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	
<b>2.5 Evaluation Process and Reforms</b>				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination



B.A./ B.Sc./ B.Com. Exam.		1 <sup>st</sup> year 2 <sup>nd</sup> year 3 <sup>rd</sup> year	Sept 17 July 17 May 17	Dec 17 Oct 17 Jun 17
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
A system of regular class tests along with Mid-Term and Annual Test examinations are held. The results of the internal examinations are displayed in the departmental notice boards. Teachers thoroughly discuss with the students about their drawbacks and gives important suggestions for their improvement. The guardians of the students are consulted if the performance of the students were not found up to the mark. Eminent scholars from other institutions are invited to give lecture to the students of the institution. Interaction with the eminent scholars has left marked improvement on the progress and performance of the students and that is reflected in the results of the university examinations.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
Yes, The Principal in association with the Academic Sub Committee Convenor prepared an academic calendar displaying working days as well as examination days (Both University & internal)				
<b>2.6 Student Performance and Learning Outcomes</b>				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
<a href="http://vckolkata63.org/courses.html">http://vckolkata63.org/courses.html</a>				
2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BCMA	Biochemistry	9	8	88.9
BOTA	Botany	25	25	100
CEMA	Chemistry	41	38	92.7
CMSA	Computer Science	16	16	100
ECOA	Economics	17	17	100
ENVA	Environmental Science	14	14	100
MTMA	Mathematical Sciences	45	43	95.6
PHSA	Physics	35	34	97.1
ZOOA	Zoology	30	29	96.7
	Acc.& Finance	340	151	44.4
BNGA	Bengali	59	59	100
ENGA	English	42	42	100
HISA	History	42	42	100
JORA	Journalism & Mass Communication	30	30	100
PHIA	Philosophy	18	18	100
PLSA	Political Science	25	25	100
SANA	Sanskrit	33	33	100
	B.A. General	207	115	55.6
	B.Sc. General	118	106	89.8
<b>2.7 Student Satisfaction Survey</b>				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) :In process and Under Preparation				
<b>CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION</b>				

<b>3.1 Resource Mobilization for Research</b>				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects <i>(other than compulsory by the College)</i>	1 year	Vivekananda College	Rs.54000	Rs 45635
International Projects				
Any other(Specify)				
Total				
<b>3.2 Innovation Ecosystem</b>				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
3 day Entrepreneurship Awareness Camp under DST-NIMAT Project 2017-18	Entrepreneurship Development Cell		20 <sup>th</sup> -22 <sup>nd</sup> Dec 2017	
Stock Market Trading by ICICI Direct	Commerce		25 <sup>th</sup> Nov 2017	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year: None				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year: None				
Incubation Centre	Name		Sponsored by	
Name of the Start-up	Nature of Start-up		Date of commencement	
<b>3.3 Research Publications and Awards</b>				
3.3.1 Incentive to the teachers who receive recognition/awards: None				
State	National		International	

3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> ):None						
Name of the Department			No. of Ph. Ds Awarded			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	06	12				
International	08	40				
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Bengali		01				
History		01				
Human Rights		01				
Philosophy		01				
Sanskrit		01				
Botany		03				
Chemistry		01				
Economics		01				
Geography		07				
Commerce		01				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
	Dibyendu Raj	Infectious Diseases of Poverty Korean Journal of Parasitology	2017		Vivekananda College	
	Pranabesh Maji	Chemtracks	2017		Vivekananda College	
	Asis Kumar Pal	Journal of Mycopathological Research Journal of Bulletin of Pure and Applied Sciences	2017		Vivekananda College	
	Asutosh Mukherjee	Genomics	2017		Vivekananda College	
	Isita Mukherjee	International Journal of Financial Innovations in Banking	2017		Vivekananda College	

		Kaav International Journal of Economics				
	Sakuntala Chakraborty	International Journal of Recent Science and Research	2017		Vivekananda College	
	Alolika Mangal	International Journal of Arts , Humanities & Management Studies	2017		Vivekananda College	
	Debasis Mukherjee	Journal of Communications in Mathematical Biology and Neurosciences International Journal of Nonlinear Sciences Journal of Discrete & Continuous Dynamical Systems Series B	2017		Vivekananda College	
	Debraj Nath	European Physical Journal Chaos	2017		Vivekananda College	
	Chandan Maji	Journal of Communications in Mathematical Biology and Neurosciences	2017		Vivekananda College	
	Arvind Pan	Thin Solid Films	2017		Vivekananda College	
	Arunava Jha	Chemical Physics Letters	2017		Vivekananda College	
	Nirmalya Pahari	Journal Of Optics	2017		Vivekananda College	
	Trijit Nanda	International Journal of Current Trends in Science and Technology International Journal of Life Science Research	2017		Vivekananda College	
	Samita Kundu	International Journal of Pharma & Biosciences Journal of Interdisciplinary Study International Journal of Current Trends in Science and Technology	2017		Vivekananda College	
	Gunjan Dhar	International Journal of Current Medical and Pharmaceutical Research International Journal of Recent Scientific Research European Journal of	2017		Vivekananda College	

		Biomedical and Pharmaceutical Sciences International Journal of Current Advanced Research International Journal of Proteomics & Bioinformatics				
	Amal Patra	Journal of General and Applied Microbiology	2017		Vivekananda College	
	Malabika Bhattacharya	Aarhat Journal of Interdisciplinary Study International Journal of Current Trends in Science and Technology International Journal of Creative Research Thoughts International Journal of Life Science Research	2017		Vivekananda College	
	Sarbapriya Ray	Industrial Engineering Letters Research Journal of Finance and Accounting International Journal of African and Asian Studies Journal of Poverty, investment and Development	2017		Vivekananda College	

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science): Not Applicable

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	15	24	03	08
Presented papers	11	12	02	
Resource Persons		06		

### 3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers <b>co-ordinated</b> such activities	Number of students participated in such activities
Thalassemia Screening Camp	NSS	05	98
Mind the Touch	NSS	07	85
Poster Competition on World AIDS day	NSS	11	40
First Aid training from CINI Training Centre	NSS	01	02
Participation in Army Attachment Camp, Saltlake	NCC	01	12
Participation in Special National Integration Camp, New Delhi	NCC	01	02
Yoga Capsule Course	NCC	01	80
Rally at Cancer Awareness Day	NCC	01	80
Celebrated Anti Tobacco Day	NCC	01	80

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Kanyasree Prakalpa	1 <sup>st</sup> position in Kanyasree Prakalpa	State Govt, West Bengal	206

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
Gender Issues	CINI, NGO	TumiPurush, Ami Nari, Manush Tobe Ke	04	80

### 3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Faculty Exchange	Dr. Rajarshi Mitra(Env. Science), Dr. Gunjan Dhar(Zoology),	Own college	<b>1 day each</b>

	Dr. Samita Kundu(Zoology), Abhishek Das (Sanskrit) Bandana Basu Bhowmick(Film Studies) Dr. Tripti Dhar(Philosophy)			
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year: None				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year:				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
The Institute of Computer Engineers(India)	05/01/18	ICT Training	515	
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>				
<b>4.1 Physical Facilities</b>				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
Rs. 12000000/=		Rs. 16000000/=		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		
Campus area	6.17 acres	Nil		
Class rooms	45	05		
Laboratories	28	Nil		
Seminar Halls	03	Nil		
Classrooms with LCD facilities	06	04		
Classrooms with Wi-Fi/ LAN	06	04		
Seminar halls with ICT facilities	03	Nil		
Video Centre	01	Nil		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	04	01		
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 600000	Rs. 109000		
Others	Nil	Nil		
<b>4.2 Library as a Learning Resource</b>				
4.2.1 Library is automated { Integrated Library Management System -ILMS }				
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation	
ILMS(Local software)	Partially automated	Not updated	2014	

4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	38659		2089	245856.00	40748	
Reference Books	1526		129	29777.00	1655	
e-Books	N-LIST					
Journals	19		01	420	19+1=20	7965.00
e-Journals	N-LIST	-				
Digital Database						
CD & Video	48		30		78	
Library automation						
Weeding (Hard & Soft)						
Others (Maps)	39 (Maps)			5108.00	39	



<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computer Labs	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	80	02	80	Nil	01	07	65	100	Nil
Added	10	01	10	01	Nil	03	07	4	Nil
Total	90	03	90	01	01	10	72	104	Nil
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
100 MBPS Sristi Broadband & 4 MBPS Airtel									
4.3.3 Facility for e-content: Nil									
Name of the e-content development facility						Provide the link of the videos and media centre and recording facility			
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.: Nil									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e - content	

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 3000000/=	Rs. 3000000/=	Rs. 3950000/=	Rs. 3950000/=
<p>4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link) : It is the belief of the institution that growth comes collectively. Hence it always tries to maintain a pace in infrastructural development that facilitates effective teaching and learning. Any affordable facility that helps in enhancing the efficiency of teaching and learning is always available. Almost all the departments of the college are having spacious class rooms and seminar rooms with regular access of the students. Each of the laboratories is well equipped to cater the requirements of the syllabus. Instruments are regularly serviced and monitored for accuracy. Other than the seminar rooms at departments, there is an audio-visually well-equipped seminar room with seating capacity of more than 120. The room known as</p>			

Vivekananda Sabhagriha contains permanent audio-visual facilities and is air-conditioned. It is always made available to all the departments to host any seminars of any scale. There is one medicinal plant garden named, *Sushruta Udyan* and a small botanical garden with rare species of plants maintained by the department of Botany. For effective teaching learning most of the Science departments are provided with OHP and LCD projector. In addition to the same there are two smart class rooms which are made available to the teachers as and when necessary. The authority promotes research activities for both the faculty members and the students. Space is made available always whenever any faculty member gets a project. However, there is policy of interdepartmental instrument sharing for better research activities.

## **CRITERION V - STUDENT SUPPORT AND PROGRESSION**

### **5.1 Student Support**

#### **5.1.1 Scholarships and Financial Support**

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Students' Aid Fund, Students' Welfare Fund	354	Rs. 197720/=
Financial support from other sources			
a) National	Minority Scholarship, TSP	21	Rs. 63000/=
	Kanyasree,	206	Rs. 3037500/=
	Swami Vivekananda Merit Cum Means	215	Rs. 2580000/=
	National Scholarship	73	Rs. 730000/=
b) International			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language Lab	Jan 2016	30	Vivekananda College
Yoga Club	Jan 2016	25	Vivekananda College
Gymnasium	Feb 2016	87	Vivekananda College

#### **5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year: Not Applicable**

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

#### **5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year**

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	Nil

## 5.2 Student Progression

### 5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Honda	200	Not Known			

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017	430	UG	All Science, Arts & Commerce Departments	Different State & Central Universities & UGC recognised Distant Learning Courses	PG courses

### 5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services): Not Known

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
Kolkata Police Table Tennis Friendship Cup 2018	South West(Behala), Kolkata Police	08
Kolkata Police Football Friendship Cup 2018	South West(Behala), Kolkata Police	18
Inter Collegiate Football Championship	University of Calcutta	18

Inter College Football Tournament		Heritage Academy			18	
<b>5.3 Student Participation and Activities</b>						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	Basket Ball Tournament	National	Basketball			
2017-18	Cricket by CAB	National	Cricket			
2017-18	Football by CU	State	Football			
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
<p>The students Union(S.U) of the college has organised the Annual Sports and Inter Class Tournaments like Football, Cricket, Carrom, Table Tennis, Chess etc. After that as colourful prize distribution ceremony was also arranged along with a cultural programme. The S.U. further organised AGOMONI, which is the Fresher's Welcome at Tapan Theatre at Rasbehari Avenue. They had also organised PRAYAS (Annual Social Function) at Nazrul Manch at Southern Avenue. They had celebrated the Teacher's Day, Independence day with full pomp and show. They had also organised the Saraswati puja with full enthusiasm remaining indifferent to caste creed and religion.</p>						
<b>5.3 Alumni Engagement</b>						
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No						
5.3.2 No. Of <del>registered</del> enrolled Alumni:						
<b>500</b>						
5.3.3 Alumni contribution during the year (in Rupees) :						
<b>Not Known</b>						
5.3.4 Meetings/activities organized by Alumni Association :						
<b>Alumni association of the Departments of Economics, Botany, Chemistry, Zoology, Environmental science organise meetings time to time. Alumni association of Botany publishes wall calendar and pocket calendar. Alumni association of Environmental Science publishes Newsletter.</b>						
<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>						
<b>6.1 Institutional Vision and Leadership</b>						
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)						
<p><b>Students' Book Bank:</b> Apart from two full - fledged libraries (both UG &amp;PG) there are several departmental libraries and a Students' Book Bank as well, which is an exercise of decentralising the distribution of book and making them available for the students, who are the ultimate stakeholder of an educational institution. This exercise further helps to procure more books in addition to the one borrowed from central library. As a mark of participative management, the Book Bank is totally operated by the member of Students'Union.</p> <p><b>Supply of Online Study Material:</b> The college authorities have asked the Teachers of different department to upload the study material prior to the initiation of the course, so that the students can avail those materials online.</p>						

6.1.2 Does the institution have a Management Information System (MIS)? : Yes
We have a portal attached to our website, which displays the day to day notices issued by the Principal, information regarding the duties of invigilation for the University Examination. The portal also gives us the detailed information about the books available in the library like the accession number etc. The entire admission process is carried out online through our website and the students receive necessary information from the website. The payment and the salary system is also digitized.
<b>6.2 Strategy Development and Deployment</b>
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
<p>❖ Curriculum Development</p> <p>The college has core options i. E. Honours courses in the subjects like English, Bengali, History, Philosophy, Sanskrit, Political Science, Journalism &amp; Mass Communication in humanities. In science, college provides core options or honours courses in Physics, Chemistry, Mathematics, Economics, Zoology, Botany, Environmental Science, Biochemistry and Computer Science. In Commerce, Accounting and Finance is offered as the core subject or Honours course. In Humanities Human Rights and Woman Studies are taught as General or Elective subjects, whereas, in Science, Statistics and Electronics are taught as General or Elective subjects. The University of Calcutta, the affiliating University does not allow curriculum development. Hence the college does not have the opportunity to bring about any flexibility in the University Curriculum.</p>
<p>❖ Teaching and Learning</p> <p>Chalk and board is the dominant teaching practice. The college has equipped itself with upgraded modes of teaching by introducing white boards, projectors, computers, cameras, etc. Which are used by the teachers generously as and when required. There are also two smart classes.</p>
<p>❖ Examination and Evaluation</p> <p>The teachers of different departments keep themselves in constant touch with parents of the students. Particularly, those who are laggards and who do not have the required attendance and marks in the final examination, their parents are called in by the Heads of the Department to discuss the problems of their wards. The students are to appear in midterm and annual tests. Apart from these, the departments arrange for class tests for analyzing the progress of the students. Terminal tests at the end of each year of study are held to assure their eligibility for University Examination. To add to it the institution emphasizes on regular attendance of the students. Particularly the Honours students who do not have the required attendance are debarred from appearing at the University Examination</p>
<p>❖ Research and Development</p> <p>Seminars are arranged by various departments to orient the students with newer findings and better understanding of their subjects. The Research Guidance Cell (RGC) takes immense interest in instilling research qualities among the students. Students of several departments, particularly the students of Botany, Economics, Journalism &amp; Mass Communication, Philosophy and Environmental Science were engaged in preparing research projects under the active guidance of the departmental teachers.</p>

<p>❖ <b>Library, ICT and Physical Infrastructure / Instrumentation</b> There exists a library committee, which comprises the Principal, Bursar, Librarian and some other teacher members. The activity of this committee varies from recommendation of the purchase of books proposed by different departments during the beginning of the session or the change in curriculum of the university. It was at the initiative of this committee, the college enlisted itself to NLIST.</p>
<p>❖ <b>Human Resource Management:</b> The Human resource in the college can be categorised into two parts – The teaching staff and the non – teaching ones. Regular meetings were held with the Principal and the Bursar in order to sort out the day to day hurdles of the non teaching staff. The Teachers of different department held meetings with the Academic Sub Committee convenor and the Principal to determine the course of action of teaching and internal examinations.</p>
<p>❖ <b>Industry Interaction / Collaboration :</b> The Entrepreneurship Development Cell and the Placement Cell work hand in hand to collaborate with industries and people. Seminars and Workshops are also organised from time to time to enlighten our students with the opportunities and objectives.</p>
<p>❖ <b>Admission of Students :</b> The admission of the students form an important part of the college affairs. The total admission process is carried out online and the students are allowed to fill up the form through an online form fill up system. After that the sorted Merit list is displayed on the college website and the admission fees are also collected online so that the students can physically come to the college after being admitted. This is done to keep the total admission process hassle free from the students’ part.</p>
<p><b>6.2.2 : Implementation of e-governance in areas of operations:</b></p>
<p>❖ <b>Planning and Development :</b> The Academic activities of the college are monitored by the Governing Body, IQAC and the Academic Sub Committee. The Principal takes the leadership to coordinate with all the three bodies. All the bodies have representatives from the faculty members. The Governing Body makes certain recommendations on Academic matters. The IQAC and Academic Sub Committee under the leadership of the Principal execute those recommendations. There is also a Teachers' Council and a Secretary who shoulders the responsibility of looking into the needs of the teacher and informing the authorities about them. Moreover, the Teachers’ Council thoroughly discusses the Academic matters in its periodic meetings. The Teachers’ Council also recommends the names of the teachers, responsible for admission and university examinations. The Academic Sub-committee along with the IQAC deals with the regular functioning of classes, exams, routines, etc. The Convener, Academic Sub Committee, shoulders the responsibility of distributing routines to the Heads of the departments, at the beginning of each session. He is also entrusted with the duty of collecting question papers and marks obtained by the students from respective Heads of the Departments in time of internal examinations.</p>
<p>❖ <b>Administration:</b> The Administration of the college are monitored by the Governing Body, IQAC and the Principal. The Principal keeps a regular vigilance of all the activities in the campus and holds meetings regularly with the students and teachers to address any problematic issues.</p>

This has helped the college to avert any discordance in the functioning of the daily schedule and also restrained any situation from burgeoning into undesired proportions. The college functions commendably with the cooperative spirit of the teachers, members of the non-teaching staff and also the students.

Finance and Accounts: All the finance and accounts files are maintained in digital form. The salary system of the college is also digitized.

Student Admission and Support: The total admission process is carried out online and the students are allowed to fill up the form through an online form fillup system. After that the sorted Merit list is displayed on the college website and the admission fees are also collected online so that the students can physically come to the college after being admitted. This is done to keep the total admission process hassle free from the students' part.

Examination : The duties of invigilation for the University Examination are updated in the College website regularly for the smooth conduct of examination

### 6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year : None

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. Of participants (Teaching staff)	No. Of participants (Non-teaching staff)
2017-18		3 day training programme on Fire Fighting and Fire Prevention for our non teaching employees.	19-21 July 2017		08

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher	02(Md. Babul Hossain+Tushi Mistry)	27/12/17-18/01/2018
Short Term Course	02(Akash Shaw+Tania Roy)	17/12/2017 – 30/11/17

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

Teaching		Non-teaching	
Permanent	Fulltime/temporary	Permanent	Fulltime/temporary

12	04	Nil	04
6.3.5 Welfare schemes for			
Teaching			
Non teaching		ESI( Medical Insurance) & EPF	
Students		Students' Aid Fund Students' Book Bank	
<b>6.4 Financial Management and Resource Mobilization</b>			
6.4.1 Institution conducts internal and external financial audits regularly The institution conducts regular internal and external financial audit. The external audit is conducted by an auditor appointed by the Government of West Bengal. The resource generated is being utilized in the development of infrastructure, library book, laboratory equipment, sports articles etc.			
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) : None			
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.	Purpose
Dr. Siddhartha Guha Ray		Rs. 10000/=	Students' Aid Fund
6.4.2 Total corpus fund generated Rs. 3026717/=			
<b>6.5 Internal Quality Assurance System</b>			
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?			
Audit Type	External		Internal
	Yes/No	Agency	Yes/No Authority
Academic	No		Yes Academic Sub committee
Administrative	No		Yes Governing Body
6.5.2 Activities and support from the Parent – Teacher Association (at least three)			
The Head of the departments of different departments arrange meeting with the parents after the Final Test Exam to ensure better performance of their wards for the forthcoming University Examination.			
6.5.3 Development programmes for support staff (at least three)			
The temporary members of non – teaching staff get an ex – gratia payment equal to their one month's pay. The College Cooperative Credit Society sanctions loan to the non –teaching members at competitive interest rates. All the casual non – teaching staff of the college has been brought under Employees' Provident Fund (EPF) & ESI scheme.			
6.5.4 Post Accreditation initiative(s) (mention at least three)			
1. Introduction of new PG courses. 2. Improvement of the Library facilities. 3. Encouragement to the Faculty Exchange Programme. 4. Uploading of the study material provided by the Teachers of the different department.			
<b>6.5.5</b>			
a. Submission of Data for AISHE portal : Yes			



b. Participation in NIRF	: No			
c. ISO Certification	: No			
d. NBA or any other quality audit	: No			
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017	District Level Youth Parliament Competition	1 <sup>st</sup> Sept 2017& 1day	1 <sup>st</sup> Sept 2017& 1day	300
2017	Organised Entrepreneurship Awareness camp under DST-NIMATproject	20 <sup>th</sup> Dec 2017& 3 day	20 <sup>th</sup> Dec 2017& 3 day	93

### **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

#### **7.1 - Institutional Values and Social Responsibilities**

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
Activism Against Gender Based Violence Campaign at American Centre, Kolkata	13/12/2017	04	02
Violence against Woman	07/09/17	50	10

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
Percentage of power requirement of the College met by the renewable energy sources  
We have setup solar panel on the roof top of Jibananda Bhaban, which provides us with the renewable energy source in parallel to the conventional power source.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails	Yes	17
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018	02	02	1+1=(02 days)	1. Adoption of Village Kalyannagar 2. Playing Friendly Cricket match with local Police	Social Equality  Familiarity with law enforcers	35  18
<b>7.1.5 Human Values and Professional Ethics</b>						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
College Prospectus		01/07/2017		The college prospectus contains the code of conduct for all the stakeholders of the college		
<b>7.1.6 Activities conducted for promotion of universal Values and Ethics</b>						
Activity		Duration (from-----to-----)			Number of participants	
Cadets of NCC participated in Special National Integration Camp to inculcate the feeling of nationality		14/09/2017-26/09/2017			02	
Volunteers of the NSS organised a poster competition on World AIDS Day to spread the awareness about AIDS		1 <sup>st</sup> Dec 2017			40	
<b>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</b>						
<p>The college has a huge campus full of innumerable trees and plants. The gardener of the college is entrusted with the responsibility of looking after those trees and plants.</p> <p>The college has built up Sushruta Udyan, a medicinal plant garden within the college premises.</p> <p>The pond within the college premises has been properly maintained throughout the year to make the campus eco – friendly. The college has planned to improve the condition of the banks of the same pond.</p> <p>An underground reservoir is under construction for the rain water harvesting process, which will supply water for gardening in summer.</p>						
<b>7.2 Best Practices</b>						
Describe at least two institutional best practices						

1. Organised District Level Youth Parliament Competition of Department of Parliamentary Affairs, Govt of West Bengal.
2. Installed a Sanitary Napkin vending Machine in Girl's Common Room to supply low cost sanitary napkins.

### **7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

The development of a nation depends on the advancement of woman. From Iswar Chandra Vidyasagar to Babasaheb Ambedkar – several great men of the society – emphasized on the glorious role of woman in society. With this in mind, the institution tries to give priority to the needs of our girl students. The Governing Body has formed a competent Woman Cell, which has taken several programmes in this regard. A workshop on 'Mind the Touch' was organised in collaboration with the NSS unit of the college. A lecture by Dr. Saswati Ghosh was arranged on "Gender issues: Tumi Purush, Ami Nari; Manush Tobe ke". This was followed by a workshop organised by the members of CINI, the NGO. Members of the Woman Cell also participated in the effort to set up a Sanitary Napkin vending Machine in Girl's Common Room. A workshop was organised on "Child Abuse & Trafficking" in collaboration with CINI and NSS. The Social Equality Cell organised an Awareness Camp for Minority Scholarship.

## 8. Future Plans of action for next academic year (500 words)

Commencement of PG courses in Physics and Zoology  
Initiative for the introduction of PG course in Sanskrit.  
Initiative for the construction of New PG Building.  
International Conference in Geography  
International Lecture series in Journalism & Mass Communication

Name Dr. Arvind Pan

Name Dr. Tapan Kumar Poddar



Co-ordinator  
IQAC  
Vivekananda College  
Kolkata-700 063

Signature of the Coordinator, IQAC



PRINCIPAL  
Vivekananda College  
Thakurpukur, Kol-63

Signature of the Chairperson, IQAC

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**Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

**The Director**

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