



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

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 its own campus?	Yes
• Phone no./Alternate phone no.	03324073773
• Mobile No:	7003646542
• Registered e-mail	vivekanandacollege63@gmail.com
• Alternate e-mail	arvipan@gmail.com
• Address	269 Diamond Harbour Road, Thakurpukur
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700063
2.Institutional status	
• Affiliated / Constitution Colleges	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 Coordinator	Dr. Arvind Pan												
• Phone No.	9433242313												
• Alternate phone No.	9433242313												
• Mobile	9433242313												
• IQAC e-mail address	arvipan@gmail.com												
• Alternate e-mail address	arvindpan@yahoo.com												
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.vckolkata63.org/agar.html												
4.Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vckolkata63.org/timetable/calender_scheduled_14_5_19.pdf												
5.Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 2</td> <td>A</td> <td>3.06</td> <td>2016</td> <td>05/11/2016</td> <td>04/11/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 2	A	3.06	2016	05/11/2016	04/11/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 2	A	3.06	2016	05/11/2016	04/11/2021								
6.Date of Establishment of IQAC	09/12/2009												
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Mathematics/ Dr. Debraj Nath</td> <td>TARE</td> <td>DST-SERB</td> <td>2021</td> <td>18.3 Lacs</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Mathematics/ Dr. Debraj Nath	TARE	DST-SERB	2021	18.3 Lacs		
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
Mathematics/ Dr. Debraj Nath	TARE	DST-SERB	2021	18.3 Lacs									
8.Whether composition of IQAC as per latest NAAC guidelines	Yes												
• Upload latest notification of formation of IQAC	View File												

9.No. of IQAC meetings held during the year	05	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Organised a sanitization and cleaning program in collaboration with the Students Union in the neighbourhood, where people were infected with Coronavirus. This was done by using a sanitization machine bought initially for the college premises. 2. Organized, in collaboration with the Women Studies Department, Vivekananda College, Webinar on "Gender-Based Interpersonal Cybercrime", with Sri Sandeep Sengupta, Founder-Director, ISOAH, CISA as the invited resource person, on 15.12.21. 3. Organized, in collaboration with Social Equality Cell of the college, Seminar and Poster Competition on "Ambedkar and Dalit Rights", on 19.04.2022. Dr. Manosanta Biswas, (Professor, Sidho-Kanho-Birsha University), Dr. Palash Mondal (Associate Professor, Basanti Devi College) and Dr. Siddhartha Guha Roy (Associate Professor, Vivekananda College) were the key speakers in this seminar. Fifteen posters were exhibited by the students. The winners were Dhrubajyoti Mondal (First Prize), Pranita Paul (Second Prize) and Susmita Samanta (Third Prize). 4. Organised a Blood donation program on 18 April 2022 in collaboration with the Students Union of the college. The occasion was graced by the Member of Parliament Sri Subhasish Chakraborty, Local MLA Ms Ratna Chatterjee and other dignitaries. 5. Organized Workshop in collaboration with Entrepreneurship Development Cell on "Vermicomposting: A way to Earn from the Waste" conducted by Prof. S.K. Chakraborty, Professor, Zoology department, Vidyasagar University, on 09.04.2022.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Contribution to the local neighborhood: CORONA WARRIORS	Organized a sanitization and cleaning program on 21.7.2020, in collaboration with the Students Union in the neighbourhood. This was done by using a sanitization machine bought initially for sanitizing the college premises.
Gender Awareness activity	Organized, in collaboration with the Women Studies Department, Vivekananda College, a Webinar on 'Gender-Based Interpersonal cybercrime' on 15.12.2021
Activity on Social Equality	Organized, in collaboration with Social Equality Cell of the college, Seminar and Poster Competition on 'Ambedkar and Dalit Rights' on 19.4.2022
Social Responsibility	Organised a blood donation program on 18 April 2022, in collaboration with the Students Union in the the college. The occasion was graced by the Member of Parliament Sri Subhasish Chakraborty, local MLA and President, Governing Body, Vivekananda College, Thakurpukur, Ms Ratna Chatterjee and other dignitaries.
Learn to Earn	Organized Workshop in collaboration with Entrepreneurship Development Cell on 'Vermicomposting: A way to Earn from Waste', on 9.4.2022
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body	19/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	26/02/2022

15. Multidisciplinary / interdisciplinary

Vivekananda College Thakurpukur, provides an all-inclusive Interdisciplinary/ Multidisciplinary educational environment, with the aim to attain highest standards of quality education. Students are taught English, Bengali and Environment Studies AECC to create a humanistic scientific temperament. Students benefit from various SEC and GE where the focus is on imparting value-based knowledge while honing their skills; to equip them for job placements and entrepreneurship. GE Courses in Women's Studies, Human Rights, Film Studies nurture the multidisciplinary approach to education.

Research Guidance Cell sponsors research projects for students. These projects enable them to adopt the multidisciplinary/interdisciplinary approach.

Departments and clubs conduct seminars and workshops with the aim to promote multidisciplinary/interdisciplinary approach. The Department of English held an online Workshop on Academic Writing (8/7/2021). The Workshop was designed to ensure advanced students got equipped for research while slow learners acquired a basic knowledge of article/book editing and publication. Department of Political Science organized seminars on "RTI Act" (4.2 2022) and "Women's Day and the Politics of Empowerment" (8.3.2022).

The interdisciplinary workshop on Women's Health and Security (8.3.2021) was organized by Department of Women's Studies. The college has recently introduced Add- On Courses in some departments, keeping in mind the necessity of multidisciplinary approach.

16. Academic bank of credits (ABC):

The college takes cognizance of Calcutta University's plan to introduce credit bank system in the near future to enable students have multiple options of entering and exiting colleges/universities. Vivekananda College, abides by the rules and regulations of the

Calcutta University; and will implement the Academic Bank Credit system (ABC) as soon as it is introduced.

17.Skill development:

It is the institution's consistent endeavour to improve academic aspects and skills of students by conducting training programs and seminars through various 'Cells'.

Entrepreneurship Development Cell conducts workshops on entrepreneurial skill development and organizes seminars to train students to be self-reliant, acquire problem-solving skills, learn to be team players and value time management.

Training and Placement Cell holds formal sessions to brief students with the basic requirements in the job market, such as adaptability and leadership skills. The Cell conducts contact programmes with potential recruitment bodies and organizes special seminars to prepare students to move from campus to corporate.

Photography Cell: Photography Club conducts workshops and organizes contests and exhibitions for students to display their skill. PCVC has the distinction of hosting an exhibition at the prestigious Academy of Fine Arts, Kolkata.

Drama Club: Drama is an art form that is as ancient as human civilization. The Drama Club nurtures human values like team spirit and communication skills by organizing Webinars/Seminars, competitions. Rock climbing Club uses the climbing wall for training adventurous students under professional supervision.

The college organizes training programs on Computer literacy, Office Management etc. for the office staff to enhance their ICT skills.

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

The college has started taking steps to integrate IKS within the modern disciplines. Most Courses in Humanities, Science and Commerce departments are taught in bilingual mode to expedite teaching-learning. Teachers use the blended mode, using online platforms to impart knowledge.

English department recognizes its 'foreign essence'. Courses are simplified, cross references drawn from texts in Indian language. European epic and drama are taught with cross references

from Ramayana, Mahabharata etc. The department invites eminent speakers to deliver lectures on Indian texts, in regional language.

Bengali department takes initiative to observe significant events like International Mother language Day, birthdays of Vidyasagar, Tagore etc. to raise awareness about visionaries who shaped the course of India.

Department of Sanskrit organizes formal and informal lectures on classical literature and scriptures. The department has a course on deciphering ancient Indian manuscripts: Manuscriptology.

Cultural Cell, Teachers Council and Students Union play a significant role in dissemination of Indian culture and tradition. Events like International Mother language Day, Boshonta Utsav, Sarad Utsav, Rabindra Jayanti are organized not just to celebrate the occasions but to create an awareness of our rich cultural heritage.

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

The college strives to nurture young minds, make them educated and culturally aware citizens who are capable of contributing towards a better India.

Students are systematically informed about their academic mission. Emphases are placed on a clearly articulated idea of what students are expected to know and are capable of doing.

Students are advised about the kind of skill set and knowledge they are required to have at the completion of the education process.

The college communicates its mission and vision systematically to all students through the prospectus and notifications on the college website.

A wide range of programmes, with adequate academic choices is offered to the students, keeping in mind their consistency with the objectives of the college. Students are continuously mentored and monitored to ensure a reliable assessment of their progress.

Students are provided with feedback forms to ensure a proper functioning of the teaching- learning process. Teachers are able to measure and bridge gaps, ascertaining a constant communication with students.

The college promotes healthy practices to ensure that on completion of studies students are not only equipped with a degree but also imbued with a strong sense of social justice, environmental concerns and progressive values.

20.Distance education/online education:

Academic and co-curricular activities continued in the online mode for a considerable time in 2021-2022. During the phases of Covid lockdown teachers used Online platforms to complete all curricular and co-curricular activities like webinars and workshops.

Five departments (English, Electronics, Economics, Bio-Chemistry, Statistics) offered Add-On Courses to their students, which was conducted in the Blended Mode.

To increase the efficacy of Online mode, the college started its own YouTube channel on 9.5.2020, providing teachers a scope to share their resources. Dr. Mohammad Selim, Assistant Professor, Department of Chemistry, shared the most invaluable video on "Making Hand Sanitizer in the time of COVID 19" on 11.5.2020. The college uploaded the proceedings of a National webinar on "Management of Viral Diseases: Challenges and Responsibilities" organized jointly by IQAC and the Department of Environment Science, on 26.6.2020, on the YouTube channel.

Most teachers uploaded study material on college website, shared audio and video clips to keep the students interested and engaged in the course work.

The practice of uploading study material and other resources on college website & YouTube channel is maintained in post - covid times.

Extended Profile

1.Programme

1.1

674

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

File Description	Documents
Data Template	View File

2.Student

2.1

4436

Number of students during the year

File Description	Documents
Data Template	View File

2.2

971

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

File Description	Documents
Data Template	View File

2.3

1082

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

116

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

125

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	674
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	4436
Number of students during the year	

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Data Template	View File

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File Description	Documents
Data Template	View File

3.Academic

3.1	116
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	125
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	52
Total number of Classrooms and Seminar halls	
4.2	49.19
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	149
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Calcutta University Board of Studies plans and designs curriculum for undergraduates. The College abides by the syllabus specified by the BOS.

The Academic sub-committee formulates the time-table for all departments. Theoretical classes and practical classes are well-coordinated.

Departmental headshold meetings to divide and apportion syllabus among the teachers of the department and devise strategies to complete syllabus in the most effective manner.

In the aftermath of Covid 19 lockdown, several departments made use of the blended mode to complete syllabus. While teachers in the Humanities and Commerce sections used the blended mode successfully, Science teachers continued pursuing practical classes, offline. Several Science laboratories were renovated for

better functioning.

The college deployed an effective student assessment and evaluation system by conducting an online Students' Satisfaction Survey. (Survey questionnaire was planned on 1.12.2021; Students' Satisfaction Survey was presented on 24.12.2021 by IQAC) The feedback forms presented in pie chart format reflected a clear picture of the effectiveness of curriculum delivery process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institution abides by the academic calendar issued by Calcutta University while formulating its own strategies for a continuous Internal evaluation process, rather than relying solely on End Semester examinations.

Covid lockdown hampered the normal offline evaluation process. However, the college was extra vigilant in following the academic calendar.

Teachers played active roles in devising ways to conduct CIE, online, with utmost transparency. Departments arranged regular oral tests to assess students' progression. Students were made to do class assignments; answer and mail answer scripts to the respective teachers within the stipulated time, keeping their cameras on throughout class assignments.

Utmost discretion and fairness were exercised in the evaluation process to ensure a fair & transparent evaluation, which is of utmost importance in building the character and future of young learners.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://vckolkata63.org/new/theme/academic_calendar/academic%20calender_21_22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

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

1.2 - Academic Flexibility

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

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

47

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

7

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

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

217

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

217

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

1.3 - Curriculum Enrichment

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

The integration of crosscutting issues into the curriculum is effectively carried on in two ways.

Regular Courses:

Curriculum pattern under CBCS is such that several Science departments like Zoology, Botany, Environment Science, Geography share common boundaries. Zoology deals with environment & sustainability in courses on Ecology, Developmental Biology, Wildlife & conservation Biology. Environment Science has sustainability as its core issue; students of the department study geo-political implications on environment as much as Geography

students. Community awareness and development, use of sustainable resources etc. are growing concerns of Economics and other Science departments. Compulsory AECC course on ENVS, which is taught to all Semester 2 students focuses on environment and sustainability. English, Political Science, Women's Studies, Human Rights, Philosophy deal with human values, ethics and professional Ethics. English, Journalism, Women's Studies and Political Science have a number of crosscutting issues like gender, advertising Ethics and Law, professional Ethics.

Add-on Courses:

Five departments have introduced Add-On courses to address gender and human values, environment etc.

Besides, Eco Club, NCC, NSS, Social Equality Cell endeavour to impart a thorough exposure to human values and principles of sustainability. Entrepreneur and Development Cell organizes seminars and workshops on professional Ethics.

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

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

5

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

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

1217

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.vckolkata63.org/igac/Students_Satisfaction_Survey_2021_2022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2165

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

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

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

710

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

2.2 - Catering to Student Diversity

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

Identification and assessment of learning levels of students and resorting to remedial measures, is a continuous process at Vivekananda College. The aim is to enable all students acquire and develop essential skill sets. Teachers ensure that all students garner self-confidence and resilience to succeed in academic and professional pursuits. Class assignments, question-answer sessions, impromptu talks, internal examinations, oral tests are some measures adopted by teachers to assess the progress of all students.

Slow learners needing additional support are identified and provided informal remedial classes and extra study material. Teachers address slow learners outside classrooms to solve academic issues. Special attention is paid to improve communication skills of shy students. Advanced learners are motivated to excel further; teachers walk the extra mile to quench their thirst for knowledge by providing them advanced resources and study material.

English department organizes students' seminars to provide advanced learners a platform to present short research papers. Teachers of several departments provide guidance to advanced learners taking competitive exams like NET/CSIR, TET, SLST, PSC in an informal manner.

The college administration encourages meritorious students by awarding several prizes. Some teachers have also instituted awards to recognize advanced learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
4436	116

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Vivekananda College prioritizes honing hands-on knowledge and critical thinking of students to ensure their success in all walks of life. While some departments encourage students to organize academic and cultural events on their own, several clubs and cells are entrusted to carry out student-centric activities.

Several departments have the credit of empowering students by giving them opportunities to organize academic and cultural events (English department students organized spring Festival and a Webinar on Bob Dylan, students of Economics department organized Bright Minds). These instances showcase their leadership qualities and knowledge in problem-solving methodologies.

The Research and Guidance Cell sponsors short research projects for students under the guidance of a mentor; students get the opportunity to explore beyond classrooms learning. Eco Club arranges bird watching trips, study of floral diversity in nearby areas. Astronomy Club arranges sky watching programmes with modern equipment. Photography Club arranges exhibitions and contests to familiarize students with contemporary trends. Debate Club, Drama Club, Quiz club and Cultural Cell organize regular activities and workshops to engage students in practical and participative learning. Rock Climbing Club engages adventurous students in challenges to equip them with problem-solving methodologies.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

While using technology in education is the call of the hour, Vivekananda College exercises caution in adopting a fully ICT-enabled method of teaching-learning; considering the diverse composition of students. Keeping rural/semi-rural students from poor economic background in mind, we prioritize an amalgamation of chalk-and-talk method with ICT tools.

Proper ICT enabled tools have a profound impact on quality of teaching-learning and help promote critical thinking, increase access to latest information and improve learning outcomes.

ICT-enabled tools, used mostly by Science and Commerce teachers, include interactive whiteboards, educational software, online resources, mobile devices etc. These tools are used to deliver content in videos, podcasts, interactive simulations, enabling students visualize complex concepts. Teachers in Humanities departments use online platforms like Google meet, Google classroom, Whiteboards and ppts.

The college has: 3 ICT enabled Seminar halls, 3 Smart classrooms: 2 ICT enabled classrooms in PG and 3 GT enabled labs in Zoology, 12 ICT enabled classrooms in U. G. Zoology, Botany, Geography, Physics, Chemistry, Bio Chemistry, Economics, Journalism, Film Studies, Computer science, Central computer laboratory. The Department of Environment Science has a a movable projector.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

116

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

116

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

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

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

49

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

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Most examinations in the academic session 2021-2022 were held online, due to Covid lockdown. Abiding by Government rules, the college exercised maximum caution and devised strategies to maintain a strictly transparent and fair evaluation process.

Prior information & clear instructions regarding the examination process were given to all students through online interactions with teachers. Clearly written instructions were provided on college's website and college's YouTube channel.

The college uploaded a checklist of eligible & registered candidates prior to the commencement of University exams. Students had access to rectify errors (if any).

Question papers were uploaded on the College Website. Students had to answer within the stipulated time & mail answer scripts in pdf, to respective departmental Heads/Coordinators.

Departmental heads received answer scripts & distributed them among examiners in the department.

Examiners uploaded marks on the university portal followed by verification, before final submission.

College had a provision for students' offline submission for students without online facilities. However, scripts had to be submitted at college office within the stipulated time, maintaining strict covid protocol.

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

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

Vivekananda College has implemented a comprehensive system to ensure transparency and efficiency in conducting Internal Examinations. The college forms an Examination Committee every year, for each semester, to look into all aspects related to exams. The committee fixes a time frame for the Internal Examination but gives freedom to the Departments to conduct them according to their convenience. In case of any difficulty the students air their grievances to the Departmental teachers. The Department tries to address their problems as best as possible and in case of their inability to sit for a particular exam, an alternate date is given to accommodate them, provided they submit valid documents. Evaluation is very transparent and fair and if a student feels dissatisfied, teachers take the effort to give them an explanation for their under-achievement.

In case students are dissatisfied with the steps taken by the respective departments, they have access to the Grievance Cell for further redressal.

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

2.6 - Student Performance and Learning Outcomes

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

The motto of Vivekananda College is to provide and promote the most efficient and happy learning environment for the maximum benefit of students. The college abides by all instructions and modifications issued by Calcutta University and students are updated on the same.

Students are provided with a prospectus at the commencement of each academic session clearly stating the Course details and the

corresponding Elective/ Generic components. Students are given a clear idea of the programme and the course outcome.

Once students have a clear understanding of the courses and their outcomes teachers and students align their teaching-learning objectives to yield maximum result.

Teachers ensure that students have a clear vision of their mission, that they know the objectives, boundaries and capabilities.

The Academic sub-committee of the college plays a pivotal role in assessment of gaps and loopholes. Most clarifications are sought and obtained from this august body.

This policy of clarity & transparency regarding courses and their outcomes, instils confidence in students. It helps build their trust towards the college and teachers and goes a long way in establishing an exemplary student-teacher relationship that makes the teaching-learning process easy and pleasurable.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Vivekananda College is committed to quality and excellence in academics. With these objectives, the college has a continuous and effective process of self-evaluation.

The evaluation of POs and Cos are conducted through various methods such as Internal assessments and feedback from students. These methods provide valuable insights into the effectiveness of academic programmes and help us identify areas of Improvement.

The Principal, along with the Academic sub committee, oversees the outcome of evaluation process. Evaluation of POs and COs result in identification of the strengths and weaknesses of academic programmes and this increases the chance of constant upgradation and improvement of the academic prospects.

Teachers from Arts, Science and Commerce departments are frequently consulted for their opinion and feedback. The Principal also holds meetings with Departmental heads from time to time to assess the efficacy of academic programmes.

Continuous evaluation also ensures that the academic programmes remain relevant and up-to-date in order to meet the challenges and changing needs of students and society.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

1082

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.vckolkata63.org/igac/Students_Satisfaction_Survey_2021_2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

4.16

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

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

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

28

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

3.2 - Research Publications and Awards

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

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

81

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Extension activities or community outreach programmes are an integral part of education system. These activities are designed to sensitize students and provide students with opportunities to

engage in community service. The academic session 2021-2022 was by and large completed in lockdown. The college campus was reopened for students around November 2021. Students were re-sensitized about the constant threat of Coronavirus so that they could sensitize others.

IQAC organized a sanitization programme - Corona Warriors - in collaboration with the Students Union on 21.6.2020. Students visited the neighbourhood to sanitize the areas with the Sanitization machine bought by the college.

The college set an exemplary humanitarian gesture by donating Rs. 81,000/ to the family members of Late Sankar Mandal, a Casual non-teaching staff, on 23.2.2022. All contributions came from the teaching and non-teaching staff.

Students helped the Teachers' Council of the college organize the Annual Prize distribution ceremony on 15.3.2022.

IQAC organized a Blood Donation Camp in collaboration with Students Union on 18.4.2022 to make students aware of their social responsibility.

The Cultural Cell organized Rabindra Jayanti celebration 'Rabi Pranaam' in collaboration with Students Union on 11.5.2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

02

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

23

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

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

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

1228

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

3.4 - Collaboration

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

20

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

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

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

10

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is well equipped with almost all modern state-of-the-art infrastructure to provide the students with scopes of learning.

The institute is situated on 6.17 acres of land with 50 well-illuminated and well-ventilated classrooms, 28 laboratories, one central library with around 45000 books along with several departmental libraries.

The classrooms are spread over 5 building blocks, all of which are equipped with LAN/WiFi facilities. 28% of all the classrooms have ICT facilities with internet connectivity (LAN/WiFi).

All the departmental seminar rooms in the science departments are connected through LAN and the Commerce and Arts departments have LAN connectivity in some common strategic locations accessible to the teachers and students.

In addition to the ICT-equipped classrooms, there are 3 ICT-equipped seminar halls, where lectures are arranged regularly. The students and staff members of the college can use internet facilities and other computer-aided activities in a dedicated computing center which has 35 terminals with internet connectivity.

There is a computer center established in the college run by a third party under DOEACC affiliation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1HhWSWuSA94CyyEbb_1hmNBsTl_CbC8MG

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

As stated earlier, the college is situated on 6.17 acres of land. It hosts a large playground which is more than enough for setting up a standard football ground. The playground is used for outdoor sports activities which include football, cricket, volleyball, and other athletic events. Annual sports is organized on the college ground where students and staff members of the college take part in different events. Alongside outdoor games, indoor tournaments are also hosted. There are separate Common rooms for boys and girls, with Indoor games facility.

In the academic session 2021- 22, the college campus was intermittently opened for students due to COVID-19 protocol, consequently no such event could be organized.

The college also has a well-equipped gymnasium and a dedicated yoga center where trainers are appointed to teach yoga to the students and staff of the college. In this session, some of the gymnasium

equipment has been upgraded. The Rock climbing club which used to arrange rock climbing camps every year could not arrange events this year due to Covid_19. Other than the physical activities and sports, the students of the college are encouraged to involvethemselves to various cultural events throughout the year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1HhWSWuSA94CyyEbb_1hmNBsT1_CbC8MG

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

16

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1HhWSWuSA94CyyEbb_1hmNBsT1_CbC8MG
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

25.40

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

4.2 - Library as a Learning Resource

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

Vivekananda College has a fully digitized Central library which has implemented ILMS software - Koha LMS and the nature of automation is partial at present (version of Koha is 21.11.10.000 and the year of Automation is 2021-22). An automated library system helps to improve the overall efficiency and effectiveness of library operations. It becomes easier for librarians to manage the collection and provide services to users. With an ILMS, librarians can easily track the status of library materials, issue and return of books, and generate reports on library usage. Furthermore, an ILMS can enhance the user experience for students and faculty members. It can provide a user-friendly interface for searching and retrieving library materials and can help users to identify relevant resources, quickly. An ILMS also enables users to access library services remotely, such as online renewals and reservations.

ILMS has helped Vivekananda College Thakurpukur's library to become more efficient and effective, providing better services to students and faculty members. By adopting an automated library system, the college has kept itself updated with the latest technology trends and improvement in the overall quality of education provided to students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

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

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

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

2.99

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

99

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

4.3 - IT Infrastructure

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

The Institution has a well-set maintenance procedure for the IT and WiFi facilities. It has a dedicated AMC agency with personnel deployed at the campus to take care of any kind of problem in the daily operations of the IT system. The College bought Google Workspace, with G-Suit facility, on 26.6.2020, during Covid 19 lockdown and this remained functional in the academic session 2021-2022, since most of the classes in this session were conducted remotely for students. The college set up a dedicated Examination portal in 2020, which was fully functional in 2021-2022 academic session. This enabled the college administration to conduct all Internal assessments, University examinations and other exam related work smoothly.

Dignet Solutions is in charge of maintenance of all IT facilities. They ensure that all the IT / WiFi systems are periodically upgraded and glitch free.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

149

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

25.40

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

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

The college administration deploys a number of working committees/cells that oversee maintenance and utilization of its physical, academic and support facilities. Besides, teachers are assigned to oversee the function and utility of various amenities and facilities provided by the college.

- Members of Finance Committee, Building Committee oversee the overall maintenance of college. Library sub-committee and Publication sub-committee provide academic support.
- Outdoor Games committee, Yoga Club in-charge, Gym in -charge, Rock climbing in -charge , Games in - charge look after the physical and mental well-being of students and staff.
- Students Legal Cell, Grievance Redressal Cell, Scholarship Cell provide the necessary support for specific issues.
- Common room in -charge, Cultural in -Charge, Students Welfare and Social in-charge, Canteen in -charge, Magazine in -charge, Seminar in-charge, Cheap store in -charge, Library and Book bank in -charge oversee proper utilization of human resources.
- Departments with Lab facilities are responsible for maintenance & upkeep. Lab assistants provide necessary services. The college administration is in charge of upkeep of classrooms and Seminar halls.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2182

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

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

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

4189

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

153

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

153

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

08

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

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

5.2.2.1 - Number of outgoing student progression to higher education

172

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

government examinations) during the year

16

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

5.3 - Student Participation and Activities

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

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

3

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

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

Almost all activities in the college testify students' participation, representation and engagement in administrative, co-curricular and extra-curricular activities.

The Students Union plays an important role in the college. The General Secretary of Students Union is an elected member who represents students in the apex body of the college -Governing Body. Students Union has other elected representatives who assume various responsibilities in administration.

StudentsUnion participated in vaccination camp on 4.10.2021, organized Vasant Utsav on 17.3.22, participated in Annual Prize distribution 2022 held on 15.3.22, organized blood donation camp with IQAC on 18.4.2022, organized College Social on 30.5.2022.

- NCC cadets hoisted national flag on 15th August, 2021.
- NSS volunteers participated in Azadi ka Amrit Mahotsav on 15th August, 2021, state-level Republic Day parade selection camp on 23.12.2021, World Environment Day on 5.6.2021, International Yoga Day on 21.6.2021, International Youth Day on 12.1.2022, Zero Discrimination Day on 1.3.2022, World Day for Cultural Diversity on 21.5.2022.
- Students participated in all co-curricular/extracurricular activities organized by Cine Club, Drama Club, Eco Club, Debate Club, Photography Cell, Cultural Cell, Social Equality Cell.
- Students presented papers and posters in an interdisciplinary webinar organized by the English department on Mahasweta Devi's 'Draupadi' on 30.10.2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

17

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

5.4 - Alumni Engagement

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

Vivekananda College boasts of an impressive resource -pool as far as ex-students are concerned. Wherever they are, students offer their services and support whenever there is a need.

Departments of Botany, Chemistry, Economics, English, Environmental Science, Physics, Sanskrit and Zoology have informal departmental Alumni bodies. Students are often invited to return to their roots and share their resources with the present students.

Dr. Ayan Mitra, (Hoeft Labs., Universities of Connecticut and California), distinguished alumni of Department of English, conducted an online workshop on Academic Writing on 8.7.2021.

An Alumna of the Dept. of Botany, Dr. Sreetama Bhadra (Postdoctoral Researcher, Centre for Integrative Biodiversity Research, Halle-Jena-Leipzig, Germany) was invited for a talk on 21.04.2022.

Dept. of Environmental Science initiated the programme Meet your Alumnion 11.03.2022 with three alumni, Debsagar Das (PWC, Kolkata), Soham Chakraborty (ISS-ESG, Mumbai) and Dayadra Mondal (Wetland International, New Delhi). They launched their website on 11.03.2022 and organised an Online reunion on 02.10.2021.

Four Alumni of the Dept. of Physics, Abhishek Bhattacharjee (NISER, Bhubaneswar), Krishanu Mondal (IISER, Kolkata), Rajdeep Biswas (SNBNCBS, Kolkata) and Diptesh Gayen (University of Freiburg, Germany) gave motivational talks on 26.09.2021.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mission: Vivekananda College, named after the iconic Swami Vivekananda, embodies his spirit of "Education for Empowerment." We strive to illuminate the paths of both urban and rural youth - the middle class of south Kolkata's suburbs and the underprivileged of South Bengal. Guided by "Tomoso Ma Jyotirgamoy" - we offer diverse programs catering to the specific needs of each student community. Through quality education, we empower them to step into a brighter future.

Vision:

To encompass aspiration, educational excellence, collaborative leadership, social mobility, and cohesion for its learners.

To prioritize the cultivation of human qualities and bring intellectual transformation by offering a wide range of subjects.

To meet up the diverse needs of students from different castes, genders, creeds and religions.

To instil a creative, socially aware, and ethically sensitive selfhood among students by emphasizing co-curricular activities, mental health, and well-being.

To focus on value-based education and encourage students to participate in extension activities.

To monitor teaching methodology and teaching outcomes regularly, upgrading physical infrastructure and modernizing teaching aids to ensure continuous improvement.

To ensure ambitious and career-oriented students discover pathways to future self-advancement and economic self-sufficiency through the outreach programs of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The college regards decentralization and participative management as the basic requisites of an excellent centre of learning. A number of steps have been taken over the years to ensure a democratic timbre in the campus. The Principal oversees the institution and delegates responsibilities to various committees for academic enhancement. Sub committees comprising teaching and non-teaching staff like Academic Sub-committee, Finance sub-committee, Building sub-committee, Admission sub-committee, Exam sub-committee, Student's welfare sub-committee, Library sub-committee are formed to oversee activities under their purview. Clubs/cells like: Training and Placement Cell, Cultural Cell, Research and Guidance Cell etc. operate flexibly within their jurisdiction.

Each committee, under designated coordinators, ensures efficient functioning. The Admission and Academic Sub-Committees handle admission and academic procedures, respectively; the Library Sub-Committee manages library facilities. Student office bearers organize annual events. Sports Committee, in collaboration with student office bearers, arranges sports tournaments. All administrative bodies include faculty representation, ensuring cohesive academic and administrative planning.

Decentralization and Participatory Management:

Governing Body ?Principal: Chief Administrator?Bursar?IQAC?Teachers Council (led by elected Secretary)?Departmental Heads?Librarians?Student Union.

Departments are given space to plan academic and co-curricular initiatives, supported financially by non-interfering college administration.

As per the POSH Act, ICC is a statutory body that functions independently, for the redressal of sexual harassment complaints.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning and implementation are essential in institutes of excellence. The college has long term visions as well as immediate objectives for constant betterment and has adopted several policies and action plans to achieve the desired goals. The college ensures effective communication of the plans and progress to all the stakeholders.

Vivekananda College operates under the administrative guidelines set by the Higher Education Department of the Government of West Bengal. The Service Book Committee, overseen by IQAC, ensures implementation of government policies regarding employment and service conditions. The Academic Sub Committee and IQAC focus on curriculum enhancement, the Student Welfare Cell promotes overall student development, the Social Equality Cell fosters a safe environment for all community members, the Cultural Committee, in collaboration with student bodies, organizes major annual events. The Website Committee maintains an updated platform.

Objectives and achievements:

Introduce Honours course in Human Rights.

Administrative and Academic Audit (21-22)

Pending RUSA fund to be utilized for infrastructure upgradation.

Renovation of Laboratories and Classrooms.

Future plans:

Extension of playground.

Construction of new labs for PG

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

Vivekananda College's governance structure comprises the Governing Body, led by the President, overseeing finance, infrastructure, and faculty recruitment. The Principal, supported by the Teachers' Council and Non-Teaching Staff, manages overall operations. The IQAC oversees academic matters, while the Bursar, with the Principal, manages internal finances and conducts audits for optimal fund utilization.

Recruitment and service rules adhere to UGC and state government eligibility criteria, with promotion policies aligned with UGC guidelines and state regulations. The Calcutta University First Statutes, along with the college constitution and state government regulations, govern service rules, subject to periodic amendments.

Policies cover Quality Assurance, e-governance, Research and Publications, Student Support, IT, and Infrastructure, with a Code of Conduct available on the college website. Feedback analysis guides policy reviews for continuous improvement and institutional enhancement.

Activities and Success:

Timely requisitions are sent to appropriate authority for filling up vacant positions. Prompt career advancement enhances the teaching - learning process significantly. This is evidenced by high pass percentages, successful placements, progression to higher studies, students excelling in competitive examinations and a notable number achieving PhDs.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Vivekananda College, Thakurpukur, prioritizes the well-being and professional development of both teaching and non-teaching staff through a wide range of welfare measures and career advancement opportunities.

The college grants duty leave to attend workshops/seminars/conferences, for qualification enhancement and skill development. Upon completion of PhD programs, faculty members receive three compounded increments, incentivizing higher education pursuits.

The institution facilitates access to government schemes like Gratuity, Pension and Medical Facilities, as per Government rules.

Vivekananda College fosters a supportive work environment through initiatives like financial assistance for FDPs and workshops, low-interest loans and support measures like maternity / paternity

leave and childcare leave. Indoor and outdoor recreational facilities, annual picnics and health check-up camps contribute to staff well-being.

Non-teaching staff benefit from similar welfare provisions, including festival bonus and insurance schemes.

The college offers job opportunities for spouses or family members of deceased Non-teaching staff on compassionate grounds. The college also retains eminent faculty members and provides avenues for career progression.

Overall, Vivekananda College demonstrates a strong commitment to staff welfare and career development, fostering a conducive environment for professional growth and personal well-being.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

03

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

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

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

25

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

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

Vivekananda College, Thakurpukur, has implemented a comprehensive PBAS for both teaching and non-teaching staff, aimed at enhancing individual and organizational effectiveness. The PBAS aligns with the guidelines provided by the UGC and encompasses various

evaluation approaches and mechanisms to ensure fair and transparent assessments.

For teaching staff, the PBAS categorizes performances into teaching, learning, and evaluation activities; co-curricular, extension, and professional development activities; and research publications and academic contributions. APIs are assigned to each category, determining promotions based on API scores. The evaluation process involves rigorous scrutiny by IQAC, with recommendations forwarded to the Governing Body and ultimately to the Department of Higher Education, Govt. of West Bengal for approval.

Teachers' Online e-diary and 360-Degree Teachers' Performance Appraisal

In addition to the CAS, Vivekananda College employs a 360-Degree TPA and a Teacherse-diary to streamline the performance appraisal process. CAS focuses on academic performance to determine promotions; 360-Degree Appraisal collects feedback from diverse stakeholders.

Non-teaching staff are appraised by department heads, ensuring accountability and efficiency across administrative, accounts, laboratory, and library personnel.

Vivekananda College's PBAS reflects its commitment to promoting excellence and continuous growth among its staff members, contributing to the fulfilment of its educational mission and vision.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution maintains a robust financial audit mechanism to ensure transparency and efficiency in financial management. Financial operations are overseen by the Bursar, Accountant, and

committees such as the Finance Committee chaired by the Principal, along with the Purchase Committee. Purchases follow a structured process, involving obtaining quotations and price comparisons.

External auditors, appointed according to government regulations, conduct audits to ensure compliance. Grants from entities like the UGC, RUSA, and Higher Education Department necessitate the preparation of utilization certificates. Financial data compiled by the accountant undergoes rigorous scrutiny by the Bursar and Principal.

Identified issues are promptly addressed; internal audit reports are generated annually. The institution ensures financial integrity through a two-step audit process conducted annually. Internal and external financial audits are conducted regularly, with professional auditors examining accounts each year.

Qualified chartered accountants oversee audits, ensuring compliance with regulations. Stock registers are maintained meticulously, and tax obligations like income tax, profession tax, and GST are promptly met. The Directorate of Higher Education, Government of West Bengal, appoints auditors for Grant-in-Aid Colleges, maintaining a panel for this purpose. Reports are submitted to the Director of Public Instructions, Government of West Bengal, upon completion of audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

1.25

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

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

The college primarily mobilizes financial resources through student tuition fees, supplemented by revenue from various sources such as rent from Canara Bank and its ATM and staff quarters, as well as royalties from the Computer Centre. Over the past five years, significant grants from entities like RUSA and UGC, along with grants for seminars, travel, and research, have bolstered the college's finances. Additionally, donations from stakeholders, including contributions from college staff and alumni during the Covid-19 pandemic, further support the institution's financial sustainability.

These funds are allocated for various developmental, maintenance, and academic activities, overseen by the Finance Committee. Government grants and RUSA funds are utilized according to stipulated guidelines, with each department submitting requisitions for necessary equipment and materials. Purchases follow a structured workflow, ensuring transparency and accountability. Financial support is extended for seminars, workshops, lectures, conferences, research projects, and student excursions. Emphasis is placed on supporting extracurricular activities and sports with students being key stakeholders.

Annual audits ensure transparency and accountability. The Bursar oversees internal financial administration, appointed by the Governing Body. The Finance Committee monitors budget allocations and expenditures, while the Finance Committee ensures adherence to procurement regulations. These mechanisms uphold financial integrity and prudent management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC plays a pivotal role in implementing quality assurance strategies across all levels, by promoting the use of technology and fostering research initiatives.

ICT: IQAC initiatives include equipping classrooms with OP and computer/internet facilities, with 16 classrooms having this setup along with two smart classrooms. Digital library resources like INFLIBNET-NLIST offer a wealth of articles and e-books for teaching, learning, and research purposes. An online examination portal facilitates both internal and University examinations.

The college encourages both young and experienced teachers to engage in doctoral and post-doctoral research, as well as to secure projects from organizations like DST, DBT, and UGC. IQAC organizes national/international seminars and conferences to promote cutting-edge research. Faculty members are also encouraged to participate in conferences.

IQAC plans seminars involving all departments, organized jointly or individually by various college departments and cells.

IQAC initiatives include:

Annual External Audits: Conducted for both academic and administrative aspects.

Feedback Mechanism: Regularly obtaining feedback from stakeholders.

Add-on-Courses: Offered to enhance learning and skill development.

Academic Review: Regular assessment and improvement of teaching

methods to enhance effectiveness.

Implementation of Best Practices: Adoption of proven methodologies and strategies for efficient functioning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The Internal Quality Assurance Cell (IQAC) monitors and ensures annual improvements in teaching-learning processes, operational methodologies, and learning outcomes using various norms:

Academic Audit: Conducts audits , reviews faculty workload distribution, course allocation, teaching plans, and curriculum design.

Administrative Audit: Evaluates administrative processes, including electronic data management and policies, through external review.

Online Feedback System: Collects feedback from stakeholders like students, staff, and alumni to enhance teaching-learning reforms.

Supplementary Enrichment Programmes: Encourages additional activities such as virtual cultural events, online surveys, quizzes, and counselling sessions.

Add-on and Value-added Courses: Promotes courses on gender, environment, and sustainability.

Interdisciplinary Lectures: Enhances quality assurance through diverse educational approaches.

Timely Curriculum Planning: Ensures effective learning outcomes within set timeframes.

Competency Outcome and Programme Outcome Attainment: Assists in identifying student learning levels.

Continuous Internal Evaluation: Monitors teaching-learning progress effectively.

Additionally, IQAC recommends

Seminars on relevant educational themes for students' growth.

Innovative pedagogical methodologies like projects, field trips, and workshops.

Soft skills training classes organized by the Job and Placement Cell.

Procurement of updated learning resources.

Regular IQAC meetings for feedback analysis and improvement.

Collaborative quality initiatives with other institutions through MoUs.

Participation in National Institutional Ranking Framework (NIRF) assessments.

Pursuit of ISO certification.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Vivekananda college has a zero-tolerance policy towards any kind of discrimination or violence on the basis of gender and sexual orientation. The college ensures a safe and secure ambience for female students and employees.

Women's Studies, Human Rights, English, Philosophy, Political Science, Journalism departments have regular / Add-on courses on gender. Here, lessons on empowerment and gender sensitization begins in classrooms.

Gender sensitization is an ongoing process in campus. The college focuses on awareness programmes on women's health and laws. Women's Studies department organized a Webinar on "Gender-Based Interpersonal Cybercrime", in collaboration with IQAC (15.12.2021) and a workshop on Women's Health and Security (8.3.2022)

Women's Cell aims at empowering and orienting female students to realize their true potential and improve their lives. They organized a seminar Matrirupena Sansthitao on 28.2.2022, to celebrate International Women's Day. The honourable speaker of the day was Smt. Sunanda Mukherjee, eminent Human Rights activist and erstwhile chairperson of Women's Commission, West Bengal.

Counseling Cell provides counselling & support to female students by trained counsellor.

The college conducts a yearly Gender audit to measure the progress of gender sensitization/ equality. Basic facilities provided to all

women include separate washrooms & common rooms, first-aid/, emergency sanitary provisions.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.vckolkata63.org/The Womens Cel 1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment **A. 4 or All of the above**

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

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

Vivekananda College Thakurpukur has facilities for the management of both degradable and non-degradable waste. The following are some of the facilities available:

- 1. Segregation of Waste:** The college has a system in place for the segregation of waste at source. Waste is segregated into biodegradable and non-biodegradable waste.
- 2. Composting:** The biodegradable waste is collected and sent to the composting pits where it is converted into compost, which is then used as manure for the plants in the campus.
- 3. Waste Disposal:** The college also has provisions for the safe disposal of hazardous waste. Hazardous waste is collected separately and disposed of as per the guidelines issued by the

regulatory authorities.

4. Awareness Campaigns: The college conducts awareness campaigns to sensitize the students and staff about the importance of waste segregation, recycling, and responsible waste management.

Overall, Vivekananda College Thakurpukur has taken a proactive approach towards waste management and has implemented several measures to ensure the efficient management of degradable and non-degradable waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

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

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

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

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

B. Any 3 of the above

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

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

C. Any 2 of the above

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

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

Vivekananda college, Thakurpukur is committed to creating an inclusive environment that fosters tolerance, respect and harmony among all socio - economic, cultural, regional and linguistic & communal diversities. The college has:

- Zero-tolerance towards any kind of discrimination on the basis of race, caste, birth, gender identity and gender expression, religion, ethnicity, physical or mental disability, sexual orientation and regional diversities.
- The Anti-Ragging Cell organizes awareness programmes and displays posters to help the college enforce anti-ragging measures.
- Support services like ramps, wheel chairs etc. are provided to students with special needs.
- Scholarships for students from economically weaker sections ensuring equal opportunities for all students.
- Sensitization programmes for creating and spreading awareness about diversity and the necessity of tolerance.
- Social Equality Cell and Grievance Cell function in tandem, to address problems and grievances of students from underprivileged sections.
- The college celebrates communal harmony by promoting inclusiveness during religious festivals like Saraswati Puja, Eid, Holi etc.
- To ensure inclusiveness in cultural programmes, students and staff from all backgrounds are encouraged to participate in various cultural programmes.

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

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

All employees and students of Vivekananda College have an unwritten code of conduct that stresses upon our duties as responsible citizens of India.

- Some Core Courses in the syllabus of Political Science, Human Rights provide lessons on Fundamental Rights and Duties, fostering civic sense.
- Department of Journalism teaches Press Law and Indian Constitution in Sem 4, core course 4, which trains future journalists to comprehend Freedom of Press and Indian Constitution.
- Political Science department organized a seminar on RTI Act on 4.2.2022.
- NCC and NSS activities - flag hoisting ceremony on Independence Day, Republic Day, observing Birthday of Netaji and Swami Vivekananda, Rabindranath Tagore inculcates nationalist values.
- Observing International Mother language Day.
- Raising awareness & spreading communal harmony by celebrating religious festivals like Eid, Saraswati Puja and Holi.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, B. Any 3 of the above

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

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

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

Vivekananda College, Thakurpukur observes all National and some International commemorative days/events:

World Environment Day 2021 on 05.06.2021;volunteers prepared E-posters to spread awareness.

Zero Discrimination Day, on 01.03.2022. Volunteers prepared E-posters and shared it through soccial Media pages to promote inclusion, peace and a movement for change.

Independence Day, National FlagHoisting on 15.08.2021, as a mark of ourdevotion and loyalty towards ourcountry. (following Covid-19 safety protocol, a few teachers andfiveNCC cadets participated)

Azadi ka Amrit Mahotsav;volunteers participated in National Essay writing competition organized by Ministry of Youth Affairs, Govt. of India.

National Youth Day, on 12.01.2022 ;studentvolunteers prepared E-posters.

National Bird Day, on 05.01.2022. Volunteers prepared E-posters.

International Day of Yoga, on 21.06.2021; Volunteer Ankita Sengupta demonstrated yoga to motivate others to adopt yoga in their lives and shared the event on Social Media

Celebrated Students' Week declared by Govt. of West Bengal, by organizing Declamation Competition and Essay Writing Competition on 07.01.2022.

World Day for Cultural Diversity, on 21.05.2022; volunteers prepared E-posters and shared it through Social Media to celebrate the richness of cultures and promote sustainable development.

A seminar Matrirupena Sanstha was organised on 28.2.2022, to celebrate the International Women's Day. The honourable speaker of the day was Smt. Sunanda Mukherjee, eminent Human Rights activist and erstwhile chairperson of Women's Commission, West Bengal.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice 1: Our honorable Principal along with the teacher members of the institution organised Covid Vaccination programme and RTPCR test under the guidance of Govt. of West Bengal for the students of Vivekananda College, Thakurpukur on 04th and 5th October 2021.

Best Practice 2: The institution and the Students Union, along with their volunteers, organized a blood donation program on 18 April 2022. The occasion was graced by the Member of Parliament Sri Subhasish Chakraborty, local MLA, Ms Ratna Chatterjee and other dignitaries.

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

7.3 - Institutional Distinctiveness

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

Vivekananda College, Thakurpukur stands out for its unique blend of academic excellence and holistic student development. One notable aspect of this distinctiveness is the unwavering commitment to promoting physical and mental fitness and sports; particularly rock climbing. By integrating such activities in curricular and extracurricular aspects, Vivekananda College fosters students' physical and mental health and cultivates resilience, team-spirit and determination to excel.

Post- Covid, the college has adopted a proactive approach to students' mental well-being. Recognizing the utmost necessity of psychological support for students facing personal loss; financial, emotional and academic challenges, Vivekananda College has a Counselling Cell with a qualified psychologist who plays a pivotal role in providing counseling services free of cost; offering guidance and creating an environment conducive for students' overall well-being. Alongside, the commitment to facilitate academic success extends beyond traditional means. Vivekananda College has a students' book bank, to ensure all students have access to essential learning resources regardless of their financial circumstances.

Vivekananda College distinguishes itself as an institution that goes beyond conventional educational norms. By prioritizing physical fitness, mental health support and academic accessibility, it creates an environment where students can grow and evolve as models of all-round excellence.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Calcutta University Board of Studies plans and designs curriculum for undergraduates. The College abides by the syllabus specified by the BOS.

The Academic sub-committee formulates the time-table for all departments. Theoretical classes and practical classes are well-coordinated.

Departmental headshold meetings to divide and apportion syllabus among the teachers of the department and devise strategies to complete syllabus in the most effective manner.

In the aftermath of Covid 19 lockdown, several departments made use of the blended mode to complete syllabus. While teachers in the Humanities and Commerce sections used the blended mode successfully, Science teachers continued pursuing practical classes, offline. Several Science laboratories were renovated for better functioning.

The college deployed an effective student assessment and evaluation system by conducting an online Students' Satisfaction Survey. (Survey questionnaire was planned on 1.12.2021; Students' Satisfaction Survey was presented on 24.12.2021 by IQAC) The feedback forms presented in pie chart format reflected a clear picture of the effectiveness of curriculum delivery process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institution abides by the academic calendar issued by

Calcutta University while formulating its own strategies for a continuous Internal evaluation process, rather than relying solely on End Semester examinations.

Covid lockdown hampered the normal offline evaluation process. However, the college was extra vigilant in following the academic calendar.

Teachers played active roles in devising ways to conduct CIE, online, with utmost transparency. Departments arranged regular oral tests to assess students' progression. Students were made to do class assignments; answer and mail answer scripts to the respective teachers within the stipulated time, keeping their cameras on throughout class assignments.

Utmost discretion and fairness were exercised in the evaluation process to ensure a fair & transparent evaluation, which is of utmost importance in building the character and future of young learners.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://vckolkata63.org/new/theme/academic_calendar/academic%20calender_21_22.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

47

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

7

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

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

217

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

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

1.3 - Curriculum Enrichment

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

The integration of crosscutting issues into the curriculum is effectively carried on in two ways.

Regular Courses:

Curriculum pattern under CBCS is such that several Science departments like Zoology, Botany, Environment Science, Geography share common boundaries. Zoology deals with environment & sustainability in courses on Ecology, Developmental Biology, Wildlife & conservation Biology. Environment Science has sustainability as its core issue; students of the department study geo-political implications on environment as much as Geography students. Community awareness and development, use of sustainable resources etc. are growing concerns of Economics and other Science departments. Compulsory AECC course on ENVS, which is taught to all Semester 2 students focuses on environment and sustainability. English, Political Science, Women's Studies, Human Rights, Philosophy deal with human values, ethics and professional Ethics. English, Journalism, Women's Studies and Political Science have a number of crosscutting issues like gender, advertising Ethics and Law, professional Ethics.

Add-on Courses:

Five departments have introduced Add-On courses to address gender and human values, environment etc.

Besides, Eco Club, NCC, NSS, Social Equality Cell endeavour to impart a thorough exposure to human values and principles of sustainability. Entrepreneur and Development Cell organizes seminars and workshops on professional Ethics.

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

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

5

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

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

1217

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.vckolkata63.org/igac/Students_Satisfaction_Survey_2021_2022.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
2165	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

710

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

2.2 - Catering to Student Diversity

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

Identification and assessment of learning levels of students and resorting to remedial measures, is a continuous process at Vivekananda College. The aim is to enable all students acquire and develop essential skill sets. Teachers ensure that all students garner self-confidence and resilience to succeed in academic and professional pursuits. Class assignments, question-answer sessions, impromptu talks, internal examinations, oral tests are some measures adopted by teachers to assess the progress of all students.

Slow learners needing additional support are identified and provided informal remedial classes and extra study material. Teachers address slow learners outside classrooms to solve academic issues. Special attention is paid to improve communication skills of shy students. Advanced learners are motivated to excel further; teachers walk the extra mile to quench their thirst for knowledge by providing them advanced resources and study material.

English department organizes students' seminars to provide advanced learners a platform to present short research papers. Teachers of several departments provide guidance to advanced learners taking competitive exams like NET/CSIR, TET, SLST, PSC In an informal manner.

The college administration encourages meritorious students by awarding several prizes. Some teachers have also instituted awards to recognize advanced learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
4436	116

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Vivekananda College prioritizes honing hands-on knowledge and critical thinking of students to ensure their success in all walks of life. While some departments encourage students to organize academic and cultural events on their own, several clubs and cells are entrusted to carry out student-centric activities.

Several departments have the credit of empowering students by giving them opportunities to organize academic and cultural events (English department students organized spring Festival and a Webinar on Bob Dylan, students of Economics department organized Bright Minds). These instances showcase their leadership qualities and knowledge in problem-solving methodologies.

The Research and Guidance Cell sponsors short research projects for students under the guidance of a mentor; students get the opportunity to explore beyond classrooms learning. Eco Club arranges bird watching trips, study of floral diversity in nearby areas. Astronomy Club arranges sky watching programmes with modern equipment. Photography Club arranges exhibitions and contests to familiarize students with contemporary trends. Debate Club, Drama Club, Quiz club and Cultural Cell organize regular activities and workshops to engage students in practical and participative learning. Rock Climbing Club

engages adventurous students in challenges to equip them with problem-solving methodologies.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

While using technology in education is the call of the hour, Vivekananda College exercises caution in adopting a fully ICT-enabled method of teaching-learning; considering the diverse composition of students. Keeping rural/semi-rural students from poor economic background in mind, we prioritize an amalgamation of chalk-and-talk method with ICT tools.

Proper ICT enabled tools have a profound impact on quality of teaching-learning and help promote critical thinking, increase access to latest information and improve learning outcomes.

ICT-enabled tools, used mostly by Science and Commerce teachers, include interactive whiteboards, educational software, online resources, mobile devices etc. These tools are used to deliver content in videos, podcasts, interactive simulations, enabling students visualize complex concepts. Teachers in Humanities departments use online platforms like Google meet, Google classroom, Whiteboards and ppts.

The college has: 3 ICT enabled Seminar halls, 3 Smart classrooms: 2 ICT enabled classrooms in PG and 3 GT enabled labs in Zoology, 12 ICT enabled classrooms in U. G. Zoology, Botany, Geography, Physics, Chemistry, Bio Chemistry, Economics, Journalism, Film Studies, Computer science, Central computer laboratory. The Department of Environment Science has a movable projector.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

116

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

116

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

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

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

49

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

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

2.4.3.1 - Total experience of full-time teachers

1185

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Most examinations in the academic session 2021-2022 were held online, due to Covid lockdown. Abiding by Government rules, the college exercised maximum caution and devised strategies to maintain a strictly transparent and fair evaluation process.

Prior information & clear instructions regarding the examination process were given to all students through online interactions with teachers. Clearly written instructions were provided on college's website and college's YouTube channel.

The college uploaded a checklist of eligible & registered candidates prior to the commencement of University exams. Students had access to rectify errors (if any).

Question papers were uploaded on the College Website. Students had to answer within the stipulated time & mail answerscripts in pdf, to respective departmental Heads/Coordinators.

Departmental heads received answer scripts & distributed them among examiners in the department.

Examiners uploaded marks on the university portal followed by verification, before final submission.

College had a provision for students' offline submission for students without online facilities. However, scriptshad to be submitted atcollege officewithin the stipulated time, maintaining strict covid protocol.

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

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

Vivekananda College has implemented a comprehensive system to ensure transparency and efficiency in conducting Internal Examinations. The college forms an Examination Committee every year, for each semester, to look into all aspects related to exams. The committee fixes a time frame for the Internal Examination but gives freedom to the Departments to conduct them according to their convenience. In case of any difficulty the students air their grievances to the Departmental teachers. The Department tries to address their problems as best as possible and in case of their inability to sit for a particular exam, an alternate date is given to accommodate them, provided they submit valid documents. Evaluation is very transparent and fair and if a student feels dissatisfied, teachers take the effort to give them an explanation for their under-achievement.

In case students are dissatisfied with the steps taken by the respective departments, they have access to the Grievance Cell for further redressal.

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

2.6 - Student Performance and Learning Outcomes

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

The motto of Vivekananda College is to provide and promote the most efficient and happy learning environment for the maximum benefit of students. The college abides by all instructions and modifications issued by Calcutta University and students are updated on the same.

Students are provided with a prospectus at the commencement of each academic session clearly stating the Course details and the corresponding Elective/ Generic components. Students are given a clear idea of the programme and the course outcome.

Once students have a clear understanding of the courses and their outcomes teachers and students align their teaching-learning objectives to yield maximum result.

Teachers ensure that students have a clear vision of their mission, that they know the objectives, boundaries and capabilities.

The Academic sub-committee of the college plays a pivotal role in assessment of gaps and loopholes. Most clarifications are sought and obtained from this august body.

This policy of clarity & transparency regarding courses and their outcomes, instils confidence in students. It helps build their trust towards the college and teachers and goes a long way in establishing an exemplary student-teacher relationship that makes the teaching-learning process easy and pleasurable.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Vivekananda College is committed to quality and excellence in academics. With these objectives, the college has a continuous

and effective process of self-evaluation.

The evaluation of POs and Cos are conducted through various methods such as Internal assessments and feedback from students. These methods provide valuable insights into the effectiveness of academic programmes and help us identify areas of Improvement.

The Principal, along with the Academic sub committee, oversees the outcome of evaluation process. Evaluation of POs and COs result in identification of the strengths and weaknesses of academic programmes and this increases the chance of constant upgradation and improvement of the academic prospects.

Teachers from Arts, Science and Commerce departments are frequently consulted for their opinion and feedback. The Principal also holds meetings with Departmental heads from time to time to assess the efficacy of academic programmes.

Continuous evaluation also ensures that the academic programmes remain relevant and up-to-date in order to meet the challenges and changing needs of students and society.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

1082

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.vckolkata63.org/igac/Students_Satisfaction_Survey_2021_2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

4.16

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

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

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

28

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

3.2 - Research Publications and Awards

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

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

81

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Extension activities or community outreach programmes are an integral part of education system. These activities are designed to sensitize students and provide students with opportunities to engage in community service. The academic session 2021-2022 was by and large completed in lockdown. The college campus was reopened for students around November 2021. Students were re-sensitized about the constant threat of Coronavirus so that they could sensitize others.

IQAC organized a sanitization programme - Corona Warriors - in collaboration with the Students Union on 21.6.2020. Students visited the neighbourhood to sanitize the areas with the Sanitization machine bought by the college.

The college set an exemplary humanitarian gesture by donating Rs. 81,000/ to the family members of Late Sankar Mandal, a Casual non-teaching staff, on 23.2.2022. All contributions came from the teaching and non-teaching staff.

Students helped the Teachers' Council of the college organize the Annual Prize distribution ceremony on 15.3.2022.

IQAC organized a Blood Donation Camp in collaboration with Students Union on 18.4.2022 to make students aware of their social responsibility.

The Cultural Cell organized Rabindra Jayanti celebration 'Rabi Pranaam' in collaboration with Students Union on 11.5.2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

02

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

23

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

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

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

1228

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

3.4 - Collaboration

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

20

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

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

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

10

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is well equipped with almost all modern state-of-the-art infrastructure to provide the students with scopes of learning.

The institute is situated on 6.17 acres of land with 50 well-illuminated and well-ventilated classrooms, 28 laboratories, one central library with around 45000 books along with several departmental libraries.

The classrooms are spread over 5 building blocks, all of which are equipped with LAN/WiFi facilities. 28% of all the classrooms have ICT facilities with internet connectivity (LAN/WiFi).

All the departmental seminar rooms in the science departments are connected through LAN and the Commerce and Arts departments have LAN connectivity in some common strategic locations accessible to the teachers and students.

In addition to the ICT-equipped classrooms, there are 3 ICT-equipped seminar halls, where lectures are arranged regularly. The students and staff members of the college can use internet facilities and other computer-aided activities in a dedicated computing center which has 35 terminals with internet connectivity.

There is a computer center established in the college run by a third party under DOEACC affiliation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1HhWSWuSA94CyyEbb_1hmNBsT1_CbC8MG

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

As stated earlier, the college is situated on 6.17 acres of land. It hosts a large playground which is more than enough for setting up a standard football ground. The playground is used for outdoor sports activities which include football, cricket, volleyball, and other athletic events. Annual sports is organized on the college ground where students and staff members of the college take part in different events. Alongside outdoor games, indoor tournaments are also hosted. There are separate common rooms for boys and girls, with indoor games facility.

In the academic session 2021- 22, the college campus was intermittently opened for students due to COVID-19 protocol, consequently no such event could be organized.

The college also has a well-equipped gymnasium and a dedicated yoga center where trainers are appointed to teach yoga to the students and staff of the college. In this session, some of the gymnasium equipment has been upgraded. The Rock climbing club which used to arrange rock climbing camps every year could not arrange events this year due to Covid_19. Other than the physical activities and sports, the students of the college are encouraged to involve themselves to various cultural events throughout the year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1HhWSWuSA94CyyEbb_1hmNBsT1_CbC8MG

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

16

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1HhWSWuSA94CyyEbb_1hmNBsT1_CbC8MG
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

25.40

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

4.2 - Library as a Learning Resource

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

Vivekananda College has a fully digitized Central library which has implemented ILMS software - Koha LMS and the nature of automation is partial at present (version of Koha is 21.11.10.000 and the year of Automation is 2021-22). An automated library system helps to improve the overall efficiency and effectiveness of library operations. It becomes easier for librarians to manage the collection and provide services to

users. With an ILMS, librarians can easily track the status of library materials, issue and return of books, and generate reports on library usage. Furthermore, an ILMS can enhance the user experience for students and faculty members. It can provide a user-friendly interface for searching and retrieving library materials and can help users to identify relevant resources, quickly. An ILMS also enables users to access library services remotely, such as online renewals and reservations.

ILMS has helped Vivekananda College Thakurpukur's library to become more efficient and effective, providing better services to students and faculty members. By adopting an automated library system, the college has kept itself updated with the latest technology trends and improvement in the overall quality of education provided to students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
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File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

2.99

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

99

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

4.3 - IT Infrastructure

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

The Institution has a well-set maintenance procedure for the IT and WiFi facilities. It has a dedicated AMC agency with personnel deployed at the campus to take care of any kind of problem in the daily operations of the IT system. The College bought Google Workspace, with G-Suit facility, on 26.6.2020, during Covid 19 lockdown and this remained functional in the academic session 2021-2022, since most of the classes in this session were conducted remotely for students. The college set up a dedicated Examination portal in 2020, which was fully functional in 2021-2022 academic session. This enabled the college administration to conduct all Internal assessments, University examinations and other exam related work smoothly.

Dignet Solutions is in charge of maintenance of all IT facilities. They ensure that all the IT /WiFi systems are periodically upgraded and glitch free.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

149

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

25.40

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

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

The college administration deploys a number of working committees/cells that oversee maintenance and utilization of its physical, academic and support facilities. Besides, teachers are assigned to oversee the function and utility of various amenities and facilities provided by the college.

- Members of Finance Committee, Building Committee oversee the overall maintenance of college. Library sub-committee and Publication sub-committee provide academic support.
- Outdoor Games committee, Yoga Club in-charge, Gym in -charge, Rock climbing in -charge , Games in - charge look after the physical and mental well-being of students and staff.
- Students Legal Cell, Grievance Redressal Cell, Scholarship Cell provide the necessary support for specific issues.
- Common room in -charge, Cultural in -Charge, Students Welfare and Social in-charge, Canteen in -charge, Magazine in -charge, Seminar in-charge, Cheap store in -charge, Library and Book bank in -charge oversee proper utilization of human resources.
- Departments with Lab facilities are responsible for maintenance & upkeep. Lab assistants provide necessary services. The college administration is in charge of upkeep of classrooms and Seminar halls.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2182

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

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

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

4189

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

153

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

153

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

08

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

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

5.2.2.1 - Number of outgoing student progression to higher education

172

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

government examinations) during the year

16

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

5.3 - Student Participation and Activities

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

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

3

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

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

Almost all activities in the college testify students' participation, representation and engagement in administrative, co-curricular and extra-curricular activities.

The Students Union plays an important role in the college. The General Secretary of Students Union is an elected member who represents students in the apex body of the college -Governing Body. Students Union has other elected representatives who assume various responsibilities in administration.

StudentsUnion participated in vaccination camp on 4.10.2021, organized Vasant Utsav on 17.3.22, participated in Annual Prize distribution 2022 held on 15.3.22, organized blood donation camp with IQAC on 18.4.2022, organized College Social on 30.5.2022.

- NCC cadets hoisted national flag on 15th August, 2021.
- NSS volunteers participated in Azadi ka Amrit Mahotsav on 15th August, 2021, state-level Republic Day parade selection camp on 23.12.2021, World Environment Day on 5.6.2021, International Yoga Day on 21.6.2021, International Youth Day on 12.1.2022, Zero Discrimination Day on 1.3.2022, World Day for Cultural Diversity on 21.5.2022.
- Students participated in all co-curricular/extracurricular activities organized by Cine Club, Drama Club, Eco Club, Debate Club, Photography Cell, Cultural Cell, Social Equality Cell.
- Students presented papers and posters in an interdisciplinary webinar organized by the English department on Mahasweta Devi's 'Draupadi' on 30.10.2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

17

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

5.4 - Alumni Engagement

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

Vivekananda College boasts of an impressive resource -pool as far as ex-students are concerned. Wherever they are, students offer their services and support whenever there is a need.

Departments of Botany, Chemistry, Economics, English, Environmental Science, Physics, Sanskrit and Zoology have informal departmental Alumni bodies. Students are often invited to return to their roots and share their resources with the present students.

Dr. Ayan Mitra, (Hoeft Labs., Universities of Connecticut and California), distinguished alumni of Department of English, conducted an online workshop on Academic Writing on 8.7.2021.

An Alumna of the Dept. of Botany, Dr. Sreetama Bhadra (Postdoctoral Researcher, Centre for Integrative Biodiversity Research, Halle-Jena-Leipzig, Germany) was invited for a talk on 21.04.2022.

Dept. of Environmental Science initiated the programme Meet your Alumnion 11.03.2022 with three alumni, Debsagar Das (PWC, Kolkata), Soham Chakraborty (ISS-ESG, Mumbai) and Dayadra Mondal (Wetland International, New Delhi). They launched their website on 11.03.2022 and organised an Online reunion on 02.10.2021.

Four Alumni of the Dept. of Physics, Abhishek Bhattacharjee (NISER, Bhubaneswar), Krishanu Mondal (IISER, Kolkata), Rajdeep

Biswas (SNBNCBS, Kolkata) and Diptesh Gayen (University of Freiburg, Germany) gave motivational talks on 26.09.2021.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mission: Vivekananda College, named after the iconic Swami Vivekananda, embodies his spirit of "Education for Empowerment." We strive to illuminate the paths of both urban and rural youth – the middle class of south Kolkata's suburbs and the underprivileged of South Bengal. Guided by "Tomoso Ma Jyotirgamoy" - we offer diverse programs catering to the specific needs of each student community. Through quality education, we empower them to step into a brighter future.

Vision:

To encompass aspiration, educational excellence, collaborative leadership, social mobility, and cohesion for its learners.

To prioritize the cultivation of human qualities and bring intellectual transformation by offering a wide range of subjects.

To meet up the diverse needs of students from different castes, genders, creeds and religions.

To instil a creative, socially aware, and ethically sensitive selfhood among students by emphasizing co-curricular activities, mental health, and well-being.

To focus on value-based education and encourage students to participate in extension activities.

To monitor teaching methodology and teaching outcomes regularly, upgrading physical infrastructure and modernizing teaching aids to ensure continuous improvement.

To ensure ambitious and career-oriented students discover pathways to future self-advancement and economic self-sufficiency through the outreach programs of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The college regards decentralization and participative management as the basic requisites of an excellent centre of learning. A number of steps have been taken over the years to ensure a democratic timbre in the campus. The Principal oversees the institution and delegates responsibilities to various committees for academic enhancement. Sub committees comprising teaching and non-teaching staff like Academic Sub-committee, Finance sub-committee, Building sub-committee, Admission sub-committee, Exam sub-committee, Student's welfare sub-committee, Library sub-committee are formed to oversee activities under their purview. Clubs/cells like: Training and Placement Cell, Cultural Cell, Research and Guidance Cell etc. operate flexibly within their jurisdiction.

Each committee, under designated coordinators, ensures efficient functioning. The Admission and Academic Sub-Committees handle admission and academic procedures, respectively; the Library Sub-Committee manages library facilities. Student office bearers organize annual

events.Sports Committee, in collaboration with student office bearers, arranges sports tournaments. All administrative bodies include faculty representation, ensuring cohesive academic and administrative planning.

Decentralization and Participatory Management:

Governing Body ?Principal: Chief

Administrator?Bursar?IQAC?Teachers Council (led by elected Secretary)?Departmental Heads?Librarians?Student Union.

Departments are given space to plan academic and co-curricular initiatives, supported financially by non-interfering college administration.

As per the POSH Act, ICC is a statutory body that functions independently, for the redressal of sexual harassment complaints.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning and implementation are essential in institutes of excellence. The college has long term visions as well as immediate objectives for constant betterment and has adopted several policies and action plans to achieve the desired goals. The college ensures effective communication of the plans and progress to all the stakeholders.

Vivekananda College operates under the administrative guidelines set by the Higher Education Department of the Government of West Bengal. The Service Book Committee, overseen by IQAC, ensures implementation of government policies regarding employment and service conditions. The Academic Sub Committee and IQAC focus on curriculum enhancement, the Student Welfare Cell promotes overall student development, the Social Equality Cell fosters a safe environment for all community members, the Cultural Committee, in collaboration with student bodies, organizes major annual events. The Website Committee

maintains an updated platform.

Objectives and achievements:

Introduce Honours course in Human Rights.

Administrative and Academic Audit (21-22)

Pending RUSA fund to be utilized for infrastructure upgradation.

Renovation of Laboratories and Classrooms.

Future plans:

Extension of playground.

Construction of new labs for PG

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

Vivekananda College's governance structure comprises the Governing Body, led by the President, overseeing finance, infrastructure, and faculty recruitment. The Principal, supported by the Teachers' Council and Non-Teaching Staff, manages overall operations. The IQAC oversees academic matters, while the Bursar, with the Principal, manages internal finances and conducts audits for optimal fund utilization.

Recruitment and service rules adhere to UGC and state government eligibility criteria, with promotion policies aligned with UGC guidelines and state regulations. The Calcutta University First Statutes, along with the college constitution and state government regulations, govern service rules, subject

to periodic amendments.

Policies cover Quality Assurance, e-governance, Research and Publications, Student Support, IT, and Infrastructure, with a Code of Conduct available on the college website. Feedback analysis guides policy reviews for continuous improvement and institutional enhancement.

Activities and Success:

Timely requisitions are sent to appropriate authority for filling up vacant positions. Prompt career advancement enhances the teaching - learning process significantly. This is evidenced by high pass percentages, successful placements, progression to higher studies, students excelling in competitive examinations and a notable number achieving PhDs.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
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File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Vivekananda College, Thakurpukur, prioritizes the well-being and professional development of both teaching and non-teaching staff through a wide range of welfare measures and career advancement opportunities.

The college grants duty leave to attend workshops/seminars/conferences, for qualification enhancement and skill development. Upon completion of PhD programs, faculty members receive three compounded increments, incentivizing higher education pursuits.

The institution facilitates access to government schemes like Gratuity, Pension and Medical Facilities, as per Government rules.

Vivekananda College fosters a supportive work environment through initiatives like financial assistance for FDPs and workshops, low-interest loans and support measures like maternity / paternity leave and childcare leave. Indoor and outdoor recreational facilities, annual picnics and health check-up camps contribute to staff well-being.

Non-teaching staff benefit from similar welfare provisions, including festival bonus and insurance schemes.

The college offers job opportunities for spouses or family members of deceased Non-teaching staff on compassionate grounds. The college also retains eminent faculty members and provides avenues for career progression.

Overall, Vivekananda College demonstrates a strong commitment to staff welfare and career development, fostering a conducive environment for professional growth and personal well-being.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

03

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

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

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

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

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

Vivekananda College, Thakurpukur, has implemented a comprehensive PBAS for both teaching and non-teaching staff, aimed at enhancing individual and organizational effectiveness. The PBAS aligns with the guidelines provided by the UGC and encompasses various evaluation approaches and mechanisms to ensure fair and transparent assessments.

For teaching staff, the PBAS categorizes performances into teaching, learning, and evaluation activities; co-curricular, extension, and professional development activities; and research publications and academic contributions. APIs are assigned to each category, determining promotions based on API scores. The evaluation process involves rigorous scrutiny by IQAC, with recommendations forwarded to the Governing Body and ultimately to the Department of Higher Education, Govt. of West Bengal for approval.

Teachers' Online e-diary and 360-Degree Teachers' Performance Appraisal

In addition to the CAS, Vivekananda College employs a 360-Degree TPA and a Teacher e-diary to streamline the performance appraisal process. CAS focuses on academic performance to determine promotions; 360-Degree Appraisal collects feedback from diverse stakeholders.

Non-teaching staff are appraised by department heads, ensuring

accountability and efficiency across administrative, accounts, laboratory, and library personnel.

Vivekananda College's PBAS reflects its commitment to promoting excellence and continuous growth among its staff members, contributing to the fulfilment of its educational mission and vision.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution maintains a robust financial audit mechanism to ensure transparency and efficiency in financial management. Financial operations are overseen by the Bursar, Accountant, and committees such as the Finance Committee chaired by the Principal, along with the Purchase Committee. Purchases follow a structured process, involving obtaining quotations and price comparisons.

External auditors, appointed according to government regulations, conduct audits to ensure compliance. Grants from entities like the UGC, RUSA, and Higher Education Department necessitate the preparation of utilization certificates. Financial data compiled by the accountant undergoes rigorous scrutiny by the Bursar and Principal.

Identified issues are promptly addressed; internal audit reports are generated annually. The institution ensures financial integrity through a two-step audit process conducted annually. Internal and external financial audits are conducted regularly, with professional auditors examining accounts each year.

Qualified chartered accountant oversee audits, ensuring compliance with regulations. Stock registers are maintained meticulously, and tax obligations like income tax, profession tax, and GST are promptly met. The Directorate of Higher Education, Government of West Bengal, appoints auditors for

Grant-in-Aid Colleges, maintaining a panel for this purpose. Reports are submitted to the Director of Public Instructions, Government of West Bengal, upon completion of audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

1.25

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

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

The college primarily mobilizes financial resources through student tuition fees, supplemented by revenue from various sources such as rent from Canara Bank and its ATM and staff quarters, as well as royalties from the Computer Centre. Over the past five years, significant grants from entities like RUSA and UGC, along with grants for seminars, travel, and research, have bolstered the college's finances. Additionally, donations from stakeholders, including contributions from college staff and alumni during the Covid-19 pandemic, further support the institution's financial sustainability.

These funds are allocated for various developmental, maintenance, and academic activities, overseen by the Finance Committee. Government grants and RUSA funds are utilized according to stipulated guidelines, with each department

submitting requisitions for necessary equipment and materials. Purchases follow a structured workflow, ensuring transparency and accountability. Financial support is extended for seminars, workshops, lectures, conferences, research projects, and student excursions. Emphasis is placed on supporting extracurricular activities and sports with students being key stakeholders.

Annual audits ensure transparency and accountability. The Bursar oversees internal financial administration, appointed by the Governing Body. The Finance Committee monitors budget allocations and expenditures, while the Finance Committee ensures adherence to procurement regulations. These mechanisms uphold financial integrity and prudent management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC plays a pivotal role in implementing quality assurance strategies across all levels, by promoting the use of technology and fostering research initiatives.

ICT: IQAC initiatives include equipping classrooms with **OPP** and computer/internet facilities, with 16 classrooms having this setup along with two smart classrooms. Digital library resources like **INFLIBNET-NLIST** offer a wealth of articles and e-books for teaching, learning, and research purposes. An online examination portal facilitates both internal and University examinations.

The college encourages both young and experienced teachers to engage in doctoral and post-doctoral research, as well as to secure projects from organizations like **DST, DBT, and UGC**. **IQAC** organizes national/international seminars and conferences to promote cutting-edge research. Faculty members are also encouraged to participate in conferences.

IQAC plans seminars involving all departments, organized jointly or individually by various college departments and cells.

IQAC initiatives include:

Annual External Audits: Conducted for both academic and administrative aspects.

Feedback Mechanism: Regularly obtaining feedback from stakeholders.

Add-on-Courses: Offered to enhance learning and skill development.

Academic Review: Regular assessment and improvement of teaching methods to enhance effectiveness.

Implementation of Best Practices: Adoption of proven methodologies and strategies for efficient functioning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The Internal Quality Assurance Cell (IQAC) monitors and ensures annual improvements in teaching-learning processes, operational methodologies, and learning outcomes using various norms:

Academic Audit: Conducts audits, reviews faculty workload distribution, course allocation, teaching plans, and curriculum design.

Administrative Audit: Evaluates administrative processes, including electronic data management and policies, through external review.

Online Feedback System: Collects feedback from stakeholders like students, staff, and alumni to enhance teaching-learning reforms.

Supplementary Enrichment Programmes: Encourages additional activities such as virtual cultural events, online surveys, quizzes, and counselling sessions.

Add-on and Value-added Courses: Promotes courses on gender, environment, and sustainability.

Interdisciplinary Lectures: Enhances quality assurance through diverse educational approaches.

Timely Curriculum Planning: Ensures effective learning outcomes within set timeframes.

Competency Outcome and Programme Outcome Attainment: Assists in identifying student learning levels.

Continuous Internal Evaluation: Monitors teaching-learning progress effectively.

Additionally, IQAC recommends

Seminars on relevant educational themes for students' growth.

Innovative pedagogical methodologies like projects, field trips, and workshops.

Soft skills training classes organized by the Job and Placement Cell.

Procurement of updated learning resources.

Regular IQAC meetings for feedback analysis and improvement.

Collaborative quality initiatives with other institutions through MoUs.

Participation in National Institutional Ranking Framework (NIRF) assessments.

Pursuit of ISO certification.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>A. All of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Vivekananda college has a zero-tolerance policy towards any kind of discrimination or violence on the basis of gender and sexual orientation. The college ensures a safe and secure ambience for female students and employees.

Women's Studies, Human Rights, English, Philosophy, Political Science, Journalism departments have regular / Add-on courses on gender. Here, lessons on empowerment and gender sensitization begins in classrooms.

Gender sensitization is an ongoing process in campus. The college focuses on awareness programmes on women's health and laws. Women's Studies department organized a Webinar on "Gender-Based Interpersonal Cybercrime", in collaboration with IQAC (15.12.2021) and a workshop on Women's Health and Security (8.3.2022)

Women's Cell aims at empowering and orienting female students to realize their true potential and improve their lives. They organized a seminar Matrirupena Sanstha on 28.2.2022, to celebrate International Women's Day. The honourable speaker of the day was Smt. Sunanda Mukherjee, eminent Human Rights activist and erstwhile chairperson of Women's Commission, West Bengal.

Counseling Cell provides counselling & support to female students by trained counsellor.

The college conducts a yearly Gender audit to measure the progress of gender sensitization/ equality. Basic facilities provided to all women include separate washrooms & common rooms, first-aid/, emergency sanitary provisions.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.vckolkata63.org/The Womens Ce11.pdf

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

A. 4 or All of the above

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

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

Vivekananda College Thakurpukur has facilities for the management of both degradable and non-degradable waste. The following are some of the facilities available:

1. Segregation of Waste: The college has a system in place for the segregation of waste at source. Waste is segregated into biodegradable and non-biodegradable waste.

2. Composting: The biodegradable waste is collected and sent to the composting pits where it is converted into compost, which is then used as manure for the plants in the campus.

3. Waste Disposal: The college also has provisions for the safe disposal of hazardous waste. Hazardous waste is collected separately and disposed of as per the guidelines issued by the regulatory authorities.

4. Awareness Campaigns: The college conducts awareness campaigns to sensitize the students and staff about the importance of waste segregation, recycling, and responsible waste management.

Overall, Vivekananda College Thakurpukur has taken a proactive approach towards waste management and has implemented several measures to ensure the efficient management of degradable and non-degradable waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste

A. Any 4 or all of the above

water recycling Maintenance of water bodies and distribution system in the campus	
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	B. Any 3 of the above
<ol style="list-style-type: none"> 1.Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>Vivekananda college, Thakurpukur is committed to creating an inclusive environment that fosters tolerance, respect and harmony among all socio - economic, cultural, regional and linguistic& communal diversities.The college has:</p>

- Zero-tolerance towards any kind of discrimination on the basis of race, caste, birth, gender identity and gender expression, religion, ethnicity, physical or mental disability, sexual orientation and regional diversities.
- The Anti-Ragging Cell organizes awareness programmes and displays posters to help the college enforce anti-ragging measures.
- Support services like ramps, wheel chairs etc. are provided to students with special needs.
- Scholarships for students from economically weaker sections ensuring equal opportunities for all students.
- Sensitization programmes for creating and spreading awareness about diversity and the necessity of tolerance.
- Social Equality Cell and Grievance Cell function in tandem, to address problems and grievances of students from underprivileged sections.
- The college celebrates communal harmony by promoting inclusiveness during religious festivals like Saraswati Puja, Eid, Holi etc.
- To ensure inclusiveness in cultural programmes, students and staff from all backgrounds are encouraged to participate in various cultural programmes.

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

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

All employees and students of Vivekananda College have an unwritten code of conduct that stresses upon our duties as responsible citizens of India.

- Some Core Courses in the syllabus of Political Science, Human Rights provide lessons on Fundamental Rights and Duties, fostering civic sense.
- Department of Journalism teaches Press Law and Indian Constitution in Sem 4, core course 4, which trains future

journalists to comprehend Freedom of Press and Indian Constitution.

- Political Science department organized a seminar on RTI Act on 4.2.2022.
- NCC and NSS activities - flag hoisting ceremony on Independence Day, Republic Day, observing Birthday of Netaji and Swami Vivekananda, Rabindranath Tagore inculcates nationalist values.
- Observing International Mother language Day.
- Raising awareness & spreading communal harmony by celebrating religious festivals like Eid, Saraswati Puja and Holi.

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

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

B. Any 3 of the above

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

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

Vivekananda College, Thakurpukur observes all National and some International commemorative days/events:

World Environment Day 2021 on 05.06.2021;volunteers prepared E-posters to spread awareness.

Zero Discrimination Day, on 01.03.2022. Volunteers prepared E-posters and shared it through soccial Media pages to promote inclusion, peace and a movement for change.

Independence Day, National FlagHoisting on 15.08.2021, as a mark of ourdevotion and loyalty towards ourcountry. (following Covid-19 safety protocol, a few teachers andfiveNCC cadets participated)

Azadi ka Amrit Mahotsav;volunteers participated in National Essay writing competition organized by Ministry of Youth Affairs, Govt. of India.

National Youth Day, on 12.01.2022 ;studentvolunteers prepared E-posters.

National Bird Day, on 05.01.2022. Volunteers prepared E-posters.

International Day of Yoga, on 21.06.2021; Volunteer Ankita Sengupta demonstrated yoga to motivate othersto adopt yoga in their lives andshared the event onSocial Media

Celebrated Students' Week declared by Govt. of West Bengal, by

organizing Declamation Competition and and Essay Writing Competitionson 07.01.2022.

World Day for Cultural Diversity, on 21.05.2022;volunteers preparedE-posters and shared it through Social Media to celebrate the richness of cultures and promote sustainable development.

A seminar MatrirupenaSansthita was organised on 28.2.2022, to celebrate theInternational Women’s Day. The honourable speaker of the day was Smt. Sunanda Mukherjee, eminent Human Rights activist and erstwhile chairperson of Women’s Commission, West Bengal.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice 1:Our honorable Principal along with the teacher members of the institution organised Covid Vaccination programme and RTPCR test under the guidance of Govt. of West Bengal for the students of Vivekananda College, Thakurpukur on 04th and 5th October 2021.

Best Practice 2: The institution and the Students Union, along with their volunteers, organized a blood donation program on 18 April 2022.The occasion was graced by the Member of Parliament Sri Subhasish Chakraborty, local MLA,Ms Ratna Chatterjee and other dignitaries.

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

7.3 - Institutional Distinctiveness

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

Vivekananda College, Thakurpukur stands out for its unique blend of academic excellence and holistic student development. One notable aspect of this distinctiveness is the unwavering commitment to promoting physical and mental fitness and sports; particularly rock climbing. By integrating such activities in curricular and extracurricular aspects, Vivekananda College fosters students' physical and mental health and cultivates resilience, team-spirit and determination to excel.

Post- Covid, the college has adopted a proactive approach to students' mental well-being. Recognizing the utmost necessity of psychological support for students facing personal loss; financial, emotional and academic challenges, Vivekananda College has a Counselling Cell with a qualified psychologist who plays a pivotal role in providing counseling services free of cost; offering guidance and creating an environment conducive for students' overall well-being. Alongside, the commitment to facilitate academic success extends beyond traditional means. Vivekananda College has a students' book bank, to ensure all students have access to essential learning resources regardless of their financial circumstances.

Vivekananda College distinguishes itself as an institution that goes beyond conventional educational norms. By prioritizing physical fitness, mental health support and academic accessibility, it creates an environment where students can grow and evolve as models of all-round excellence.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Extension of playground.
2. Construction of two new PGLabs.
3. extension and renovation of Canteen space for students and staff.

4. A big size 10ft by 10 ft electronic display board meant for display of notice.