



YEARLY STATUS REPORT - 2020-2021

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.

6291084989

- Mobile No:

9903025356

- 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

- 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. **6291084989**
- Mobile **6291084989**
- IQAC e-mail address **arvipan@gmail.com**
- Alternate e-mail address

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.vckolkata63.org/aqar.html>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	80.10	2004	03/05/2004	02/05/2009
Cycle 2	A	3.04	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.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
RUSA	infrastructural grant	RUSA	2018	20000000

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 5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- 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

- If yes, mention the amount

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

1. National Webinar on Management of Viral Diseases 2. Organization of Webinar on promotion of teachers and Health Scheme 3. Organization of Webinar on "Role of Youth in Confronting Covid-19 and Dengue in present time". 4. Organization of Theatre Appreciation Course. 5.Organizationof Webinar by Astrophysical Club. 6. Monthly attendance of students for online class. 7. Commemorate 150" Birth Anniversary of the father of the Nation:Mahatma Gandhi

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
Implementation and evaluation of online classes system in a cost effective and efficient way in the wake of covid19 pandemic lockdown.	Online classes were taken on google and zoom platform and the record of attendance was kept by all the teachers
Uploading of e content & e lectures in the college website and other platforms like youtube etc. in tune with the syllabus of the University of Calcutta.	e content were uploaded at the college website and few lectures were also uploaded on youtube channel
Implementation of Students' Satisfaction Survey (SSS) in the exact format prescribed by NAAC.	An exact questionnaire of SSS were prepared in the google format and circulated to all the departments and the result of the survey was studied by the Principal and the IQAC coordinator

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	07/12/2021

14. Whether institutional data submitted to AISHE

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.	6291084989
• Mobile No:	9903025356
• 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	
• 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.	6291084989				
• Mobile	6291084989				
• IQAC e-mail address	arvipan@gmail.com				
• Alternate e-mail address					
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.vckolkata63.org/aqar.html				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	80.10	2004	03/05/2004	02/05/2009
Cycle 2	A	3.04	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.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
RUSA	infrastructural grant	RUSA	2018	20000000	
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			5		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?	
<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. National Webinar on Management of Viral Diseases 2. Organization of Webinar on promotion of teachers and Health Scheme 3. Organization of Webinar on "Role of Youth in Confronting Covid-19 and Dengue in present time". 4. Organization of Theatre Appreciation Course. 5. Organization of Webinar by Astrophysical Club. 6. Monthly attendance of students for online class. 7. Commemorate 150" Birth Anniversary of the father of the Nation: Mahatma Gandhi</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
Implementation and evaluation of online classes system in a cost effective and efficient way in the wake of covid19 pandemic lockdown.	Online classes were taken on google and zoom platform and the record of attendance was kept by all the teachers
Uploading of e content & e lectures in the college website and other platforms like youtube etc. in tune with the syllabus of the University of Calcutta.	e content were uploaded at the college website and few lectures were also uploaded on youtube channel
Implementation of Students' Satisfaction Survey (SSS) in the exact format prescribed by NAAC.	An exact questionnaire of SSS were prepared in the google format and circulated to all the departments and the result of the survey was studied by the Principal and the IQAC coordinator
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	07/12/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2019-2020	27/06/2020
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1

5

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

File Description	Documents
Data Template	View File

2.Student

2.1

5011

Number of students during the year

File Description	Documents
Data Template	View File

2.2

959

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

1579

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	84+27
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	84
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	55
4.2 Total expenditure excluding salary during the year (INR in lakhs)	30.95
4.3 Total number of computers on campus for academic purposes	141
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	
<p>With the wake of Covid19 pandemic, the institution was shut from the last week of March 2020. The institution maintained its responsibility of imparting education by asking the faculty members to upload the course materials into the college website. The weblink provided below will straight away take the students to</p>	

a web page, where they can select the subject and then the course of their choice. The study material are the same which was to be taught if there would have been real physical classes.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.vckolkata63.org/coursematerial_upload/viewlistofSM.php

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

The delivery of curriculum is always associated with evaluation and hence we also took into account of this special situation to use our college website. We uploaded the website with question banks, which again were categorized according to the subject and topics. Any student can go through all of these questions and can ask their corresponding teachers, if they fail to understand in writing the answers.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.vckolkata63.org/Question_Bank.html

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

B. Any 3 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	No File Uploaded

1.2 - Academic Flexibility

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

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

23

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	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)

0

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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 with crosscutting issues was achieved by the initiation of different clubs in the college. These clubs do not impose any bindings on the student, but are open to the willing students only. Out of those, the relevant one for this particular metric are: a) Eco club, the motto of this club is to create proper awareness on restoration and sustainable development of environment; b) Cine Club, it encourages students to develop the habit of watching good films. This may act as a helping tool to overcome the gloom in the pandemic time and develop good human values; Drama Club, a space for students to breathe fresh air, to exercise their imaginations and to vent their expressions; Astronomy Club, creating curiosity among the students about sky, the infinite darkness, the twinkling stars.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	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	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

344

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	B. Any 3 of the above
--	-----------------------

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2060

File Description	Documents
Any additional information	No File Uploaded
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

617

File Description	Documents
Any additional information	No File Uploaded
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

The departments regularly assess students by internal examinations and verbal communication with students to assess their learning progress. Teachers regularly meet with slow learners outside the classroom to discuss the topics with lucid languages to help them overcome their problems. Also, teachers take additional internal examinations to assess their progress. For advanced learners, teachers prescribe more reference books, online learning materials, etc. for gathering more knowledge about the subject. Also, teachers mentor these students to succeed in different competitive examinations early in their careers. Also, college inspires advanced learners by recognizing them with different prizes. Moreover, student seminars are conducted to increase the domain knowledge and communication skills of both slow and advanced learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
5011	112

File Description	Documents
Any additional information	No File Uploaded

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

The college has different cells and clubs including Research Guidance Cell, Photography Cell, Debate Club, Drama club, Cultural Cell, Quiz Club, Astronomy Club, and Eco Club. Students are benefited from the regular activities of these cells and clubs. For example, the Astronomy club arranges not only seminars but also sky-watching programs. Eco Club arranges bird watching and study of floral diversity of the nearby area. The college sponsors different research projects for the students through Research Guidance Cell. Some of the works have also been published in journals. Photography Cell regularly arranges photography exhibitions by our students based on different themes. Debate club and quiz club arrange programs on the latest topics. Drama Club is very active as they arrange drama competitions that enhance the participative learning and problem-solving capabilities of the students.

File Description	Documents
Upload any additional information	No File Uploaded
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

The college has 11 smart classrooms with LCD projectors. Teachers regularly use these classrooms for both PowerPoint presentations and chalk and talk methods for efficient teaching-learning processes. Moreover, teachers prepared many computer-generated study materials which have been uploaded to the college website. Students can freely access those. In the time of covid-19 lockdown, students really got benefited from these study materials. Also, in the lockdown period, regular online classes, as well as internal assessments, have been arranged by the college. Subject-wise question banks are also available on our website. The college has a dedicated YouTube channel that has many educational videos. At the time of lockdown due to Covid-19, many informative and educational videos have been created by the students and uploaded to this YouTube channel.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.youtube.com/channel/UCzM3R; http://www.vckolkata63.org/coursematerial_upload/viewlistofSM.phpNoJUwdkNMm3_y313xA/videos

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

112

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

84

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

44

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)	No File Uploaded

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

616

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.

The mechanism of internal assessment was carried out as per the guidelines issued by the University of Calcutta. Online questions were uploaded in the college websites and the students uploaded the answerscripts in pdf format. The scripts were then sent to the email address of the HOD, who again disbursed the scripts in online mode. The examiners after checking the scripts uploaded the marks at the University portal. In the university portal, the marks entry is done in three steps. First the examiner upload the marks by providing the mobile no. and otp. After that a verification is done for the entry. Then a scrutineer checks the marks entry again by providing the mobile number and otp. After that the final verification is done, which make the mark entry system a robust and error free.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://www.vckolkata63.org/notice_tender/notice/notice_files/notice3092020.pdf

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

If there occur any mistake in the marks upload of internal examination, then the college applies for rectification and if the university permits then the marks related grievances are addressed accordingly

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

2.6 - Student Performance and Learning Outcomes

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

The college provides a prospectus in the beginning of the session. The courses and the corresponding electives are clearly stated in the prospectus. The University website also updates itself from time to time if there is any rectification or modification in any part of the syllabus of any of the subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The institution evaluated the outcome under the supervision of the Academic Subcommittee and Principal. This procedure further helps the institution to widen its horizon in terms of attaining its vision.

File Description	Documents
Upload any additional information	No File Uploaded
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

1579

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
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.htm>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

46

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

56

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**

09

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**

1. With the whole-hearted support and inspiration of contributors, teachers of Vivekananda College and some honorable non-teaching members and others and the NSS Unit of our college, we provided relief to 387 households in different Amphan Cyclone disaster areas in Gosaba Block of Sundarban, South 24 Parganas, West Bengal, on 08.06.2020 and 09.06.2020. Apart from these, used clothes in good condition, donated by some of our noble contributors, were distributed among the cyclone-affected people.
2. With the whole-hearted support and inspiration of contributors (teachers of Vivekananda College and some honorable outside donors), we provided lunch to 1250 people in different Yaas Cyclone disaster areas in Raidighi Block

of Sudarban, South 24 Parganas, West Bengal, on 07.06.2021 with the active collaboration of local Panchyat Samiti. With the whole-hearted support and inspiration of the Teachers' Council members, we contributed approximately Rs.1,00,000 (one lakh) as a donation towards the West Bengal State Emergency Relief Fund for combating the COVID-19 pandemic, on 21.06.2021.

3. Contributed Rs. 5,000 (five thousand) as a donation for Student-Aid-Fund in our college.
4. Contributed Rs.15,000 (fifteen thousand) as a donation for Annual Prize Distribution of students.
5. Organized a student-teachers cricket tournament and also a staff-teachers football tournament for enhancement of a strong binding with our dear students.

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

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

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

0

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

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

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

22

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

0

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

0

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

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 institute is situated on 6.17-acre 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 are having ICT facilities with internet connectivity (LAN/WiFi). All the departmental seminar rooms in science departments are connected through LAN and Arts departments are having 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 regularly different lectures are arranged. The students and staff members of the college can use internet facilities and other computer-aided activities in a dedicated compute center with 35 terminals with internet connectivity. There is a computer center established in the college run by a third party under DOECC affiliation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.vckolkata63.org/PHYSICAL_FACILITIES_OF_THE_COLLEGE.html

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

The college believes in the overall development of students and therefore, encourages different types of extracurricular activities including sports and cultural programs. Every year an annual sports event is organized in the college ground where all the students and staff members of the college take part in different events. There is a rock climbing club operational in the college which used to arrange rock climbing camps every year. Other than the physical activities and sports, the students of the college are encouraged to expose themselves to various cultural events throughout the year. To facilitate the same the college is having a large auditorium known as Nivedita auditorium which can accommodate more than 500 audiences at once. There is also an open-air stage where different programs are organized and more audiences can be accommodated. In addition to organizing regular cultural events, the college is having a drama club, a debate club, a photography cell, all of which inculcate the talents available in them.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.vckolkata63.org/PHYSICAL_FACILITIES_OF_THE_COLLEGE.html

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

16

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	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)

30.95

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

4.2 - Library as a Learning Resource

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

Although we have an indigenous homemade search engine for our library. To enhance the automation, the institution installed the demo version of KOHA and a vendor was hired to expedite the installation in full-fledged form. But then due to the sudden lockdown, the communication between the vendor and the institution broke. Presently we are again recovering to install an automated software for our library.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
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)	
771927	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	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	
1	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	

The Institution is having 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. However, for the COVID 19 pandemic the college was closed throughout the 2020 - 21 Session except for a few urgent office works, hence there is nothing to keep records of maintenance. Throughout the session, all the faculty members have taken classes and conducted in online mode and worked from home. The college has subscribed Google suit account for the smooth operation of online examinations, meetings, and webinars. A few classes with a large number of students were also taken on this common platform. However, the website is having a dedicated examination portal which was used successfully during university examinations. The AMC was given to Diginet solutions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://vckolkata63admission.org/vccuexam/eligibility_list.php

4.3.2 - Number of Computers

141

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)**

30.95

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

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 institute is situated on 6.17-acre 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. Approximately 28% of all the classrooms are having ICT facilities with internet connectivity (LAN/WiFi). The college owns a full-fledged playground which is a luxury for any college situated in Kolkata. The college also has a mountaineering wall along with a gymnasium and 2 auditoriums- one Vivekananda Sabhghar, which is airconditioned and can accommodate 150 audiences and the other one is Nibedita auditorium, which can accommodate more than 500 people.

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

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

755

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

0

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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)	No File Uploaded

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

E. None 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	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

189

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

27

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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)

- The Students Union (SU) of the college celebrated online in individual departments with the initiatives of their departmental representatives.
- The NCC cadets hoisted the national flag on Independence Day 2020. Pritam Das, Senior Under Officer, attended Republic Day Camp 2021.
- The NSS volunteers participated in Fit India Freedom Run organized by MYAS, GoI, on 02.10.2020, prepared e-Posters to observe International Day for the Eradication of Poverty 2020, World Legal Service Day 2020, World Soil Day 2020,

World No Tobacco Day 2021, created documentary films on Dengue Awareness published on 20.08.2020, Pandemic Awareness published on 23.10.2020, and participated in National Youth Day Programme 2021. Upasana Adhikari, a NSS volunteer, presented cultural performance on National Song on Independence Day 2020 and prepared e-Poster to observe Global Hand-washing Day 2020.

- A total of 405 UG students of 16 Arts and Science participated in Students' Research Projects sanctioned by the Research Guidance Cell of the college.

A team of four students Soumya Kanti Basu, Shreyasi Ghosh, Saikat Roy and Koustav Chakraborty (Zoology), under the aegis of the Eco Club of the college, participated in the Earth Day Commemoration organized by Bengal-CAN with the theme: Restore our Earth

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

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

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

33

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

There are Alumni association of the Departments of Botany, Chemistry, Economics and Zoology.

The Alumni Association of the Dept. of Botany publishes wall and pocket calendars and organises seminars for the students. Two Alumni were invited this year for online talks: Dr. Shuvadeep Majumdar, Assistant Professor, Dept. of Botany, Parimal Mitra Smriti Mahavidyalaya on 21.02.2021 and Smt. Sreemanti Banerjee, Research Scholar, Phycology Laboratory, Dept. of Botany, University of Calcutta on 23.05.2021.

The Alumni Association of the Dept. of Chemistry organise meetings.

The Alumni Association of the Dept. of Environmental Science organise meetings and publishes a newsletter.

The Alumni Association of the Dept. of Zoology organises seminar with the students.

The KS Rao Memorial Lecture organized by the Departments of Zoology and Botany for the last 50 years involves the active participation of the alumni of the two departments.

Four Alumni of the Dept. of Physics, Afsar Reja, Ayan Patra, Pritam Halder and Siddhartha Karmakar (all Research Scholar, HRI, Allahabad) gave motivational talks on A Brief Guideline about what can be done after B.Sc. Physics and How to guide students regarding examinations and research as a career option, on 11.10.2020.

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

Remaining faithful to the lofty ideals of Swami Vivekananda, the college firmly believes in his words: "Education is the manifestation of perfection already in man". Thus along with teaching and learning, the college gives priority to the cultivation of human qualities of the learners. Tamoso Ma Jyotirgamoyo (from darkness, lead us to light) is the guiding principle of our institution. This is the guiding force to us to cope with the changing patterns of the modern education system in a more efficient and effective manner. The college boasts of having a large number of cells and clubs. These are created for the orientation of the students apart from routine education. This manifests to the overall development of its stakeholders in tune with the vision and mission of the college for the betterment of the society as a whole. In this regard, the mention of few for this particular year is imperative. The college has different cells and clubs including Research Guidance Cell, Photography Cell, Debate Club, Drama club, Cultural Cell, Quiz club, Astronomy Club and EcoClub. Students are benefited by the regular activities of these cells and clubs. For example, Astronomy club arrange not only seminars, but also sky watching programmes.

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

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

There exists a library committee which comprises the Principal, Bursar, Librarian and some other teacher members. The activity of this committee varies from recommendation of the purchase of books proposed by different departments during the beginning of the session or the change in curriculum of the university. It was at

the initiative of this committee, the college enlisted itself to NLIST.

The Research Guidance Cell (RGC) takes immense interest in instilling research

qualities among the students. Students of several departments, particularly

the students of Botany, Economics, Journalism Mass Communication, Philosophy and Environmental Science were engaged in preparing research projects under the active guidance of the departmental teachers.

Apart from two full - fledged libraries (both UG &PG) there are several departmental libraries and a Students' Book Bank as well, which is an exercise of decentralising the distribution of book and making them available for the students, who are the ultimate stakeholder of an educational institution. This exercise further helps to procure more books in addition to the one borrowed from central library. As a mark of participative management, the Book Bank is totally operated by the member of Students' Union.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Free platforms like google meet and zoom were utilized to take regular classes and the attendance were recorded. Separate links were created in the college website for question banks and e resources, so that students, who do not have access to uninterrupted net can access through these links. A questionnaire for Students Satisfaction Survey was setup in google form in the same format provided by NAAC to assess our performance in the pandemic period.

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

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

The overall activities of the college are monitored by the Governing Body, IQAC and the Academic Sub Committee. The Principal as the secretary of the apex body, i.e. the Governing Body, takes the leadership to coordinate with all the three bodies. All the bodies have representatives from the faculty members. The Governing Body makes certain recommendations on Academic matters. The IQAC and Academic Sub Committee under the leadership of the Principal execute those recommendations. There is also a Teachers' Council and a Secretary who shoulders the responsibility of looking into the needs of the teacher and informing the authorities about them. Moreover, the Teachers' Council thoroughly discusses the Academic matters in its periodic meetings.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The permanent teacher of the institution are provided with a health scheme called swastho sathi. The non teaching members are also provided with a health scheme. The temporary members of non - teaching staff get an ex - gratia payment equal to their one month's pay. The College Cooperative Credit Society sanctions loan to the non -teaching members at competitive interest rates. All the casual non - teaching staff of the college has been brought under Employees' Provident Fund (EPF) & ESI scheme.

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

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

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

0

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

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**

0

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

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**

15

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

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

The incumbent applies to the Principal through the Governing Body for Performance Based Appraisal. After being ratified by the GB, the incumbent submit the PBAS in the specified format with the supporting documents. The IQAC coordinator verifies the format and the corresponding documents and forward them to the Principal for further processing. The Principal then send requisition for the University expert from the affiliating university (University of Calcutta) and DPI nominee from the Department of Public Instruction for the formation of screening committee. This screening committee then decides a particular date of convenience for the evaluation of the performance of the corresponding incumbent. After successful evaluation, a memo in the name of the incumbent is generated by the DPI.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts regular internal and external financial audits. The external audit is conducted by an auditor appointed by the Government of West Bengal. The resource generated is being

utilized in the development of infrastructure, library books, laboratory equipment, sports articles, etc

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

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

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

0

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

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

The Institutional strategies for mobilization and utilization of funds are decided by the apex policy making body called the Governing body. These strategies and policies are implemented by the Principal, who is also the secretary of the Governing Body and the Bursar, who is the financial officer of the college.

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

6.5 - Internal Quality Assurance System

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

Making teachers aware of the West Bengal Health Scheme and promotion related issues in collaboration with Teachers Council. The resource person was Dr Tushar Ghara, who is the Jt Dpi and nodal officer of AISHE, Govt. of West Bengal.

*Challenges and responsibilities in the management of viral diseases in collaboration with the department of Environmental sciences. The resource person was Prof. Amitava Nandy, who is the Retd. Director of School of Tropical Medicine, Kolkata, West Bengal.

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

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

Due to pandemic situation, the regular reviews were not done, but a review of the streamwise result and the output of Students Satisfaction Survey(SSS) were discussed with the departmental teachers.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

The college has done repair work for the upliftment of Ladies Common room. A Napkin vending Machine is also installed to take care of the convenience of the girl students coming from distant rural places for attending the college even during their menstrual periods. Quite a few number of toilets for lady teachers and students were made.

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	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

As the institution was completely shut for this academic period nothing conspicuous could be done in terms of waste management

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

A. Any 4 or All of the above

5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

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

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

- Organized an virtual rendezvous with Sri Atanu Ghosh, renowned actor and national awardee, on the topic: Storytelling in Cinema, on 20.08.2020.
- Organized the Inter-College Short Film Competition: Lock Star Hunt, via virtual platform on 19.09.2020. The esteemed judges were Sri Sabuj Konar (EMRC St. Xavier's College, Kolkata) and Sri Gazi Abdun Noor (eminent actor).

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Department of Journalism and Mass Communication. The resource person was Dr Mrinal Chatterjee, who is the Regional Director of Institute of Journalism & Mass Communication, Dhenkanal, Odisha.

*A mentoring session for students, parents and teachers for coping emotionally with Covid 19.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded
7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above
File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
	<ul style="list-style-type: none"> • Hoisting of the National Flag on 15.08.2020, keeping in mind the Covid-19 safety precautions by a total of five cadets of NCC as a mark of their devotion and loyalty towards their country.

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

7.2 - Best Practices

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

- Teachers of Vivekananda College and some honourable outside donors), provided lunch to 1250 people in different Yaas Cyclone disaster areas in Raidighi Block of Sudarban, South 24 Parganas, West Bengal, on 07.06.2021. We are thankful to Sri Buddhadeb Halder, Sri Jaybhusan Bhandari (Vice-President of Panchyat Samiti), and the Panchyat Pradhan of Nagendrapur Anchal Panchyat for their help and support in fulfilling our mission.
- The students Union along with their volunteers organized a sanitization programme visited the adjacent neighborhood of the college. With whole-hearted support and inspiration of the Teachers' Council members, we contributed approximately Rs. 1,00,000 (one lakh) as donation towards the West Bengal State Emergency Relief Fund for combating COVID-19 pandemic on 21.06.2021.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

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

This institution possesses a geographic location at the outskirts of Kolkata, which makes it a distinct destination for the meritorious rural as well as urban students residing nearby. Moreover, recently we had introduced Pg courses in couple of subjects in both Science and humanities to attract better

students, who would have otherwise terminated their studies due unavailability of institution.

Education through online system in the Pandemic era is carried out in practible way as far as possible. This fact issupported the data of students satisfaction survey.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To approach the University of Calcutta for the introduction of Honours course in the subject of Human Rights.
- Extension of college infrastructure building subjected to the receipt of remaining RUSA fund
- To increase the Students'/ staff amenities(College canteen)