YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   Vivekananda Mission Mahavidyalaya

- Name of the Head of the institution   Dr. Manabendra Sahu

- Designation   Principal

- Does the institution function from its own Yes
  campus?

- Phone no./Alternate phone no.   03224286223

- Mobile no   8967609742

- Registered e-mail   vmmnaac@gmail.com

- Alternate e-mail   principal@vmmahavidyalaya.ac.in

- Address   PO: Chaitanyapur, District- Purba
                                               Medinipur

- City/Town   Haldia

- State/UT   West Bengal

- Pin Code   721645

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Co-education

- Location   Rural

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **Vidyasagar University**

- Name of the IQAC Coordinator   **Dr. Santanu Basu**

- Phone No.   **03224286223**

- Alternate phone No.   **03224287440**

- Mobile   **9231824896**

- IQAC e-mail address   **iqac@vmmahavidyalaya.ac.in**

- Alternate Email address   **iqacvmm@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://vmmahavidyalaya.ac.in/pdf/IQAC/AQAR-20-21.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.vmmahavidyalaya.ac.in/images/IQAC/Final%20Academic%20Calendar%202021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**76.60**	**2007**	**31/03/2007**	**31/03/2012**
Cycle 2	**B**	**2.17**	**2015**	**03/03/2015**	**03/03/2020**

6.Date of Establishment of IQAC   **15/09/2007**

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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   9

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

- If No, please upload the minutes of the   No File Uploaded
  meeting(s) and Action Taken Report

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

- If yes, mention the amount

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

Putting in place a full-fledged mentor-mentee system post opening of the college after the Corona shutdown. The fledgling mentor-mentee system originally in place was strengthened once we were back to offline physical mode

Continuation of the stellar role of the College NSS in social welfare activities. As a recognition of its activities, Programme Officer of Unit IV of College NSS, Mr. Pranab Kumar Jana received the State Programme Officer award for 21-22. He was also chosen as the Best Programme Officer by Vidyasagar University for the year 21-22. Also, Niladri Betal, a student of our College got the VU Best Volunteer Award.

Collection of regular feedback, analysis of it and action taken on it. The feedback reports have all been hosted on the institutional website. Student Satisfaction Survey is an important component of the feedback process.

As an incentive towards research and publication, financial reimbursement of maximum Rs. 500 to each teacher per year (in lieu of registration fees) for attending seminars/ conferences/ symposiums etc.

As a preparation towards Provisional Assessment of Colleges, expansion of the scope of smart facilities in college - from putting in place Electronic Surveillance System (CCTV) to creating new smart spaces (Central Computer Laboratory and smart classrooms). Also

availability of free Wi-Fi, expanding the scope of ERP are all steps towards putting in place a more digitized academic ecosystem.

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
Organization of Faculty Development Programmes, Administrative Training Programmes, seminars, workshops, invited lectures to enrich the primary stakeholders of the college - the staff and the students.	A 7 Days Faculty Development Programme was organized from 29th May 2022 to 4th June 2022 in blended mode. Also a 1 Day Professional Training Programme was conducted for both teaching and non-teaching staff on 21st December 2021 on Advanced ERP Training. Other than these invited lectures have been arranged on special days, like National Science Day, International Women's Day, College Foundation Day etc.
Executing the financial element of Enterprise Resource Planning	The Enterprise Resource Planning in the College has been an academic success with the Learning Management System very much functional. Curricular transactions, be it providing students with study materials, past university question papers, checking their assignments etc. are increasingly taking place through ERP. This year the scope of the ERP has been extended including financial accounting and day-to-day administrative activities also within its purview.
Organizing skill-based certificate courses	The College has stitched a MOU with Aksharekha Swanirbhar Prashikshan Kendra who will be upskilling the students by running vocational skill-oriented courses. Talks with Tata Consultancy Services are

	also on who intend to run their flagship Youth Employment Programme in the College.
Making students job-ready	The Career Counselling Cell initiated a competitive exam training programme for PG students with NET coaching of Paper I. Other than that online facilities for Entry to Service have been put in place, whereby the students can log in to a college instituted portal and take tests on logical reasoning, mathematical and computational competency, general knowledge, current affairs etc.
Expansion of smart facility in College	5 new smart spaces have been added - Room numbers - 2/2, 2/7, 2/14, L2/3 and Seminar Room. A new Computer Lab has been created. Other than these, free Wi-Fi has been made available to the students of the college.

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. Manabendra Sahu
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	20/01/2023

15.Multidisciplinary / interdisciplinary

The institution understands the importance of holistic education

and inculcation of employability skills among its students so as to develop their intellectual, moral, social and physical skills. Multidisciplinary and interdisciplinary courses are, indeed, the need of the hour. The multidisciplinary/ interdisciplinary approach provides students with a number of valuable skills like problem solving, critical thinking, time management, team work and team building, verbal and written communication skills etc. As far as our college is concerned, the SEC and DSE papers, especially the SEC papers, fulfil that need. Those papers, skill based in nature, are concerned about the application aspect of the subject and hence equip the students with practical/employable elements of the subject. In doing thus, they cross rigid disciplinary boundaries overlapping with other disciplines. For example, Business Communication, a SEC paper in English shares disciplinary affinity with Business and Commerce. We understand that with NEP round the corner, we need to emphasize upon running skill based courses and ability enhancement courses adhering to the guideline of CBCS. Skill based courses like soft skills, creative writing, translation studies, business communication, and technical writing will, indeed, provide students a cutting edge in the professional world of competitions. It is, therefore, the endeavour of the college to provide opportunities for students to avail such professionally valuable education while pursuing general degree education.

16.Academic bank of credits (ABC):

As per the Academic Bank of Credit (ABC) guidelines in the National Education Policy, the students will from now on have multiple entry and exit options. The students will be able to exit and enter multiple times any given programme within a stipulated period. This academic flexibility will enable students to seek employment at any stage of their course and also upgrade their qualification at their convenience. This will help in reducing the drop-out rate. ABC also encourages a blended learning mode where students can earn course credits from various institutions registered under SWAYAM. Academic Bank of Credits also enables students to begin their academic programme in an institution and shift midway to another institution anywhere within the country without he/she suffering any academic year loss. Our institution encourages the faculty members and the students to enrol in the courses offered by SWAYAM and use the resources of various MOOCs like e-gyankosh, shodhganga, NPTEL, Virtual Labs etc. The faculty members are also encouraged to make study materials and study videos good enough to be selected for

MOOCs.

17.Skill development:

Development of various skills in students is very important for professional employment and also for the realization of one's own potential. Dedicated skill development courses are an important addition to the conventional teaching-learning curriculum. Thus, adhering to the CBCS guidelines, the college gives special importance to skill based interdisciplinary courses like communicative English, creative writing, ICT skills etc. Students, for example, are encouraged to develop their presentation and communication skills. The college also takes initiative to run various professional additional skill development courses to equip its students for the professional world. The institution is currently in talks with Tata Consultancy Services to run their Youth Empowerment Programme in the college which will provide the students an opportunity of employment in the corporate world. We have stitched another collaboration, this one with Aksharekha Swanirbhar Prasikshan Kendra, who will impart basic IT skills and communication skills to the students. This course will also, on completion, offer employment to the successful students. In the rural hinterland the college caters to, where opportunities and exposures are hard to come by, such initiatives of providing professional, skill based programmes surely are a shot in the employment arm for a large majority of students.

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

The institution bears the name of Swami Vivekananda and tries to incorporate a value-based education system following the visionary teachings of Swami Vivekananda, Sri Ramakrishna and Sarada Devi. Classes are taken mostly in Bengali in order to reach the students. The institution has a Sanskrit department where teaching-learning takes place in the ancient Indian language of Sanskrit. Students are encouraged to write in the Devanagari script. Bengali department teaches vernacular texts letting the students know their state and its culture. The current CBCS syllabus gives emphasis on the learning of Indian texts and classical Indian culture. Classical Indian texts are taught in the English UG curriculum to develop an understanding of ancient Indian culture and society. A good number of modern Indian texts are taught in translation to make the students aware of the socio-politico-cultural elements of Indian life like caste issues and Partition. The departments of Philosophy and

Education, in particular, teach Indian philosophy and Indian educational system, making students conscious of their heritage and culture.

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

To achieve functional outcome-based education, the institution ensures comprehensive quality management by maintaining strict academic standards through continuous monitoring of the teaching-learning process. The institution looks after fulfilling the various needs of the curriculum and updates its infrastructures regularly to keep up with the academic requirements so as to to achieve specific learning outcomes. The institution practices continuous evaluation at the institutional level and prepares its students for summative assessments in the university exams. In the pandemic period, the teachers took regular online classes and evaluated the students through Google forms and by taking assignments through Google classrooms. All the departments of the college have very detailed course outcomes of their syllabus displayed in the college website and work towards achieving these outcomes through their teaching. The college has a very efficient mentor-mentee system wherein every faculty member is entrusted with the comprehensive wellbeing of around 30 students. The teacher doubles up as both instructor and facilitator to ensure the best outcome of the students. The skill based courses and student specific programmes also ensure specific learning outcomes and additional enrichment of the students.

20.Distance education/online education:

Along with imparting higher education in the regular mode, the College has also been involved in distance mode education. It has been running a Study Centre (I-03) of Netaji Subhas Open University since July, 2007. The Study Centre has affiliation for the following courses.

1. Bachelor's Degree Programme (BDP): Duration - 3 Years.

2. Post-Graduate Course (PG): Duration - 2 Years

3. Bachelor of Library and Information Science (BLIS): Duration - 1 Year.

The study centre has evoked satisfactory response in the locality, evident from the fact that there has been regular enrolments in all the three courses that are presently running.

While last year 73 learners had sought admission to Bachelor's Degree Programme (BDP), 3 had enrolled for the Bachelor of Library and Information Science (BLIS).

Bachelor's Degree Programme (BDP) offers Honours degree in Bengali, English, History and Geography to the students. As far as the PostGraduate Course (PG) is concerned, we enroll students in 11 subjects like Bengali, English, History, Political Science, Education, Social Work, Public Administration, Mathematics, Commerce, English Language Teaching and Library and Information Science. Classes, however, of only the Bachelor's Degree Programme (BDP) are held in the college campus on Sundays. Other classes are centrally organized by the University in selected Study Centres.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**21**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2164**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**690**

File Description	Documents
Data Template	[View File](#)

2.3	**576**

Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**32**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**33**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**31**
Total number of Classrooms and Seminar halls	
4.2	**37.21**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**74**
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 College makes very sincere efforts to ensure that the curriculum of each and every course is effectively and timely delivered. At the outset, a routine is shared with every department mentioning the exact time and venue of classes. Classes

are allotted keeping in mind the credit requirements of Choice Based Credit System. Every department also shares a Teaching Plan with students which mention the topics to be taught by different teachers and the approximate number of classes that are allotted for completion of each topic. This helps students to understand in advance how the teaching learning process for each paper will progress during the course of the semester. Regular assignments, tutorials, tests, remedial and mentoring classes help in the process of deeper understanding of topics taught. Seminars and invited lectures related to topics mentioned in the curriculum are also organized by the Departments to ensure comprehensive discussions on new or difficult topics in the syllabus.

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)

Before the commencement of academic session, the college prepares a central academic calendar according to the guidelines of Vidyasagar University to which the college is affiliated. It includes the dates of commencement of classes, internal and external examinations, special classes, excursions etc. The college ensures strict adherence to the academic calendar.

The syllabus and academic planner are uploaded in the college LMS wherefrom the students can access it. Continuous internal assessments are taken by individual departments more or less following the schedule.

The Principal and the IQAC ensure compliance of all the arms of the institution to the given schedule.

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

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

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

21

File Description	Documents
Any additional information	**No File Uploaded**
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)

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)	[View File](#)

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

Cross-cutting issues like Gender, Human Values, Environment and Sustainability are now an integral part of many a UG syllabus of Vidyasagar University. We understand that students need exposure to these issues though they may not be specifically studying a course on any of these. Our mother university aware of such needs have included them in various ways in the syllabus. The CBCS system is of much help in this regard. Students are here offered a wide variety of subject content, among which there are a few that many would consider tangential to the core subject but today with SEC and DSE papers, students cannot avoid these interdisciplinary/multidisciplinary areas. For example, Green Chemistry with its focus on Environment or for that matter Philosophy with Environmental Ethics as one of its papers. Gender for last so many years the most important critical lens to approach both the fictional (read literature) and the real life (read social sciences) is a constant in the University courses. Sociology, History, and literature subjects abound with content linked to women's issues. Not just women, marginalized sexuality has also made its presence felt in liberal studies today. As far as value education is concerned, it is amply represented in the University UG syllabus, like, for example, in the paper Management

`in Gita that Sanskrit offers.`

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

`2`

File Description	Documents
Any additional information	[View File](#)
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**
Institutional Data in Prescribed Format	[View File](#)

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

`674`

File Description	Documents
Any additional information	[View File](#)
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	`B. Any 3 of the above`

syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.vmmahavidyalaya.ac.in/images/Feedback/ERP_Student%20Feedback.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**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	https://www.vmmahavidyalaya.ac.in/images/Feedback/ERP_Teaching-Learning.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 students admitted during the year

959

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

267

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 college maintains an equitable practice of education. The teachers identified slow and advanced learners as soon as the classes began. Mentor groups were formed after the admission with one teacher and thirty to thirty-five students. Regular mentor-mentee meetings facilitated teaching-learning effectively. The institution adopted the following measures for advanced and slow learners respectively.

Measures for Advanced Learners: i) Sharing of E-texts and E-resources:Study materials are shared in the G-classroom and individual WhatsApp groups. ii) Quiz competitions: Quiz competitions on the syllabus helped in creating interest in the subject. iii) Webinars and students' seminars:Departments arranged webinars and students' seminars to facilitate learning. iv) Departmental webzines:Departmental webzines were published to provide students a platform for creativity. v) Use of ERP:Power-point presentations and previous years' question papers were shared in the ERP platform.

Measures for Slow Learners: i) Tutorial and Remedial classes: Tutorial and remedial classes are regularly arranged for slow learners. ii) Dedicated question-answer sessions: Special Q&A sessions are arranged to track the progress of students. iii) Writing Assignments:Projects or topical write-ups are given toenhance their writing skill. iv) Audio-visual sessions: Video clips and adaptations of texts are shown to students for comprehensive understanding.

File Description	Documents
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php/index.php?option=com_content&view=article&id=46&Itemid=0
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
2164	32

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

During the Pandemic, the institution adopted the following measures to facilitate the teaching-learning process.

Experiential Learning-- G-Suite and G-Classroom—Institutional G-Suite has been beneficial in taking classes and maintaining data. Batch-wise G-Classrooms are maintained for sharing resources and taking assignments. PowerPoint Presentation—The faculty members made PPTs on the topics in the curriculum and shared them with the students. Film Show—Some departments showed films and short videos for better understanding of the subject. ERP—All the digital resources, videos, PPTs, Lecture-notes were shared in the ERP platform of the college. Webinars—All the departments arranged webinars to keep students updated about their subject.

Participative Learning— Quiz Competition—Departments arranged inter-class quiz competitions to enhance team spirit and interactive ability. Project—The students prepared internal projects on topics decided strictly according to the guidelines of Vidyasagar University. Rallies—NSS units of the college regularly arranged rallies and awareness programs on relevant issues.

Problem Solving Methodologies— Mentor-Mentee Meetings—Regular online mentor-mentee meetingswere held to address various problems

of the students. Dedicated Interactive Classes—Special classes were taken and interaction was encouraged.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=112&Itemid=0

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

During the pandemic the increasing use of ICT tools marked a paradigm shift in the teaching learning process. The college has adopted several ICT enabled tools for smooth functioning of academic activities in the absence of regular off line classes. 1. ERP: The College maintained an ERP platform where the teachers shared lecture notes, previous years' question papers and YouTube links. 2. Google Classrooms and G-suite: G –Suite has been very effective for taking online classes through Google meet during the pandemic. The departments created G-classrooms for taking assignments and sharing lecture notes. 3. Smart Rooms, Computer Lab and Departmental Computers: The College has dedicated computer labs and smart rooms with overhead projectors to facilitate the students. Each department has computers, printers and Net facility. 4. Fully automated Library: The Library of the college uses open-source software 'KOHA'. Book search and cataloguing are done through OPAC. Access to digital resources are provided through N-List. 5. Webinars and Webzines:Various departments arranged Webinars and published Webzines in this period. 6. Power-point presentation: The teachers used Power Point Presentationsto make the lectures interesting to the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

77

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

32

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

23

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[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

371

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.

Being affiliated to Vidyasagar University, Vivekananda Mission Mahavidyalaya performs all academic activities including the Internal Assessments following University academic guidelines in a highly efficient and transparent manner.

1. **Under the U.G. CBCS Semester pattern, internal assessments are done in all CC, GE, SEC, DSE and AECC Courses. Internal assessments are also held for all P.G. Courses.**
2. **Internal assessments are taken in different modes – written tests, project preparation, seminar presentation, group discussion, book review etc. However, during the Covid-19 Pandemic lockdown period, the internal assessments have been conducted through online mode.**
3. **The Departments notify the dates, time-slots, mode of assessment, topic/syllabus well in advance through physical mode as well as in College website.**
4. **The scripts and project reports are preserved by the Departments. The evaluation process is time bound and transparent. All sorts of evaluation data are recorded and preserved by the Departments. In the case of online tests, the softcopies of the scripts are preserved and evaluation is done.**
5. **After each round of internal assessment, students are informed about their strengths and weaknesses. They are advised to take necessary steps to improve further.**

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

Our Mission Mahavidyalaya has a robust and transparent grievance redressal mechanism for all sorts of students' grievance. In particular, for internal assessment related grievances we perform the following chain of actions:

1. **After each round of internal assessment examination and evaluation, the students are informed about their mistakes and drawbacks.**
2. **If there is any grievance, prompt actions are taken. The first channel for grievance redressal is mentor-mentee set up. If a mentee informs his/her mentor about any problem regarding internal assessment, the mentor tries to resolve it quickly.**
3. **But if the problem still persists, we follow the second channel. We have a dedicated Grievance Redressal Cell chaired by the Principal. For any grievance raised by a student regarding internal assessment, the cell takes quick and appropriate step to resolve it,**
4. **For students with difficulties in certain areas of their syllabus, which may become evident from internal assessments, the teachers provide additional material/ tutorial coaching to them.**

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Our Institution follows Teaching – Learning in a comprehensive and well- structured manner. We follow the curricula designed by the

Vidyasagar University for all courses under U.G. and P.G. programmes. In all cases the POs and COs are clearly mentioned in the syllabus. To make them a reality, we try the following mechanism to communicate POs and COs to the teachers and students:

1. The PSOs, POs and COs are displayed in the College website for all Departments. They are clearly mentioned in College Prospectus also.
2. Hard copy of syllabus and learning outcomes are available in all Departments
3. All Departments carry out Induction Programmes for the newly admitted students to convey the POs and COs in the beginning of each Academic Session.
4. Teachers in all Departments follow the syllabus at U.G. and P.G. levels to internalize POs and COs through Teaching – Learning process.
5. All Departments record the mapping in digital devices as well as in hard copies.
6. As a result, most of our students become able to settle down quickly to attain POs and COs by the final Semester of their study.

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

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

All the programmes offered by our College have well-defined POs, PSOs and COs. We follow all curricular and extra-curricular activities to transform theoretical knowledge into harsh reality. To assess and evaluate the levels of attainment we follow several formal and informal mechanisms:

1. We have an in-built system of monitoring syllabus distribution and completion.
2. Students' progression is continuously assessed through various kinds of evaluation – internal assessments, paper writing, seminar presentation, project report, end semester examinations etc.
3. Students' progression to higher studies and employment are

recorded and encouraged through Departmental Alumni Meetings / Programmes.

4. The continuous process of monitoring and measuring progression involves different platforms inviting different stakeholders – Mentor-Mentee meetings, Departmental Committee meetings, Academic Sub-committee meetings, the Principal's direct interaction with students and guardians, IQAC meetings and so on.

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

576

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	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.vmmahavidyalaya.ac.in/images/stories/iqac/Students%20Satisfaction%20Survey%202021-22.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)

2.75

File Description	Documents
Any additional information	**No File Uploaded**
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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://serb.gov.in/

3.2 - Innovation Ecosystem

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

The Vivekananda Mission Mahavidyalaya strives to raise its students' spirits and inspire them to think creatively in the VUCA (Volatility, Uncertainty, Complexity, and Ambiguity) era. A number of career counselling sessions have been organised to inform them of both the employment market and the potential for entrepreneurship. Webinars on worldwide research technique were held in order to motivate young professors and researchers. We're about to start up an entrepreneurship cell to help the pupils. To pique interest in business, a number of events are organised, including presentations by successful entrepreneurs and alumni who launch their own businesses. Additionally, we want to create a connection between business and academia by bringing business experts to talk in different departments. Additionally, we want to incorporate small projects into ongoing internal evaluation in the forthcoming academic session. In addition to these, we established soft skills training sessions to help them improve their soft skills. Our students may learn, use their knowledge to make decisions, compete, and prepare for the workplace thanks to these projects. We started conversations with the IIT Kharagpur Department of Entrepreneurship in the upcoming years and invite them to serve as our business mentors.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=97&Itemid=0
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

12

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers

in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	*View File*
List books and chapters edited volumes/ books published (Data Template)	*View File*

3.4 - Extension Activities

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

We constantly promote and implant in our pupils the NSS motto, "Not Me but You" at Vivekananda Mission Mahavidyalaya. Furthermore, this is in line with the college's motto, "Eso Manus Hao." The institution plans a variety of extension programmes to help NSS volunteers become more humane in order to encourage and motivate people to get involved in societal development. In the years 2020-2022, there was a pandemic that endangered human civilization. The NSS stood by the local community's members in this difficult situation. With help from all, the NSS volunteers actively performed their jobs. Here are a few of our NSS team's most impressive achievements. Awareness activities included:

1. Poster drawing on Corona awareness and uploading it in Govt social page
2. Making of Corona awareness video and uploading them in Govt social page
3. Campaigning for vaccination against Corona virus
4. Leaflet distribution on Corona awareness in adopted villages
5. Celebration of International Yoga day at college campus.
6. Anti-Tobacco awareness rally and poster distribution
7. Anti-smoking awareness poster and environmental awareness leaflet distribution
8. Awareness poster on possible third wave of COVID- 19
9. Awareness rally on POSCO
10. Celebration of World AIDS day: awareness rally, blood donation, seminar etc.

The College NSS has also stood by people in these difficult times by reacing out to them with tangible help like mask and sanitizer to the village poor,and books to students.

File Description	Documents
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=110&Itemid=0
Upload any additional information	View File

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

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

7

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

41

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1496

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Vivekananda Mission Mahavidyalaya, Chaitanyapur, Purba Medinipur is standing head-high with approximately 3.42 acres of land in its possession. The college has made significant infrastructural developments in the last few years to facilitate teaching learning in College.

Academic Blocks / Buildings:

- Arts and Commerce classes are held in the main building which is a three-storied building.
- PG floors are built on the top of the Central Library to conduct Post-graduation classes.
- The three storied Science Block faces the Central Library and PG building.

In the main building there is a common staff-room, girls' common room, office, Principal's chamber, Students' Union room, Boys' common room and Netaji Subhas Open University Office, NSS and NCC room and the college-canteen. The departments are provided with

- adequate number of classrooms for UG and PG
- ICT enabled classrooms with necessary accessories, alongside the normal classrooms
- Laptops, Desktops, Printers
- Wi-Fi connection
- Well-equipped Central Library with separate reading zones for teachers and students.
- Departmental library
- Departmental laboratory for the Science subjects

- **Air-conditioned Computer laboratories**
- **The Gymnasium and Yoga facilities**
- **Virtual classroom and separate air-conditioned Seminar Hall.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/images/stories/geotagged-pictures/physical-spaces-and-facilities.pdf

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

- **The college conducts so many cultural activities in the campus under the supervision of the standing cultural committee. Wall magazine is published every year by almost all departments where students contribute their write-ups, drawings, which in turn highlight their talents.**
- **There is a huge playground where football, cricket, javelin throwing, shot put, jumping events (long jump and high jump) and other track events are played. The college has separate volleyball court and badminton court in the campus. The hostels have their own separate indoor table tennis court for their students. Arrangements for indoor games like caroms, chess etc. is also there in the hostels.**
- **The Yoga Mandap of our college moulds the overall personality of the students and faculty to inculcate the significance of yoga among students and faculties.**
- **A 800 sq. ft. new gymnasium has been set up from college fund within college campus consisting of various equipments like Multi-Gym 5 Stations i.e. Leg Pull Down, Leg Extension, Leg Press, Peck Deck Butterfly, Sit-Up Benches, Bench Press, Stepper, Twister, Cycling, Tread Mill etc. that are used for total body workout. Faculty members and students can use the gym during all working days from 3.30 p.m. - 4.30 p.m. A daily register is maintained.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=85&Itemid=0

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

6

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/images/stories/geotagged-pictures/smart-classrooms.pdf
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)

6.8

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)

Library is a scientific store house of knowledge for collection, preservation and dissemination of information to the users. We know that it is the backbone of an institution. Like this our Central Library plays a vital role in improving the education and research of our College (Both UG and PG). Apart from this we have 19 Departmental Libraries for each Department systematically. Our Central Library is situated at the Ground Floor of PG Building and centre position of the College. Text books, reference books, CD/DVD, journals, pamphlets and various types of newspapers are available here. The Central Library is fully automated (But, some new books are being automated and Data validation process is going on) with Koha on Cloud Integrated Library Management System (ILMS) software (Version: 21.05.08.000) which is user friendly. Barcode Technology is being used here for circulation with scanner and printed checkouts. Besides this, WEBOPAC is also available here @24x7. The online circulation facility was started since 2018-19 Session. Presently, the Central Library bears more than 30,000 books for its users. Internet surfing facilities are also available here with PC and Wi-Fi for the users. The, library also provide e-Resources through N-LIST of INFLIBNET. On the other hand, the Central Library provides intra-library loans to the Departmental Libraries for easy access on their hands.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://vmm-opac.kohacloud.in/

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)

0.282

File Description	Documents
Any additional information	View File
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

106

File Description	Documents
Any additional information	View File
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

Vivekananda Mission Mahavidyalaya has 74 computers (desktops and laptops) which have been updated as and when required.

During this period Wi-Fi System has been extended on all floors of Administration (Main) Building in order to provide Network Access Facilities to Departments of Main Building. Internet facility is provided in many of the classrooms, laboratories and the offices through Wi-Fi.

In the pandemic situation, all the faculties were provided with G Suite for Education to deliver class lectures and they also use On Cloud LMS and Google Classroom to upload study materials.

The IT facilities have been upgraded at regular intervals to cater

the needs of the modern teaching system. Since the number of users is increasing day by day the existing Internet Bandwidth has been upgraded to 30Mbps. The college website is maintained and upgraded regularly under an annual maintenance contract.

A dedicated computer centre with 8 desktops is provided for browsing & accessing e-resources in Computer Lab 1. The Computer Lab 2 is well equipped with 17 desktops ready to access e-resources. All the Departments have Desktop PCs in their respective departments.

This year, the College has organised various Cultural programmes, Debate, Quiz, Seminars and Webinars on a virtual platform of Google Meet. The College has its own YouTube channel and links are created for easy access.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=74&Itemid=0

4.3.2 - Number of Computers

74

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
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)

28.03

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)	[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 institution aims at optimizing its resources and in this respect maintenance of campus and infrastructural facilities are of vital importance. The Governing Body constitutes a Building Sub-Committee which makes necessary plans regarding campus, hostels, quarters and playground maintenance. The proposals of Building Committee are placed before the Finance Sub-Committee for concurrence regarding financial implication and finally the same are placed before the Governing Body for approval. On receiving the approval, the Building and Purchase Committee is entrusted with the execution of the said civil works.

Few steps for maintenance work:

- **Campus-cleaning drives are regularly undertaken by the NSS volunteers under the supervision of the Programme Officers.**
- **Fire extinguishers are checked frequently, and refilling is done after the expiry.**
- **The College has permanent posts for maintaining electrical works, Gas, Pump and Generator etc.**
- **The major electrical equipment/gadget like Generators, Air Conditioners, CCTV cameras and Water Purifiers are covered under AMC.**
- **Need-based Carpentry and plumbing maintenance work is carried out by hiring services from outside. Such works are supervised by the caretaker.**

- For all major Laboratory Equipment and Computers minor adjustments, repairing and maintenance are done by the technician from outside and under AMC (Computer) with the approval of the Principal.
- Pest control of library books and records is done every year under the supervision of the Library Subcommittee. The updating of library software is done regularly.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=4&Itemid=0

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

859

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

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

D. 1 of the above

File Description	Documents
Link to Institutional website	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=138&Itemid=0
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

150

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

150

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[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	B. Any 3 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	<u>View File</u>
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

2

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of student placement during the year (Data Template)	<u>View File</u>

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

142

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	[View File](#)
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

4

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[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.

2

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/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)

Our college provides a platform for the dynamic contribution of thestudents in a variety of academic and administrative bodies including other activities. Our Mahavidyalaya has always an enthusiastic Students' Council that contribute to the progressive development of the college. Students'representative of the said council brings the common problems andimpediments faced by the students to the notice of the authority concerned, and get those problems resolved. One studentis selected as a member of the College Governing Body ensuring active student participation in administrative processes of the College. It works in tandem with the faculty members Celebrates occasions like Republic Day, Bhasha Divas, National Science Day, International Women's Day, Independence Day In publishing college magazine and wall magazines of different departments Organizes events like Freshers' welcome, Teachers' Day,Rakhibandhan utsav etc. Organizes free Thalassemia detection and health check-up camp Organizes blood donation camp Due to outbreak of corona virus the above said programmes could not be organised. During this pandemic period students participated in many webinars, performed in online cultural programmes organised for celebrationof many national and international events, commemoration of reputed personalities acclaimed over the country and as well as the globe.

File Description	Documents
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=93&Itemid=0
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

7

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

Our college has an active Alumni Association. This association is not yet registered. This association actively participate in different activities throughout the year.

1. **They participate in organising awareness camps on social and health related issues.**
2. **They Celebrates the College Foundation Day.**
3. **They organises reunion programme**

File Description	Documents
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=87&Itemid=0
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

Vision: The vision of the institution is to nurture our students into inquisitive scholars, dutiful citizens and compassionate human beings. Our institution earnestly follows the noble guidance of Swami Vivekananda for the youth of our nation, 'Esho MAnush Hao' (Be Man & Make Man). Hence, we endeavor to instill values of social responsibility and moral strength in our pupils.

Mission: We are committed to imparting standard education to the students of rural and semi-urban areas as we believe that proper education is the key to uplift the rural youth. Since, maximum students of our college are girls, we have the responsibility to empower them through education and support them to gain financial independence.

Our vision and mission are in brief:

1. To encourage students to apply the concepts learnt in the classroom to real life situations and to consider education as a lifelong endeavor
2. To promote original thinking and to develop the inherent talents of the students
3. To develop a strong sense of commitment to the welfare of humanity

4. **To instill moral value and a sense of righteousness to differentiate between good and ev**

To attain the vision and mission, the College has a wellstructured organogram.

File Description	Documents
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=2&Itemid=0
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 has provided autonomy to the respective departments. The departments hold regular meetings to decide on syllabus distribution, academic plan, organisation of seminars, industrial visits, study tours etc. There is a centralised routine committee to prepare the skeleton routine. After preparation of the structure of the routine, the departments are given full autonomy to assign the classes. The departments have the liberty to conduct study tours for the students to enrich them with practical implementation of the knowledge acquired.

The college has different sub-committees approved by the governing body of the college. The responsibilities of the activities are segregated among the sub-committees for the smooth functioning of the college. The sub-committees meet at regular intervals to organise different programmes and to discuss various issues related to the activities of the respective sub-committees. We also have a research and Seminar committees for organising different seminars and workshops in the college premises. The Purchase committee considers the merit of the different requisitions and decide on the items to be purchased. We also have different statutory committees like the academic sub- committee and the admission committee.

File Description	Documents
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=11&Itemid=0
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college is affiliated to Vidyasagar University Paschim Medinipur, West Bengal. All the academic activitiesare framed by the said University concerned. Our teachers are also involved in the Board of Studies of the University.

During the pandemic, our teachers toiled hard day and night to reach to our students by conducting online classes through whatsapp group, google meet, google classroom etc. We also emphasised on the formation of Mentor-Mentee group to discuss and find solutions to the problems faced by our students.Advanced and slow learners are segregated through examination and viva. Seminar lectures are arranged for the advanced learners. Tutorial classes are arranged for slow learners.

During the pandemic our college arranged webinars and distributed certificates to all the student and teacher participants. Learned persons were invited from different corners of our country to deliver their valuable lectures. The departments published the webzines through online mode.

Both Teachers and students can search for availability of books through KOHA from anywhere, anytime. Our library is specially equipped with computer with NLIST to encourage research and development among teachers and post graduate students. Eight ICT rooms are equipped with computers and projectors for audio-visual classes.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
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.

The college has various statutory bodies that help the Principal to carry out his functions. The Governing Body is the highest decision making body of the institution which helps and advises the Principal in discharging his functions. Other bodies that play an active role in the functioning of the college are:

1. **Teachers' Council, a statutory body consisting of full time permanent teachers advises the Principal on the academic affairs of the college.**
2. **IQAC functions as a quality assurance cell. It is involved in quality improvement activities.**
3. **The Finance sub-committee that looks after financial activities includes the Bursar.**
4. **The Library sub-committee manages the activities of the Central Library with the Librarian as the Secretary of the sub-committee.**
5. **The Building sub-committee looks after civil and electrical works.**
6. **Both U.G. and P.G. exam committees are there for smooth conduct of exams in the college.**
7. **Hostel committee with ordinarily a full-time permanent teacher acting as a Hostel Superintendent looks after the upkeep of the hostels.**
8. **Students' Union, an elected body of the students acts as a bridge between the students and the administration.**

The College is governed by the various rules and regulations of the UGC, the State Government and the affiliating body, Vidyasagar University. The service rules and leave rules of the State Government along with the University Statute remain the basis of all administrative and academic activity of the college.

File Description	Documents
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=10&Itemid=0
Link to Organogram of the institution webpage	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=355&Itemid=0
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 inter faces	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

Service – matters

1. **The service- related issues like grant of all kinds of leaves, proper maintenance and periodic updatation of leave account and service book are taken care of.**
2. **All full time employees are covered under general provident fund.**
3. **All retirement benefits are all properly taken care of in due time.**

Career Advancement

1. The IQAC takes care of the promotion/ placement of the faculty.
2. Promotional benefits for non- teaching employees on completion of 7/10/20 years of Services, as applicable, are provided.
3. The institution encourages faculty to undertake doctoral and post-doctoral researches.

Financial Support

1. The college allows a monthly advance to the newly joined substantive teachers/non- teaching employees till the formalities of approval and pay- fixation are completed
2. The college runs an employee's co-operative credit society registered under cooperative society act.
3. The college provides an amount of 500 annually to the teachers to present in webinars and seminars.

Leave Approval

1. Casual Leave, Maternity Leave, Medical Leave and Earned Leave are permitted.
2. CCL available at principal's discretion

Residential Facility

1. There is separate quarters for the hostel superintendent
2. Residential quarters are provided to teachers on need and availability basis.

Health & Fitness

1. Gymnasium facility for teachers and Staffs.
2. College also arranges Yoga program.

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

3

File Description	Documents
Upload any additional information	View File
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

3

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

63

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	[View File](#)
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 institution intends to begin the process of self-appraisal soon. While right now there may be no specific institutional performance appraisal mechanism in place but the IQAC while sending up files of CAS aspirants does ensure that Government regulations about CAS are duly followed.

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 has a strong and robust internal control system managed by its own staff. Internal audits are being conducted on a concurrent basis across all the functions of finance and reported to the governing body of the Mahavidyalaya. Statutory audits are being conducted by externally qualified and experienced CA firms appointed by the Department of Higher Education, Government of West Bengal, on a fiscal year basis. However, owing to some technical constraints, there has been a backlog, and work on the statutory audits has been delayed. Thus, the statutory audit has been completed up to 2017-18. However, work is underway, and the Mahavidyalaya hopes to get it done within a short period of

time.The findings of the audit and the annual financial statements are being placed before the governing body of the Mahavidyalaya for their approval and to take further decisions as they deem fit.

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)

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)	[View File](#)

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

The institution makes all possible efforts to mobilize financial resources and tries to avail all possible scopes/schemes for the same. 1. Grants-in-Aid from the Government of West Bengal to meet the salary component of the employees. 2. Tuition and other Fees collected from students (50% of the Tuition Fees collected should be submitted to the account of the State Govt.). 3. UGC general development Grants. 4. Financial assistance under RUSA. 5. Infrastructural grants of the Govt. of West Bengal. 6. Faculty Research Grants from various sponsoring bodies like UGC, DST-FIST, SERB & WBDST. 7. Haldia being an industrial belt, some proposals have been submitted to the different companies for harnessing their CSR funds.

Strategies adopted by the institution for optimal utilization ofresources: 1. The allocation of funds is monitored by the Finance Sub- Committee headed by thePrincipal under the

supervision of the Governing Body. 2. Different Plan grants received under specific schemes are utilized for the specified purpose and Utilization Certificate is submitted. 3. All expenses as proposed by different sections/departments are to be passed by the Finance Sub-Committee and to be approved by the Governing Body. 4. All standard financial norms and procedures like quotations/tendering etc. are followed in procurements and purchases. 5. Payments for Central/State Govt. funds are made through PFMS. 6. All students' fees are collected through online mode. 7. Annual audit is carried out at regular intervals by the External Auditor appointed by the DPI, Govt. of West Bengal.

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

The College IQAC has been the nodal head as far as framing quality policies for the quality enhancement of college and then taking initiative to put those policies into action. In the meetings of the IQAC, the prospective policies are first discussed before they are put into execution. A look at the resolutions arrived at in the meetings of the IQAC affords us a good understanding of the same. Be it putting in place initiatives towards preparation for PAC like organizing a Faculty Development Programme, creation of new smart spaces, adding significantly to the existing number of computers, putting in place the ERP system that now also includes financial accounting, or for that matter encouraging teachers to explore myriad ICT methods beginning from institutional subscription of G-Suite for Education to helping teachers with google software tools like Google Meet, Google Forms, Google Classroom etc. the college IQAC has been at the forefront of all quality initiatives. Also, the college IQAC regularly monitors the academic/overall scenario proposing a flexible block routine, holding discussions with individual departments about the end semester exam results, collecting and analyzing feedback regularly, urging mentors to send records of the mentor-mentee interactions along with details of the mentees' common grievances to the IQAC. These are some of the ways by which the college IQAC is trying to institutionalize quality practices in the college.

File Description	Documents
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/images/IQAC/iqac%20resolutions%202021-22.pdf
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

The college understands the need for periodic review of its activities and the college IQAC has been more or less vested with the responsibility of carrying out the review. The Career Advancement Scheme of the teachers is a good way to review the performance of the teachers. Teachers eligible for advancement to the next grade fill up the UGC recommended, state government approved format. A very detailed format, it assesses the performance of the teachers on various indicators, from the number of classes taken by them to their administrative activities along with their scholarly pursuits. Only on their getting a minimum score as fixed by UGC and state government that is vetted by outside experts, are teachers promoted to the next grade. Other ways by which such periodic review are carried out include Administrative and Academic audit (by participating in the academic audit conducted by VU and West Bengal Council of Higher Education), teachers filling up their individual performance appraisal forms, feedback of the students to the performance of the teachers and infrastructural support facilities, mentees' regular interaction with their mentors etc. We are in the process of institutionalizing all these healthy practices and realizing our quality objectives.

File Description	Documents
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php/index.php?option=com_content&view=article&id=122&Itemid=0
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the	**B. Any 3 of the above**

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)

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

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Sensitization Programmes:

  1. Demonstration of Self Defence techniques by the female
     students of the Department of Physical Education on National
     Sports Day, 2021.
  2. Webinar on ' Women in Indian Society : Problems and
     Prospects ' on 08.03.2022.
  3. Quiz and extempore competition on International Women's Day
     dated 08.03.2022.

Safety and Security:

  1. 24 hr Security staff
  2. CCTV surveillance system in both college and hostel.
  3. Posters on Women's safety in the campus with helpline number
  4. Organizing Self Defence Training Camps for female students
     in 2022.
  5. The Kanyashree Scholarship scheme, a flagship project of the
     Govt. of West Bengal, ensures financial security of the
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female students. The college facilitates the processing of such applications.

Counselling:

1. The Women's Forum of the college provides necessary psychological support to the female students and employees in the form of counseling.
2. In the post-Covid phase the college has created a separate Cell for Psycho-social support to the girls tudents in general and covid-survivors in particular.

Common Room:

1. The Girls' Common Room is located next to the staff room of the teachers.

File Description	Documents
Annual gender sensitization action plan	https://www.vmmahavidyalaya.ac.in/images/IQAC/Gender-equity-sensitization.pdf
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.vmmahavidyalaya.ac.in/images/stories/student-zone/Safe-and-secureworkplace. 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	C. Any 2 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

Solid waste management

1. Government appointed sweepers and casual workers are employed for cleaning and sweeping.The college campus and hostel premise have been declared as 'Plastic-Free Zones'. The 'Green Bin' collects the degradable waste from canteens and hostel kitchen besides the fallen leaves from the garden. The non degradable waste is collected in the 'Blue Bin'.

Liquid waste management

1. Liquid wastes generated in the laboratories are diluted 5 times before draining into specified basins.

Biomedical waste management

1. In the Department of Zoology, biomedical wastes are disposed off after being autoclaved and sterilized.

E-waste management

1. The e-waste will be handed over to a certified and authorized e-waste recycler in future (According to E-waste Management Rule, 2016).

Waste Recycling System

1. A part of degradable waste, are recycled by composting in pits in the garden premise.

Hazardous chemicals

1. Exhaust fans in laboratories to avoid toxic fumes generated during practical classes.
2. Reactions producing pungent fumes are carried out within fume chambers.
3. Adequate Fire-fighting equipments have been also installed in the campus.
4. Installation of safety shower in the chemistry laboratory to wash off hazardous chemicals in case of accidents.

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

E. None 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
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
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

D. Any 1 of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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	<u>View File</u>

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).

The college takes various initiatives to promote an inclusive

environment facilitating tolerance, and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

The socially-backward students like ST/SC/OBC (non-creamy layer) /Minorities are offered special privilege for admission by relaxation of the entry marks, by offering different types of incentives and scholarship opportunities from the college resources, State Government and UGC.

The college promotes social responsibilities and leadership roles among its students and staff through:

1. Organizing Community Services and participation of the staff and students through NSS programmes, Covid-19 Assistance, Say No to Drugs awareness, Blood Donation Camp etc.

2. Organizing Awareness Programme related to Human Rights, Women issues, Legal aids etc. with the staff and students of the college.

3. Organizing of extra co-curricular activities, cultural and literary programmes involving local unprivileged children's in various activities like cultural and sports event in the college.

Mentor-group meetings are held regularly and students are encouraged to share their problems academic or personal with their mentors.

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	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

Seminars are organized by the college to sensitize the students and employees our institution to the constitutional obligations: values, rights and responsibilities of citizen. IQAC in association with the Department of Political Science bears the sole responsibility. The teachers of the said department sensitize the employees and the students to respect National Flag and the

national Anthem; they sensitize the students to obey the laws of our country, protect the power, unity and integrity of the country, safeguard public property. Constitutional rights are displayed at the prominent places in our college. The institution takes many initiatives like conducting awareness campaigns, organizing seminars, workshops to sensitize the students to inherit human values coping with the constitutional obligations. Speeches are delivered by senior faculty on occasions of Independence Day and Republic Day, whereby the students learn the importance of constitutional obligation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.vmmahavidyalaya.ac.in/images/stories/student-zone/Matrix-My-rights-myduties. pdf
Any other relevant information	**Nil**

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	View File
Any other relevant information	**No File Uploaded**

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

and festivals

Our institution Vivekananda Mission Mahavidyalaya celebrates different events and festivals and also organizes commemorative days having national and international importance. NSS plays a significant role in this regard

1. Aronyo Saptaho celebration has been done during Covid 19 situation period. For that reason our students' planted trees at their home and villages.
2. Teachers' Day is celebrated annually on 5th September to commemorate the birth anniversary of Dr. Sarvapalli Radhakrishnan.
3. Besides that we have observed the birth anniversaries of our great Indian thinkers like Pandit Iswar Chandra Vidyasagar, Mahatma Gandhi and Netaji Subhas Chandra Bose.
4. National Constitution Day is celebrated to taught students' about our constitution and give respect to the constitution as well.
5. World AIDS Day has been celebrated for the awareness. Rally has been organised on that occassion

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	View File
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.

Best Practice I Title of the Practice Cloud based ERP solution for Institute Management. Objectives of the Practice AIMES CORE (Student Management System) for digital institute management. The Context We felt the need to bring the students, staff and management of the institute together into one digital platform. The Practice With Cloud based AIMES ERP, we have digitized a major part of our institutional transactions. Evidence of Success We have introduced digital class attendance. Students make cashless payments. Moreover college office relies on digitized documents using ERP. Problems Encountered and Resources Required The

teachers and office were initially hesitant but now everyone has understood the benefits of digital curricular and administrative transaction

Best Practice II Title of the Practice Initiatives of NSS, VMM in the Covid-19 scenario. Objectives of the Practice Developing the motto of NSS "NOT ME, BUT YOU" among the student volunteers. The Context The College NSS felt that lack of social awareness was behind the surge in Covid-19 spread. The Practice The NSS volunteers were beside the people in their fight against Covid-19 distributing food items, masks and liquid soaps and sanitizers in the adopted villages. Evidence of Success The College NSS activities were widely acclaimed in many quarters. We got the Covid Warrior Award, Best PO award both in the University and at the State Level. Problems Encountered and Resources Required Emergency fund was created with the help of donations received from well-wishers as government fund was unavailable.

File Description	Documents
Best practices in the Institutional website	http://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=130&Itemid=0
Any other relevant information	Nil

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

Esho Manush Hao - Be Man and Make Man: Vivekananda Mission Mahavidyalaya ever since its inception, has been striving to build up an environment that would help manifest in its learners ethos of swamiji and is committed to impart value based higher education in the Haldia subdivision of rural Bengal. A result of the philanthropic effort of the Vivekananda Mission Asram that felt the need to establish a centre of higher learning for the rural population of adjacent villages under Sutahata Police Station, the college was established on 9th August 1968. Following Swami Vivekananda who believed that "Education is the manifestation of the perfection already in man," we in our college motivate our students not only to get a University degree but also to realize their innate potentialities that unless identified would perhaps go waste and unrecognized. Students are made to understand their

duty towards society and an effort is made to instill in them a sense of what society is doing for them. At the very portal of the institution the immortal words of Swami Vivekananda "Be Man and Make Man" is inscribed in Bengali – "Esho Manush Hao". Such glorious words inspire us to implant values of social responsibilities and moral strengths among our students motivating them to be extraordinary human beings with strong sense of commitment to the welfare of humanity.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

The institution's future plans include:

1. **Develop some online courses**
2. **Enhance the power of Solar Energy generation and installation of bidirectional meter**
3. **Installation of rain water harvesting system and other water conservation measures**
4. **Maintain all Student, Teacher & Non-Teaching Staff Databases through ERP**
5. **Implement ERP in its totality, make the office paperless, record and dispose of student grievances through ERP**
6. **Addition of more books & journals to the library repository.**
7. **Introduce skill based certificate courses**
8. **Increase research facilities and number of publications in UGC-CARE List Journals**
9. **Conduct placements drive to provide job opportunities to the students.**
10. **Continue Green Initiatives and arrange ISO Audit (quality,energy and environment)**
11. **Monitor curricular & co-curricular activities**
12. **Develop infrastructure including disabled friendly facilities**