

VIVEKANANDA MISSION MAHAVIDYALAYA

(NAAC ACCREDITED B+ INSTITUTION)

**CHAITANYAPUR, PURBA MEDINIPUR
PIN 721645
WEST BENGAL**

Annual Quality Assurance Report 2009-10

**VIVEKANANDA MISSION MAHAVIDYALAYA
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Foreword

The **Annual Quality Assurance Report 2009-10** is an attempt to trace the progress of the College in the said period. It is an honest analysis of the steps the College has taken in its pursuit of continuous and sustained development.

The College though has to cope with some endemic disadvantages. As the College is situated in a Scheduled Caste and economically backward area and caters mostly to an underprivileged section of society the pool of students it draws upon are not always the best and the brightest. The odds however have not held the College back. There have been consistently students with first class marks from the College. The extracurricular activities are also strong with four units of NSS, and enthusiastic participation in sports and cultural activities.

The **AQAR 2009-2010** draws attention to the developmental activities of the College. In most cases we have continued the good work begun earlier. Efforts have also been made to put into place good practices which will stand the College in good stead in the future.

We end with the assurance that all the data, documents etc put in the **AQAR** are factual and true to the best of our knowledge.



Name and Signature of the
Coordinator, IQAC



Name and Signature of the
Chairperson, IQAC

Part A:

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

The IQAC, which has been constituted, in the college is committed to the overall development of the institution has duly sent the AQAR for the year 2007-08 and 2008-09 to NAAC. The IQAC chalked out the following Plan of Action for the institution for the academic year 2009-2010:

- Investing heavily in the library so as to augment the reading resources and at the same time to make it user-friendly by computerizing the cataloguing process of the books in the library.
- Introduction of Broadband connectivity- so that Internet usage becomes easy and widespread among students and staff alike. Making enhanced use of material from the Internet in teaching learning and also making available to the students digital material.
- To continue with the Remedial Coaching Centre meant for the backward sections of society with UGC funding.
- Introduction of new subjects as Electives to provide students much needed academic flexibility.
- Continuation of the construction of the Girls' Hostel.
- Completion of the construction of a three storied structure in front of the College
- Completion of the construction of the arch that leads to the entrance of the College
- Beginning of the construction of a parallel building in the land behind the main building housing the Chemistry laboratory and the library.
- Reaping the benefits of the SAAC visit.
- Filling up the existing vacant posts and at the same time making efforts to create new posts

The following were the outcome of the above plan in the course of the academic year.

- This year the library has added considerably to its collections. 1554 copies (approx) of books have been procured at the cost of Rs2,59,661 (Approx). The computerization of the cataloguing process of the library is afoot.
- Broadband connectivity has been introduced and Internet access is made available to the teachers who provide the students digital academic support as and when necessary. There is a plan to make Internet access available to the students also on a regular basis.

- The Remedial Coaching Centre has continued its operation and further strengthened itself.
- Proposal for opening of Bio (Sc) General with Botany, Zoology and Chemistry as Electives and to introduce Education as an elective subject in B.A. The University team visited the College on 24.6.10 and has made some recommendations to that effect. The College expects to meet the necessary criteria and introduce these new electives from the next academic session.
- The construction of the second floor of the Girls' Hostel is in the pipeline.
- The construction of the three-storied structure in front of the College is complete.
- The construction of an imposing arch leading to the College is complete.
- The construction of a parallel building in the land behind the main building housing the Chemistry laboratory and the library is on. The Chemistry laboratory section has been made fit for use.
- The SAAC, a State Government body to oversee the functioning of the colleges in the state of West Bengal made its surprise visit on 16.01.09 and satisfied with the working of the College has since released funds for further development of the College.
- Seven full time teaching staff and a Librarian have joined us in the present academic session. Advertisements for filling up five non-teaching posts have been made and the process is at present underway.

Part B:

1. Activities reflecting the goals and objectives of the institution:

The institution is named after Swami Vivekananda and in all its activities the institution tries to embody his teachings. At the very portal of the institution the immortal words of Swami Vivekananda “Be Man & Make Man” is inscribed in Bengali – “*Esho Manush Hao*”. The institution plays out the immortal speeches of Swami Vivekananda and other great people through the public address system just before the commencement of the college. The birthday of Swami Vivekananda is observed in the College with zeal and fervour. Seminars on Swami Vivekananda’s teachings are held to mark the occasion. The College has a ritual of beginning any ceremony held in its premises with the offerings of floral tributes to Swami Vivekananda’s statue and portrait.

2. New Academic Programmes initiated (UG and PG):

There is a proposal for opening of Bio (Sc) General with Botany, Zoology and Chemistry as Electives and to introduce Education as an elective subject in B.A. The University team visited the College on 24.6.10 and has made some recommendations to that effect. The College expects to meet the necessary criteria and introduce these new electives from the next academic session.

3. Innovations in Curricular design and transaction:

The College as such does not have much say in the design of the Curriculum as it is finalized by the affiliating body Vidyasagar University. However, many of our teachers are closely associated with the Vidyasagar University’s academic initiatives. Sri Abhay Pada Mandal, Associate Professor in Physics, is a member of the Board of Studies for the subject of Electronics in the University, which is the highest recommendatory body for all kinds of academic decisions.

4. Inter-disciplinary programmes started:

Nil

5. Examination reforms implemented:

The College abides by all the examination rules and regulations set up by the affiliating body Vidyasagar University. As such the College on its own does not make any reforms in the examination system.

6. Candidates qualified: NET/SLET/GATE etc.

No record of the above is maintained by the College.

7. Initiative towards faculty development programme:

The teachers of the institution regularly upgrade themselves by participating in Orientation Programmes and Refresher Courses and other faculty development programmes. In the current academic session the following faculty attended such programmes.

Name	Course / Programme	University	Date
Sri Jayanta Rana	Refresher Course	Academic staff College, Univ. of Calcutta	3.01.10-22.01.10
Sri Asim Kumar Mandal	Refresher Course	Academic staff College, Univ. of Calcutta	9.11.09-30.11.09
Sri Asim Kumar Mandal	Refresher Course	Academic staff College, Jadavpur University	8.11.10-29.11.10
Smt Sunita Bar	Refresher Course	Academic staff College, Jadavpur University	12.08.10-2.09.10
Dr. Atanu Jana	Refresher Course	Academic staff College, Jadavpur University	13.09.10-4.10.10
Smt Kakali Ghosh	Refresher Course	Academic staff College, Univ. of Calcutta	18.11.10-9.12.10

8. Total number of Seminars/ Workshops conducted:

The College conducts seminars on the occasion of its foundation day which is incidentally on 9th August and also to observe the birthday of Swami Vivekananda after whom the College is named. Seminars on the Quit India movement and the contemporary relevance of Swami Vivekananda were organized this year.

9. Research projects a) Newly implemented:

b) Completed:

Sri Santanu Basu, Assistant Professor in English, has been awarded a Minor Research Project.

The following teachers are pursuing Ph.D programmes, though these projects are not funded by any agency like UGC or CSIR.

NAME		DESIGNATION	UNIVERSITY
1	Sri Asim Kumar Mandal	Assistant Professor in Philosophy	Jadavpur university
2	Sri Anup Majhi	Assistant Professor in Commerce	Burdwan University
3	Smt Kakali Ghosh	Assistant Professor in Philosophy	Vidyasagar university
4	Sri Santanu Basu	Assistant Professor in English	University of Calcutta
5	Smt. Malika Bsasu (Ghosh)	Assistant Professor in History	Vidyasagar University
6	Sri Dipak Kumar Mondal	Assistant Professor in Philosophy	Vidyasagar University
7	Sri Jayanta Rana	Assistant Professor in English	Vidyasagar University

Sri P.K. Dash, Associate Professor in Commerce, has been awarded Ph.D on 27th August' 10. His Ph.D thesis is titled *A study of the inland fisheries in the district of Midnapur*.

Sri Ashis Adhikary Assistant Professor in Bengali, has appeared for his Pre-submission seminar and is expected to submit his Ph.D thesis on *Life and Poems of Binay Majumdar* for evaluation shortly.

10. Patents generated, if any:

Nil.

11. New collaborative research programmes:

Nil.

12. Research grants received from various agencies:

Sri Santanu Basu, Assistant Professor in English, received Rs 74,250 from the UGC as grant for implementing a Minor Research Project.

Smt Malika Basu (Ghosh), Assistant Professor in History, received grants to the tune of Rs. 70,000 from University Grants Commission (UGC) for participating and presenting a paper entitled *Romance of an Indigenous Chemical Enterprise: Case of East India Pharmaceuticals Works Limited* in the 23rd International Conference on History of Science and Technology (ICHST) which was held at Budapest Corvinus University from 28th July-2nd August'09. She received Travel Grant Award from SHAC (Society for the History of Alchemy and Chemistry), Cambridge University U.K. for participating in the conference on History of Alchemy and Chemistry at Sopron, Hungary.

13. Details of research scholars:

Nil.

14. Citation index of faculty members and impact factor:

Nil.

15. Honours/ Awards to the faculty:

Nil.

16. Internal resources generated:

Nil.

17. Details of departments getting SAP, COSIST (ASSIST)/DST, FIST, etc.

Nil.

18. Community services:

The College has four NSS units, which regularly participate in different environmental and health drive programmes like Anti -AIDS campaign, Pulse Polio programme, Clean and Healthy Atmosphere drive, Healthy Sanitary System movement and Pure Drinking Water campaign. Four villages, namely, Keshabpur, Bajitpur, Barda and Ramchandrapur in the surrounding area have been adopted, where free health check-ups, spiritual orientation, environmental awareness programmes, blood donation camps, afforestation are carried out. The NSS volunteers are actively involved in the developmental work. The NSS volunteers maintain the gardens at Barda Railway Station and Chaitanyapur. The NSS also comes forward to provide relief at the time of natural calamities. The NSS creates awareness among the students by observing World AIDS Day (1st December),

World Environment Day (5th June), and World Health Day (7th April). It conducts awareness programmes and organizes seminars on these days. Furthermore special camps are organized each year in the Mahavidyalaya campus. The Special Winter Camp for the year 2009 was organized from 22.12.09-28.12.09 while that of the year 2010 was from 23.12.10-29.12.10. The participation and response to the camps were very satisfactory.

19. Teachers and officers newly recruited:

Seven permanent full-time teachers of which three are doctorates and a Librarian have joined in the present academic session. Other than this part time and casual appointments are made as and when the need arises.

20. Teaching - Non-teaching staff ratio:

Permanent teaching staff - 24

Permanent Non- teaching staff -16

Ratio of Permanent Teaching - Non-teaching staff – 3:2

Other than this the College has 33 part time faculty and 5 contractual office staff to help in the smooth running of the College. (As on Oct' 10)

Thus ratio of total Teaching-Non Teaching staff- 57:21. (As on Oct' 10)

21. Improvement in the library services:

The library is an important part of the institution. The library other than the usual lending and reading facilities also provides other services like newspapers (daily and employment based), newspaper clippings, display of new arrivals, pamphlet service, reference service and Book Bank facilities. The Internet is available for the use of staff and provision is being made for its use by the students also. Broadband connectivity has been introduced which has made Internet access easy. The cataloguing process is at present almost completely computerized. The SOUL-Network version of INFLIBNET is used in this respect. Recently the library has got the SOUL 2.0 of INFLIBNET. It will be installed in a new computer very soon. Preparation is on for this. Besides this, card catalogue preservation is also being done. The library authority also plans to get the registration of N-LIST under INFLIBNET to get e-resources and such other services. Internet tools and techniques are also being modernized. There is a proposal to set up a new foundation for the betterment of library services.

22. New books / journals subscribed and their cost:

From April 2009 to October 2010, a total number of 1554 copies (approx) of books including Reference tools have been purchased by the library. Expenditure incurred for the above is Rs. 2,59,661.00/-(Approx) Annexure-1. Processing of the new books are underway.

The College subscribes to a few journals like *Current Science*, *Paschimbanga*, *Udbodhan*, *Desh*, etc. along with some free subject-specific journals regularly. The library authority proposes to buy few more such subject-specific journals in the near future.

23. Courses in which student assessment of teachers is introduced and action taken on student feedback:

All programmes in the College have started the healthy practice of obtaining feedback from the students. The students' feedback form downloaded from the UGC website is made available to the students. The feedback of the students is kept with the head of the institution who acts on it as and when he deems it necessary.

24. Unit cost of education:

The unit cost of education for the financial year 2008-2009 is

Rs 8,625/- including the salary component and

Rs 3,220/- excluding the salary component.

25. Computerisation of administration and the process of admissions and examination results, issue of certificates:

Regular communications, preparation of Audit report, preparation of Pay packet, collection of fees are all done with the help of computers. The Cash Section has been fully computerized.

26. Increase in Infrastructural facilities:

The College has recently added adjoining lands to its original area of 2.69 acres and now its campus area stands at 3.56 acres. The first two floors of the Women's Hostel Kalpana Chaola Hall are complete. The second floor is in the pipeline. The construction work is also afoot for the Boys' Hostel with help from the Backward-class Welfare Department, Govt. of West Bengal and other sources. The construction of a parallel building in the land behind the main building housing the Chemistry laboratory and the library is on. The Chemistry laboratory section has been made fit for use. An imposing arch leading to the institution has been completed. The three-storied construction as college front is complete, and this has meant not only additional classrooms but has also added grandeur to the college building.

27. Technology Upgradation:

This year the College has added six new computers to the existing twenty-five, one of which has been delegated to the NAAC section. Broadband connectivity has been established in the College and is available for staff use. Plans are afoot to encompass the students also in the fold. The cash section of the office is computerized and it uses special financial accounting software. The maintenance and upgradation of computers is carried through a private computer agency, which is selected through a transparent process of invitation of tender.

28. Computer and Internet access and training to teachers and students:

Broadband connectivity is provided to many of the computers in the College. Of these teaching staff can access the Internet in the library. There is a plan to

incorporate the students also in the Internet enabled knowledge acquisition. A mechanism is being worked to include them As there is a Computer Science Department in the College, the staff is always encouraged to learn the basics in computer. Many of them having used the available opportunity are today computer literate. As the office does most of its work with the help of the computers, those in the office are adept in doing official work in computers.

29. Financial aid to students:

The students belonging to SC and ST categories are recommended by the institution for Government SC/ST fund every year. Other than this, the students of lower and lower middle class families are provided concessions in their tuition fees. A total of 352 students; 229 of 1st Year, 60 of 2nd Year, and 63 of 3rd Year availed of this facility.

There is also a students- aid- fund in the College. Books are bought from this fund, which are then lent to the students of economically backward families. Also concessions in admission and other fees for poor students are made from this fund.

30. Support from the Alumni Association and its activities:

The Alumni Association of our College Praktanee was established in 2003. The last reunion of the ex-students was held on 10th March 2007. Some of the ways by which the Alumni Association serves the institution are:

- By establishing a cordial relationship between the freshers and the ex-students.
- By promoting academic and development works of the college.
- By offering service and support to the college in its moments of need.
- By holding seminars, symposiums, workshops and other philanthropic services.
- By sharing with the current students various information regarding jobs and self-employment opportunities.

31. Support from the Parent-Teacher Association and its activities:

Most of the interactions between parents and teachers take place on an informal level. The parents of the students are called when the students do not perform to the expected level or when they are irregular in class. For any misbehaviour/ misconduct, the Principal meets the guardian/ parent before taking any strict disciplinary measure. The College thus maintains discipline with a humane face. The Parent teacher interaction also helps in receiving feedback from the parents and in involving them in the growth of the institution.

32. Health Services:

The College provides healthcare facilities to the students and staff. The NSS oversees the facilities. Two doctors, Dr. Subrata Jana and Dr. Ramendra Sundar Ghosh, twice a week - Tuesdays and Fridays, attend the campus. Medicines are also provided free to the students as and when possible. Moreover, in all the Pulse Polio campaigns taken up by the local Panchayat, it is the NSS volunteers who are at the forefront of the operation.

The College is an institutional member of the Students' Health Home situated at Matri-mangal Sishu Kalyan Kendra, Chaitanyapur (Haldia), a branch of the Central Students' Health Home in Kolkata, to provide the students with free check-up, medicines and other medical facilities. For this the student has to collect the Health-Home card from the college office. A fee of Rs 5/- per year is charged for this particular card.

The College staff can avail Medical Loan from Employees Co-operative Society.

33. Performance in Sports activities:

The students of this College regularly do well in sports. The introduction of Physical Education in the UG level has helped the cause. This year while Samiran Samanta bagged the first position in the 100 Metres Sprint in the DPI Meet, Soumen Kuila came second in Broad Jump in the University Meet. The College Kabaddi team was crowned champions in the University Meet.

34. Incentives to outstanding sportspersons:

The College provides the outstanding sportspersons all the support necessary. The College provides them free sports kits. All their expenses are paid from the College fund when they take part in various competitions. As these students cannot regularly attend classes the shortfall in their attendance is sympathetically considered. The teachers also take pains to explain to them the lessons they missed. Even in case of their inability to appear for Internal Assessment tests because of their commitments in representing the College in Sports, provisions are in place to hold special tests for them. The achievements of these students are proudly noted by the institution and they are awarded prizes by dignitaries at the time of prize distribution.

35. Student achievement and awards:

Students have done creditably in their University exams with many, especially from Philosophy and Commerce, bagging first class marks. Kashmira Khatun from our College has topped the B.A. (Philosophy Honours) University Exams. Five students each from Philosophy and Commerce have achieved first class marks in this year's Part III University exams.

36. Activities of the Guidance and Counselling Cell:

There is no formal Guidance and Counselling Cell in the College. However, the College provides students with information about various competitive exams. Employment News, Karmakhetra and other such job-oriented journals are subscribed in the library. Magazines like Competition Success subscribed in the library also help in such preparation.

37. Placement services provided to the students:

As there is no Employment Cell the college does not provide placement opportunities. But we equip our students with the information relating to job advertisements and preparation for competitive exams.

38. Development programmes for non-teaching staff:

Steps are being taken to provide computer education to the office staff for smooth running of day-to-day office activities. The administration wants to make the office fully computerized.

39. Best practices of the institution:

Our college campus is clean and green. This is due to the efforts of the NSS Programme Officers and the volunteers. Cleanliness was the Best Practice we mentioned in our SSR submitted to N.A.A.C. Our Best Practice was appreciated and we are committed in keeping it up. The college campus bears evidence of it.

The other thing of which the College is proud about is the success it has achieved in its effort towards fiscal prudence and consolidation. The College has been successful in resource mobilization with funds received from different Government and Non-Government agencies. The audit report is prepared annually to ensure proper utilization of the fund received. The College has begun the healthy practice of Internal Audit. It has been introduced to ensure financial accountability and regularity. The College prepares its budget at the beginning of each financial year. Financial allocations are made with the budget proposal in mind.

40. Linkages developed with National/ International, academic/ research bodies:

Dr Bisnu Pada Dey, Reader, Department of Chemistry is associated with Central Forensic Laboratory, MHA, Govt of India.

41. Any other relevant information:

The teachers of the College regularly fill up the Performance Appraisal Report-downloaded from the UGC website- for the Self Appraisal of Teachers. This helps the teacher as well as the institution in making an evaluation of the contribution of the teacher to academic excellence.

A healthy student-teacher ratio of 1:32 (as on Oct'10) exists in the College. Of the total 1847 students, 803 are female. There are 350 SC, 06 ST, 28 OBC and 139 students belonging to the minority section. The students of the College also participate in educational tours and excursions. This year, for example, the students of the Department of Geography visited Rajasthan from 17th November to 26th November and went to various places there like Jodhpur, Mount Abu and Jaisalmer. The College updates its Prospectus regularly taking into account all the new developments. It is clear and concise and is compiled to provide all the basic information to the students. The Students Union publishes annually a literary journal "Bodhan".

A Xerox-cum-STD booth, cheap store, cheap canteen, water booths, Gymnasium amongst others are made available to the students. Xerox facility is also available in the Remedial Coaching Centre. Stand-by generator is there in the college ground floor to be used in emergency hours. The College boasts two LCD projectors.

There is a Memorial Fund in the College instituted by Amulya Charan Das for the students who achieve highest marks in the Humanities, Commerce and Science disciplines.

Part C:

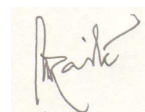
Detail plans of the institution for the next year.

The College plans to execute the following proposals in the next year:

- We expect to open Bio.Sc. (General) with Botany, Zoology and Chemistry as Electives and to introduce Education as an Elective subject in B.A. from the session 2011-12.
- Augmenting the facilities in the Remedial Coaching Centre.
- Continuation of the policy of investment in the library and the efforts towards making it user-friendly.
- Continuation of construction of a parallel building in the land behind the main building housing the Chemistry laboratory and the library.
- Continuation of the construction work for the Boys' Hostel that is at present afoot with help from the Backward-class Welfare Department, Govt. of West Bengal and other sources.
- Construction of a boundary wall behind the College.
- Continuation of the process of filling up the existing vacant posts and at the same time continuing our efforts to create new posts. We have achieved considerable success in this last year and hope to carry the good work forward.
- Spreading the Broadband facility to all sections of the College especially to the students through an institutionalized mechanism.
- Continuation of our effort towards total computerization of the Office.
- Submit proposals to UGC for organizing UGC sponsored seminars and also at the same time begin to hold College-level, Departmental, and Students' seminars.



Name and Signature of the
Coordinator, IQAC



Name and Signature of the
Chairperson, IQAC

Annexure 1

Purchase of Books in the library in the period from April 2009-October 2010.

Subject	Number of copies of Books purchased (Approx)	Amount spent (Rs) (Approx)
English	174	24,406
History	104	17,017
Sanskrit	167	20,485.80
Physical Education	22	3,120
Geography	227	43,275
Bengali	171	25,839
Political Science	116	22,314
Philosophy	148	14,281.60
Music	99	7,193.60
Economics	25	4,276
Commerce	101	21,690
Chemistry	85	28,404
Computer Science	38	11,649
Physics	47	11,078
Mathematics	26	3,202
Environmental Science	3	1,320
Reference Tools	1	110
Total	1554	2,59,661

This includes Books which are donated and those purchased for the Book Bank. The total number of Books donated is 32 and those purchased for the Book Bank stands at 40.