

# The Annual Quality Assurance Report (AQAR) of the IQAC

Period - 1.7.2010-1.6.2011

Part – A

## I. Details of the Institution

1.1 Name of the Institution	Vivekananda Mission Mahavidyalaya
1.2 Address Line 1	P.O. Chaitanyapur
Address Line 2	District: Purba Medinipur
City/Town	Haldia
State	West Bengal
Pin Code	721645
Institution e-mail address	vmmahavidyalaya@gmail.com
Contact Nos.	03224 286223, 03224 287440
Name of the Head of the Institution:	Dr. Manisankar Maiti
Tel. No. with STD Code:	03228 267040

Mobile:

9474599079

Name of the IQAC Co-ordinator:

Prof. Santanu Basu

Mobile:

9231824896

IQAC e-mail address:

vmmnaac@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

WBCOGN13195

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

March 31, 2007/430

1.5 Website address:

www.vmmahavidyalaya.ac.in

Web-link of the AQAR:

<http://www.vmmahavidyalaya.ac.in/pdf/AQAR2010-11>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>B<sup>+</sup></b>	76.60	2007	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR for 2007-08 \_\_\_\_\_ 31.03.2008 \_\_\_\_ (DD/MM/YYYY)
- ii. AQAR for 2008-09 \_\_\_\_\_ 31.03.2009 \_\_\_\_ (DD/MM/YYYY)
- iii. AQAR for 2009-10 \_\_\_\_\_ 01.02.2011 \_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Vidyasagar University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="8"/>								
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>								
2.3 No. of students	<input type="text" value="1"/>								
2.4 No. of Management representatives	<input type="text" value="3"/>								
2.5 No. of Alumni	<input type="text"/>								
2.6 No. of any other stakeholder and community representatives		<input type="text" value="2"/>							
2.7 No. of Employers/ Industrialists	<input type="text"/>								
2.8 No. of other External Experts	<input type="text"/>								
2.9 Total No. of members	<input type="text" value="16"/>								
2.10 No. of IQAC meetings held	<input type="text" value="2"/>								
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="1"/>	Faculty	<input type="text" value="1"/>					
	Non-Teaching Staff	<input type="text"/>	Students	<input type="text"/>					
	Alumni	<input type="text"/>	Others	<input type="text"/>					
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="text"/>	No	<input checked="" type="checkbox"/>					
	If yes, mention the amount	<input type="text"/>							
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC									
Total No.	<input type="text"/>	International	<input type="text"/>	National	<input type="text"/>	State	<input type="text"/>	Institution Level	<input type="text"/>
(ii) Themes	<input type="text"/>								

#### 2.14 Significant Activities and contributions made by IQAC

The Internal Quality Assurance Cell (IQAC) is mainly concerned with initiating quality assurance measures and keeping a close watch on the execution of such measures by the different units of the college so as to ensure a holistic quality improvement. Some such initiatives have been:

1. Acting as quality checks of curriculum implementation.
2. Evaluating the quality of teaching learning and taking up such issues as regularity and punctuality of students and teachers.
3. Effective implementation of the evaluation reforms of the University.
4. Ensuring that the library develops as a modern day learning hub with internet and other digital resources available.
5. Encouraging teachers to increasingly submit proposals for research grants.
6. Persuading individual Departments to organize seminars, workshops etc. to add to the knowledge bank of the students.
7. Putting in place a Self-Appraisal mechanism of the Faculty Members.
8. Seeing to it that infrastructural expansion keeps pace with the growing ambition of the college.

#### 2.15 Plan of Action by IQAC/Outcome

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 \*

Plan of Action:

1. Completion of the college front/main gate cum classroom
2. Computerization of the library and efforts towards making it user-friendly.
3. Beginning of the construction of a parallel building in the land behind the main building housing Science departments.
4. Completion of the construction of the arch that leads to the entrance of the College

5. Continuation of the process of filling up the existing vacant posts and at the same time continuing our efforts to create new posts.
6. Submit proposals to UGC for organizing UGC sponsored seminars and also at the same time begin to hold College-level, Departmental, and Students' seminars.
7. Submission of proposals for Research Projects.

Achievements:

1. The college front is complete providing us additional six rooms.
2. As a result of the installation of SOUL software last year the process of computerizing the catalogue has picked up.
3. The beginning of the construction of a parallel building in the land behind the main building housing Science departments has begun in right earnest. Rs. 33, 96,410.00 has been expended in the constructions so far.
4. The construction of an imposing arch leading to the College is complete.
5. Efforts are on and we hope to achieve some success in this in the next year.
6. The UGC has approved four of our proposals including one proposal for a national level seminar. Two Departmental level students' seminars have been held.
7. The proposal of the Minor Research Project of Prof. Santanu Basu has been approved and money sanctioned. Another proposal by Dr. Dipesh Ghosh has been submitted.

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

The IQAC team was congratulated on the preparation of the report and the management felt that such reports would act both as a checklist of all that has been achieved and also as a pointer to the distance that the institution still has to cover.

## Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	26			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	26			
Interdisciplinary				
Innovative				

#### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	26

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No



1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors (Principal)	Others
20	16	3	1	

2.2 No. of permanent faculty with Ph.D.

8

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	14							-	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

Total temporary faculty

33

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Presented papers			
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Steps have been taken to make the learning process student centric by making it enjoyable to the students. This has meant an attempt to get away from the tried and tested lecture method that reduces students to passive objects and put in place interactive learning mechanisms that

encourage a student to be a participant in the process. Different teaching styles like readings, lectures when necessary, group discussions, seminars, field trips, lab exercises, projects etc are made use of. The laboratory is a vital part of the practical based courses and students are required to participate in laboratory work regularly.

2.7 Total No. of actual teaching days during this academic year

168

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Bound as the institution is by the University guidelines it does not have much leeway in framing its own evaluation pattern and thus does all it can to best implement the University framework.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2

2.10 Average percentage of attendance of students

60% -75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total number of students appeared	Number of first classes	Pass %
B.A. (Hons.)	171	4	167 i.e. 97.66 %
B.A. (General)	69		60 i.e. 86.95 %
B.Com. (Hons.)	20	3	20 i.e. 100 %
B.Com. (General)	2		2 i.e. 100 %
B.Sc. (Hons.)	13	1	13 i.e. 100 %
B.Sc. (General)	4		4 i.e. 100 %

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The Internal Quality Assurance Cell contributes to the improvement of the teaching – learning process in the following ways:

1. By evaluating the quality of teaching learning and taking up such issues as regularity and punctuality of students and teachers.
2. By monitoring and evaluating the quality of its programmes.
3. By acting as quality checks of curriculum implementation.
4. By effective implementation of the evaluation reforms of the University.
5. By encouraging individual Departments to organize seminars, workshops etc. to add to the knowledge bank of the students.
6. By maintaining the Self-Appraisal Report of the Faculty Members

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programmes	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	10	-	8
Technical Staff				

## Criterion – III

### **3. Research, Consultancy and Extension**

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC has seen to it that the following initiatives promoting research climate in the institution is in place:

1. Persuading faculty members to undertake research projects with external funding.
2. Organization of UGC funded seminars / conferences / workshops.
3. Sanctioning study leaves to teachers who are in advanced stages of research or to facilitate advanced study in a research centre or library.
4. Allowing duty leaves on the occasion of attending Course Works to teachers carrying out Ph.D. under revised UGC regulation 2009.
5. Facilitating increased participation of the faculty in national and state level seminars and Workshops by allowing them duty leaves on such occasions.
6. Enrichment of the library by making continuous purchases.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	1
Outlay in Rs. Lakhs			Rs. 74,250/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	2	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	Dec2010- May 2012	UGC	Rs.74,250/-	Rs. 57,125/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	Dec2010- May 2012	UGC	Rs.74,250/-	Rs. 57,125/-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					2
Sponsoring agencies					College and the concerned Departments

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency

Rs. 57,125/-

From Management of University/College

Total

Rs. 57,125/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded to faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The major NSS activities during the year include the following:

5 <sup>th</sup> June	Observation of World Environment Day
1 <sup>st</sup> -6 <sup>th</sup> July	Observation of Aranya Saptaha (Forest Week)
9 <sup>th</sup> August	Blood donation and plantation of saplings
1 <sup>st</sup> December	Observation of World Aids Day
	Preparation of candle and incense sticks
	Year-long awareness programmes in adopted villages including Pulse-Polio campaigns
	Year-long cleanliness programmes in the college campus and adjoining areas
23 <sup>rd</sup> December-29 <sup>th</sup> December	Organization of Special Camp

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.36 acres	-		3.36 acres
Class rooms	15	3	College	18
Laboratories	8	3	College	11
Seminar Halls	1	-		1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.8,99,768/-	Rs. 4,93,358/-	UGC, WB Govt. & MP LAD.	Rs.13,03,150/- (Rate of Depreciation-10%)
Others				



#### 4.2 Computerization of administration and library

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

The computerization of the cataloguing process in the library is on. The SOUL-Network version of INFLIBNET is used in this respect. The library has acquired the SOUL 2.0 of INFLIBNET.

#### 4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books + Reference Books	19,789	....	691+ 1(Reference) +19 (Gifted)=711	Rs. 1,37,137/-+  Rs. 110/- (Reference)=Rs. 1,37,247/-	20,500	....
e-Books						
Journals/ Periodicals			41	Rs. 1,040/-		
e-Journals						
Digital Database	01	Rs. 20,000/-	0		01	Rs. 20,000/-
CD & Video	28	....	08	Free	36	....
Others (specify)						

#### 4.4 Technology upgradation (overall)

	Total Computers including Laptops	Computer Labs	Internet	Browsing Centres	Computer Centres	No. of computers in Office	Departments with computers	Others
Existing	31	2	9	3	-	4	-	
Added	6	-	4	1	-	1	2	

Total	37	2	13	4	-	5	2	
-------	----	---	----	---	---	---	---	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

No such programmes have been held

4.6 Amount spent on maintenance and upgradation in lakhs :

i) ICT	Rs. 2, 54,544/-
ii) Campus Infrastructure and facilities	Rs. 36, 31,930/-
iii) Equipments	Rs.4, 93,358/-
iv) Others	Rs.19, 75,375/-
<b>Total:</b>	Rs. 63, 55,207/-

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC is concerned about providing students adequate support services and has seen to it that services like the Career Counselling Cell and Personal and Psychological Counselling Cell are working. There is a Health Centre in place as well as a Legal-Aid Cell.

5.2 Efforts made by the institution for tracking the progression

Personal contacts of teachers and through bodies like the Alumni Association.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2096			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1044	56.52		803	43.48

Last Year							This Year						
General	SC	ST	OBC	Minorities	Physically Challenged	Total	General	SC	ST	OBC	Minorities	Physically Challenged	Total
1222	263	3	22	116	1	1626	1324	350	06	28	139	2	1847

150 casual students. Total students 1776

249 casual students. Total students 2096

Demand ratio: Differs from one Hons subject to another. In General course we follow the first come first served basis. On the whole it is about 1:3 in Hons subjects.

Dropout %: 25.46%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Personal help from the teachers are mostly informal in nature.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

Information not available

5.6 Details of student counselling and career guidance

Personal and Psychological - There is a Personal and Psychological Counselling Cell functioning in the College, which helps students to cope with the stress and strain in their personal and academic lives.

Career - Understanding the importance of the fact that our duties do not end only with academic enrichment but extends to making the students job-ready, a Career Counselling Cell is in place.

At present we in the college only provide students with information about various competitive exams. Placement services as such are yet to begin.

No. of students benefitted:

10% of the total students
---------------------------

5.7 Details of campus placement: There is only a Career Counselling Centre but no placement services in place at present

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

There is a Personal and Psychological Counselling Cell in place that among other issues tries to make our students gender-sensitive.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level   
 DPI Sports

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level   
 DPI Sports

College Boys' Kabaddi team University champions.

Sk. Sabir Ali of our college was part of the Bengal Kabaddi team that took part in the national championships.

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	465	Rs. 93,000/ (Approx)
Financial support from government	331	
Financial support from other sources		
Number of students who received International/ National recognitions		

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: The grievances of the students in our college are not very serious in nature. They include complaints about the schedule of classes in the routine, about facilities in the common room, about sports equipments in the sports room etc. The authority takes note of their grievance and tries to resolve it as early as possible.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

Vivekananda Mission Mahavidyalaya takes upon itself the responsibility to impart quality higher education in the Haldia subdivision of Purba Medinipur district. We are committed to motivate and equip the students from this rural area to compete and survive with their urban

counterparts on equal terms. At the same time, we take care to instill in our students the right values and a feeling of responsibility towards society. The students are encouraged to develop themselves through value based education after the ideology of Swami Vivekananda. “Esho Manush Hao”, the immortal words of Swami Vivekananda that enjoins us to become and help others to become right thinking human beings “Be Man & Make Man” remains the abiding ideal of the institution.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

1. Presence of the teachers of the College in the University Board of Studies.

6.3.2 Teaching and Learning

1. Preparation of an institutional academic calendar in accordance with the University academic calendar.

2. Formulation of teaching plans by individual departments.

3. Presence of remedial classes for slow learners and provision of tutorial classes in the class routine.

4. Organization of Students seminars and Departmental level seminars.

5. Organization of educational tours, field works and projects by the concerned departments.

6.3.3 Examination and Evaluation

The institution implemented the new evaluation reforms initiated by the affiliating University from the academic session 2006-07 whereby 10% marks are set aside for internal assessments. Five internal assessments of 20 marks in each Honours paper and two such in each General paper are to be held in an academic session. A percentage of the marks attained in these tests are duly included to that achieved in the University Examination. Other than this the University has gone for a major overhaul in the examination structure with the 1+1+1 system in place.

Bound as the institution is by the University guidelines it does not have much leeway in

framing its own evaluation pattern and thus does all it can to best implement the University framework.

#### 6.3.4 Research and Development

1. Persuading faculty members to undertake research projects with external funding.
2. Organization of UGC funded seminars / conferences / workshops.
3. Sanctioning study leaves to teachers who are in advanced stages of research or to facilitate advanced study in a research centre or library.
4. Allowing duty leaves on the occasion of attending Course Works to teachers carrying out Ph.D. under revised UGC regulation 2009.
5. Facilitating increased participation of the faculty in national and state level seminars and Workshops by allowing them duty leaves on such occasions.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Enrichment of the library by making continuous purchases
2. Ensuring that the library develops as a modern day learning hub with internet and other digital resources available.
3. Seeing to it that infrastructural expansion keeps pace with the growing ambition of the college.

#### 6.3.6 Human Resource Management

1. Appointment of full time teaching faculty strictly following WBCSC recommendations.
2. Appointment of efficient Part time and Guest faculty through transparent selection process following the Vidyasagar University appointment norms with remunerations commensurate with if not more than that paid by any other educational institution of the region.
3. Facilitating enrichment of teachers by allowing them to participate in Orientation Programmes, Refresher Courses, Summer/Winter Schools, Short Term Courses etc.
4. Providing the departments with computers internet connection.

#### 6.3.7 Faculty and Staff recruitment

The Director of Public Instructions (DPI), Government of West Bengal sanctions posts of faculty and staff going by the due processes and formalities as adopted by the State Government for creating and approving substantive posts. As far as the selection of the faculty members is concerned, the West Bengal College Service Commission is vested by the State Government with the power and duty to select candidates according to UGC regulations and recommend them to individual colleges taking into account the particular candidate's merit position and choice. For recruitment of Part-time teachers and guest faculty the college follows the Vidyasagar University norms for such appointments.

#### 6.3.8 Industry Interaction / Collaboration

1. Elicitation of support in setting up the scientific infrastructure of the college.
2. Elicitation of assistance in upgradation of the I.T. infrastructure.
3. Developing ties with the industry so as to facilitate increased collaboration between institute and industry.

#### 6.3.9 Admission of Students

The college ensures wide publicity for the admission process. While the Institutional website provides details of the admission including providing the admission form and Prospectus, there are more conventional means like prominently displaying the admission details in the college notice board. Sometimes advertisement are also put in local newspapers and T.V. Channels or billboards hung in prominent locations like the Chaitanyapur intersection, but this is mostly done when new courses or subjects are introduced. Generally students in the vicinity know the subjects the college traditionally offers. The Prospectus as well as the institutional website in a detailed way lists the various subject combinations, fees, other necessary details to the students opting for admission to the college.

Reservation of seats according to government rules is strictly maintained, so that students from disadvantaged communities, i.e. S.C., S.T have access to higher education. For example 22% seats are reserved for Scheduled Castes and 6% for Scheduled Tribes. Moreover, differentlyabled students are also accommodated with 3% seats reserved for them.

Admission takes place strictly according to the Merit Score prepared as per norms and



regulations of the Government of West Bengal, Ministry of Higher Education and Vidyasagar University. Both the aggregate marks and the marks obtained in the subject the student intends to major are taken into account while preparing the Merit list.

6.4 Welfare schemes for teaching, nonteaching staff and students

Some of the welfare schemes available for teaching and non-teaching staff include

1. Providing appointment to family members on compassionate grounds.
2. Presence of healthcare facilities in the campus. The Health Centre with first – aid kits, and common medicines is useful in a medical emergency.
3. Establishment of an Employees Credit Co-operative Society, a fund built up by the employees of the institution with regular contributions that comes to the aid of the employees in financial exigencies.
4. Providing an ad hoc amount of money to its newly appointed staff for months before their pay fixation and other government formalities are complete.

6.5 Total corpus fund generated: The reserve fund or corpus lying with the institution at the beginning of the accounting year 2010-11 is Rs. 36, 52,042.72.

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic sub-committee
Administrative	Yes	S.K. Singrodia & Co 109/1 Grey Street, Kolkata -70005.	No	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No, the affiliating university does not have any provision of according autonomy to its affiliated institutions.

6.11 Activities and support from the Alumni Association

The Alumni Association of our College Praktanee was established in 2003. Many of our alumni have gone on to establish themselves in various fields and been nominated to the highest decision making body of the college, Governing Body. Among the alumni who are part of the Governing Body include Sri Anandamoy Adhikary.

6.12 Activities and support from the Parent – Teacher Association

A Parents-Teachers Association is formally in place in the College, which meets once in a year but 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.

6.13 Development programmes for support staff

None

6.14 Initiatives taken by the institution to make the campus eco-friendly

NSS sponsored plantation is on. Awareness campaigns about energy conservation have been undertaken. As far as renewable energy is concerned, a UGC sponsored Seminar last year organized by the Department of Physics “Future Trends in Solar Energy Based Systems” (16.01.09) has gone a long way in informing our students of the efficacy of non-traditional energies.

## **Criterion – VII**

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Innovations introduced include

1. Provision of spacious lab-facilities to Departments like Music and Commerce. This has been possible thanks to the completion of the college front that has added three rooms each in the first and second floor of the main building.
2. Increasing use of internet resources in the library

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

We are satisfied with the outcomes to our plans. Things have gone according to our plans though some have taken more time than expected.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

#### **BEST PRACTICE-1**

**Title of the Practice:** Providing students access to more options and better infrastructure for higher education.

**Goal:** Equipping the students of the rural hinterland of Haldia to face the 21<sup>st</sup> century knowledge challenge by providing them more choices and better infrastructure.

**The Context:** The College understands the importance of modern infrastructure in providing a rich teaching learning experience to the students. It realizes that students in this rural hinterland should be given opportunities to compete with their more fortunate brethren in the urban areas. An increase in not only of the existing College space but also in the advanced learning aids speaks of the initiatives taken by the authorities. Moreover, with new programmes being initiated the students now have at their disposal choices and options not present earlier.

**The Practice:** The College has taken the following initiatives to widen the access to higher education and student empowerment:

- Plan for introduction of new subjects both in General and Honours Curriculum. College has applied for introduction of General course in Education to the parent University and will then move forward to opening Honours Curriculum in the subject.
- Plan for opening Post-graduate course in at least one subject in the next academic session
- Addition and modernization of Infrastructure facilities

Infrastructure	Existing	Added
Building and floor space	One building with floor space of 2116 sq m	<ul style="list-style-type: none"> <li>✓ 6 class rooms accruing to a floor area of 224 sq m have been added to the existing main building.</li> <li>✓ A new Science block is in the process of construction</li> <li>✓ Ongoing plan for construction of a new library building</li> </ul>

Laboratories	<ul style="list-style-type: none"> <li>✓ Physics</li> <li>✓ Chemistry</li> <li>✓ Computer Science</li> <li>✓ Geography</li> </ul>	<ul style="list-style-type: none"> <li>✓ Commerce-1</li> <li>✓ Music-1</li> </ul>
Hostel Facilities	Two storied girls' hostel	✓ Work in progress for a boys' hostel
Teaching aids		
✓ Computers & Laptops	31	6
✓ Internet access	9	4
✓ Browsing centres	3	1

- Remedial teaching for the SC, ST students
- Financial aid to economically vulnerable students in the form of concessions

Year	Number of students receiving concessions	Concession Amount (Rs.)
2010-11	465	93000

There is also a Students' – Aid Fund (now called Students' Welfare and social Service) in the College. Books bought from this fund are lent to the students of economically backward families.

- Continuation of computerization of the library: As a result of the installation of SOUL software last year the process of computerizing the catalogue has picked up.
- In order to give more exposure to the students to different subjects several Seminar proposals had been submitted to the UGC that we are happy to announce have been sanctioned and will be organized shortly.

**Evidence of Success:** This practice has resulted in a significant increase in both the annual intake and the number of total students. While in 2006-07 the institution admitted 708 students, now the number stands at 895 - a jump of around 25%. Similarly, the number of total students has grown from 1632 in 2006-07 to 2096 now. Moreover, there has been a perceptible increase

in the proportionate share of girl students in both the annual intake and total students. In the annual intake from a low of 31.77% in 2006-07, the ratio of girls has reached today 40.34%. Among the total student population whereas earlier in 2006-07 the girls made up 32.05% of the students, now in this academic session the figure has climbed to 42.89%.

**Problems Encountered and Resources Required:**

- A persistent challenge faced by our endeavor is the paucity of qualified staff. The college authority, however, cannot be faulted on this account as last year (2009-10), seven teachers and a librarian joined the college through WBCSC interviews, a significant increase of more than 30% in full-time faculty. The problem is that the WBCSC interviews are held after a long interval by which time once again with teachers superannuating we are saddled with staff shortage.
- Limited job opportunities for ordinary Graduate students. Once again the college within its limited means is trying to put in place a placement mechanism through the efforts of the career counseling Cell.

**BEST PRACTICE-2**

**Title of the Practice: Helping our students become responsible citizens.**

**Goal:** “Vivekananda Mission Mahavidyalaya” is committed to impart quality higher education in the Haldia subdivision of rural Bengal. The College believes that Education must provide “*life-building, man-making and character making*” assimilation of ideas so as to develop an integrated person – one who has learned how to improve his intellect, purify his heart, handle his emotions and stand firm on moral virtues and unselfishness.

**The Context:** Our college believes in the need of motivating our students not only to get a University degree but also to realize their innate potentialities and make them complete human beings responsible not only to himself but to the entire society.

**The Practice:** The College encompasses the following objectives in its vision and mission statement

1. To encourage the students to apply the ideas learnt in the classroom to real life situations.
2. To motivate the students to learn more than the syllabi and to consider education as a life-long endeavour.
3. To utilize education into making the students better human beings.
4. To promote original thinking.
5. To develop the inherent capabilities of the students.

The NSS which has a motto of “Not me, but you” also helps in the holistic development of the students. N.S.S volunteers, along with the Programme officers, participate in various types of extension activities to ensure social good and reach out to the vulnerable sections of society. Our College has four NSS units each with 100 volunteers. The four units have adopted the neighbouring villages of Ramchandrapur, Keshabpur, Barda, Bajitpur for their community service and awareness programmes. The programmes they carry out during the year include:

5 <sup>th</sup> June	Observation of World Environment Day
1 <sup>st</sup> -6 <sup>th</sup> July	Observation of Aranya Saptaha (Forest Week)
9 <sup>th</sup> August	Blood donation and plantation of saplings
1 <sup>st</sup> December	Observation of World Aids Day
	Preparation of candle and incense sticks
	Year-long awareness programmes in adopted villages including Pulse-Polio campaigns
	Year-long cleanliness programmes in the college campus and adjoining areas
23 <sup>rd</sup> December-29 <sup>th</sup> December	Organization of Special Camp

**Evidence of Success:** The fact that more and more students are being motivated to take up community service is proof of the success of the College’s endeavour to inculcate value based education. Responding to the demands of the students the number of NSS units has been increased from three to four.

**Problems Encountered and Resources Required:** The consumerist culture of our times poses a problem. The crass consumerism espoused in media and otherwise does affect the students. Our belief in individual choices sometimes ends up making us forget community interests. Social responsibility takes a back seat. The increasing politicization of students along party lines has been another problem, accentuated in our case as Purba Medinipur has, of late, been a politically volatile zone. The disturbances in the neighbourhood sometimes manifest themselves amongst the students creating unrest.

#### 7.4 Contribution to environmental awareness / protection

NSS sponsored plantation is on. Awareness campaigns about energy conservation have been undertaken. As far as renewable energy is concerned, a UGC sponsored Seminar last year organized by the Department of Physics “Future Trends in Solar Energy Based Systems” (16.01.09) has gone a long way in informing our students of the efficacy of non-traditional energies.

7.5 Whether environmental audit was conducted? Yes

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

#### Strengths

1. Exemplary leadership of the Principal.
2. Healthy relationship among the teachers and the college students.
3. Competent and motivated teachers.
4. The serenity of the college campus coupled with the availability of necessary amenities for the students.
5. Keen desire to mobilize funds from various external sources.

#### Weaknesses

1. Inadequate number of full-time faculty and technical staff.
2. Most of our students are financially weak who need to support their family thus are unable to concentrate solely on studies.
3. No meaningful linkages and collaboration with industrial set-ups, especially taking into account our proximity to Haldia.



4. The library needs to stock up its collection of borrowable digital and e-materials. Departmental libraries also need to be strengthened.
5. Laboratories need to be modernized and better equipped.

#### Opportunities

1. Provision of girls' hostel to attract students from remote far flung areas of Purba Medinipur and the adjoining district of South 24 Parganas.
2. Setting up of the study-centre of Netaji Subhas Open University to maximize the opportunities of higher education.
3. Plans for resource generation.
4. Presence of Remedial Course to support slow learners and students belonging to disadvantaged sections of society.

#### Challenges

1. Limited job opportunities for ordinary Graduate students.
2. Putting in place a worthwhile placement mechanism.
3. Inclination among students to get involved in party-politics.

#### **8. Plans of institution for next year**

1. Introduction of Education as an Elective subject in B.A. from the session 2011-12.
2. Continuation of the policy of investment in the library and the efforts towards making it user-friendly.
3. Continuation of construction of a parallel building in the land behind the main building housing the Chemistry laboratory and the library.
4. 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.
5. Construction of a boundary wall behind the College.
6. Beginning of the construction of the new Library building
7. Continuation of the process of filling up the existing vacant posts and at the same time continuing our efforts to create new posts.

8. Spreading the Broadband facility to all sections of the College especially to the students through an institutionalized mechanism.
9. Organization of the UGC sponsored seminars whose proposals have been accepted.

*Name: Santanu Basu*



*Signature of the Coordinator, IQAC*

*Name: Dr. Manisankar Maiti*



*Signature of the Chairperson, IQAC*

\*\*\*