

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

Period - 1.7.2012-1.6.2013

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/AQAR2012-13>

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)
- iv. AQAR for 2010-11 \_\_\_\_\_ 08.04.2014 \_\_\_\_ (DD/MM/YYYY)
- v. AQAR for 2011-12 \_\_\_\_\_ 08.04.2014 \_\_\_\_ (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="3"/>								
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="2"/>	Faculty	<input type="text" value="1"/>					
	Non-Teaching Staff	<input type="text" value="1"/>	Students						
	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. Introducing new courses at Undergraduate level and opening a Postgraduate arm.
2. Acting as quality checks of curriculum implementation.
3. Evaluating the quality of teaching learning and taking up such issues as regularity and punctuality of students and teachers.
4. Insisting on the use of technological aids by the teachers to improve the teaching-learning process.
5. Effective implementation of the evaluation reforms of the University.
6. Improving the system of teachers' evaluation by students with an eye to improving the overall quality of the teaching-learning mechanism.
7. Ensuring that the library develops as a modern day learning hub with internet and other digital resources available.
8. Encouraging teachers to increasingly submit proposals for research grants.
9. Persuading individual Departments to organize seminars, workshops etc. to add to the knowledge bank of the students.
10. Putting in place a Self-Appraisal mechanism of the Faculty Members.
11. Seeing to it that infrastructural expansion keeps pace with the growing ambition of the college.
12. Proposing to set up a Network Resource Centre comprising perhaps five to six computers connected to the internet which teachers of the departments that do not have individual computers can source.

### 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. Making efforts to open Bio Sc. (General) with Botany, Zoology and Nutrition as electives.
2. Completion of the three storied Science Block and its operationalization.
3. Completion of the construction of the Boys' Hostel.
4. Continuation of the construction of the new Library building
5. Submission of another set of proposals for UGC funded seminars.
6. Completion of the computerization of the cataloguing process in the Library.
7. Submission of proposals for opening Postgraduate course in the college.

#### Achievements:

1. Bio Sc. (General) with Botany, Zoology and Nutrition as electives has been opened. Honours in Education has also been introduced
2. The three storied Science Block is complete and five of the seven Science departments have been housed there.
3. The construction of the Boys' Hostel is complete and its formal inauguration over.
4. The construction of the new library building continues.
5. Six new proposals for seminars have been submitted for UGC's consideration.
6. The computerization of the cataloguing process of the library is finally complete.
7. The proposals have been submitted, the inspections completed and permission for opening Postgraduate courses in Bengali and Philosophy accorded from the academic session 2013-14.

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.

## Part – B

### 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	27	4		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	27	4		
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	31

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.

Yes. The Departments of Botany, Zoology and Nutrition were set up in this academic session.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors (Principal)	Others
	20	15	4	1	

2.2 No. of permanent faculty with Ph.D.

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

Part-time permanent teachers  Guest faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Presented papers	1	3	
Resource Persons			

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

We make sure that teaching-learning itself gets out of rote learning and promotes a creative and critical engagement. 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 mechanism that encourages a student to be a participant in the process. Different teaching styles like readings, lectures when necessary, group discussion, seminars, field trips, lab exercises, projects etc are made use of. This is augmented with the use of audio-visual teaching methods and digital resources. This use of technology as a learning-aid has been an important addition to the teaching approaches adopted by the faculty. LCD Projectors, Computers, Internet facility are some of the technological helps made use of by the faculty for effective teaching. One class room has been converted into an Audio-visual classroom with technological aids like LCD projector, Internet service, and whiteboard available.

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

193

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

1

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.)	210	3	203 i.e. 96.66 %

B.A. (General)	124		118 i.e. 95.16 %
B.Com. (Hons.)	29	4	27 i.e. 93.10 %
B.Com. (General)	1		1 i.e. 100 %
B.Sc. (Hons.)	15	3	15 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 planning for new courses at Undergraduate level and resolving to open a Postgraduate arm.
6. By introducing technological aids to improve the teaching-learning process and encourage innovative practices.
7. By encouraging individual Departments to organize seminars, workshops etc. to add to the knowledge bank of the students.
8. By improving the system of teachers' evaluation by students with respect to improving the overall quality of the college.
9. By preparing and submitting the Self-Study Report and Annual Quality Assurance Report to NAAC.
10. 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	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (Short Term Courses)	1

### 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	19	9	-	6
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. Proposing the constitution of a Research Committee to promote research.
2. Persuading faculty members to undertake research projects with external funding.
3. Organization of UGC funded seminars / conferences / workshops.

4. Sanctioning study leaves to teachers who are in advanced stages of research or to facilitate advanced study in a research centre or library.
5. Allowing duty leaves on the occasion of attending Course Works to teachers carrying out Ph.D. under revised UGC regulation 2009.
6. Facilitating increased participation of the faculty in national and state level seminars and Workshops by allowing them duty leaves on such occasions.
7. Enrichment of the library by making continuous purchases and proposing to make available N-LIST services to the faculty

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		2	1	
Outlay in Rs.		Rs.2,69,250/-	Rs.50,500/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	3	1
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	February 2013-July	UGC	Rs. 50,500/	Rs.

	2014			32,250/
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	February 2013-July 2014	UGC	Rs. 50,500/	Rs. 32,250/

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					
Sponsoring agencies					

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  From Management of University/College

Total

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	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="7"/>	Any other <input type="text"/>

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
5 <sup>th</sup> September	Observation of Teacher's day
1 <sup>st</sup> December	Observation of World Aids Day
12 <sup>th</sup> January	Organization of a seminar on the occasion of Swami Vivekananda's birth anniversary
	Year-long awareness programmes in adopted villages including literacy and adult education programmes
	Year-long cleanliness programmes in the college campus and adjoining areas
23 <sup>rd</sup> January	Observation of Netaji Subhas Chandra Bose's birth anniversary
26 <sup>th</sup> January	Observation of Republic Day
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	.065		3.42
Class rooms	18	6	UGC, WB Govt., MP LAD	24
Laboratories	11-3=8	8	UGC, WB Govt., MP LAD	16
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.33,22,418/-	Rs.10,18,216/-	UGC	Rs.40,08,393/-  (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 cataloguing process in the library is now completely computerized. The SOUL-Network version of INFLIBNET is used in this respect. Two computers have been kept aside for the Open Public Access Catalogue System. The card catalogue system however is not going to be disbanded as we have still many users not at grips with the OPAC system.

#### 4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books + Reference Books	22,076	....	401	Rs. 1,37,023/-	22,477	....
e-Books						
Journals/ Periodicals			58	Rs. 1,700/-		
e-Journals						
Digital Database	01	Rs. 20,000/-	0		01	Rs. 20,000/-
CD & Video	41	....	01	Free	42	....
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers including Laptops	Computer Labs	Internet	Browsing Centres	Computer Centres	No. of computers in Office	Departments with computers	Others
Existing	49	2	19	7	-	6	4	
Added	7	-	6	2	-	-	2	
Total	56	2	25	9	-	6	6	

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

No such programmes has been held

#### 4.6 Amount spent on maintenance and upgradation in lakhs:

i) ICT

-
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ii) Campus Infrastructure and facilities

Rs.57, 33,822/-
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iii) Equipments	Rs.10, 18,216/
iv) Others	Rs.10, 24,618/
<b>Total:</b>	Rs.77, 76,656/

## 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 strengthened the erstwhile services like the Career Counselling Cell and Personal and Psychological Counselling Cell. There is a Health Centre in place as well as a Legal-Aid Cell. Feedback mechanism is being strengthened so that not only the teaching process but also the students' take on infrastructure and support services are duly noted. There is also a proposal to increase the budget of the Students' Aid Fund that facilitates Book Bank facility.

#### 5.2 Efforts made by the institution for tracking the progression

Personal contacts of teachers and through bodies like the Alumni Association. A room in the college has been earmarked for the alumni.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2435			

#### (b) No. of students outside the state

Nil
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#### (c) No. of international students

Nil
-----

Men	No	%	Women	No	%
	1189	54.22		1004	45.78

Last Year						This Year							
General	SC	ST	OBC	Minorities	Physically Challenged	Total	General	SC	ST	OBC	Minorities	Physically Challenged	Total
1461	349	4	38	138	-	1990	1507	470	12	46	158	1	2193

206 casual students. Total students 2196

242 casual students. Total students 2435

Demand ratio: Differs from one Hons. subject to another. In General courses, newly introduced courses and courses where demand has considerably dropped like Commerce, Mathematics and Computer Science we follow the first come first served basis. On the whole it is about 1:3 in the Hons. subjects which follow the counselling process.

Dropout %: 14.09%

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 not only provide students with information about various competitive exams but also have begun to invite Placement agencies to our college.

No. of students benefitted

10-15% of the total students
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5.7 Details of campus placement: Placement services are still at a very tentative stage.

<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

Priyajit Samanta of our college was part of the Vidyasagar University Kho-Kho team that represented the University in the Inter University (National) competition.

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	426	Rs. 85,200/ (Approx)
Financial support from government	300	
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: No major students' grievance has been recorded.

### 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. Introducing new courses at Undergraduate level and opening a Postgraduate arm.
2. Increased participation of teachers in the workshops organized by the University. The teachers go prepared in such workshops with suggestions based on their experience in class-room teaching and close interaction with the students.
3. Increased representation in the University Board of Studies. With Postgraduate courses in Bengali and Philosophy opening in our college, the Heads of the respective Departments find a place in the University Postgraduate Board of studies and a chance to put across their well considered proposals for consideration.

##### 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. Increasing use of technology mediated teaching methods.
4. Introduction of remedial classes for slow learners and provision of tutorial classes in the class routine.
5. Organization of Students seminars and Departmental level seminars.
6. Putting in place a feedback mechanism with regular collection of students’ feedback to ensure improvement in the teaching – learning mechanism.
7. 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. Proposing the constitution of a Research committee
2. Persuading faculty members to undertake research projects with external funding.
3. Organization of UGC funded seminars / conferences / workshops.
4. Sanctioning study leaves to teachers who are in advanced stages of research or to facilitate advanced study in a research centre or library.
5. Allowing duty leaves on the occasion of attending Course Works to teachers carrying out Ph.D. under revised UGC regulation 2009.
6. 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 and proposing availability of N-LIST services to the faculty.
2. Ensuring that the library develops as a modern day learning hub with internet and other digital resources available.
3. Computerization of the library with the Online Public Access Catalogue process in place
4. Construction of a new library floor with enhanced sitting capacities and space.
5. Expansion of infrastructure consistent 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 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. Building up a proposed Network Resource Centre comprising perhaps five to six computers connected to the internet which teachers of the departments that do not have individual computers can source.

#### 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 guest faculty the college follows the Vidyasagar University norms for such appointments.

#### 6.3.8 Industry Interaction / Collaboration

1. Participation of the students and teachers in industry sponsored events like "Bengal Leads 2013" an Industrial Summit organized by the State of West Bengal along with Haldia Development Authority in Haldia from January 15 to 17, 2013.
2. Elicitation of support in setting up the scientific infrastructure of the college.
3. Elicitation of assistance in upgradation of the I.T. infrastructure.
4. Involving the industry and seeking professional advice from them about future employment prospects of our students through the Career Counselling cell.

5. 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. For some programmes like Commerce, Mathematics and Computer Science where the demand ratio is not that high we have started following the direct admission process.

#### 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. Bikash Jogsi, son of of Late Guna Prasad Jogsi, College guard has been appointed on a contractual basis in the same post after the untimely demise of his father.

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 Part time permanent teachers an ad hoc amount of money before their salaries are disbursed by the Treasury of the Government of West Bengal which is not always very regular.
5. 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 2012-13 is Rs. 39, 36,981.72.

6.6 Whether annual financial audit has been done Yes



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	Abhyuday & Associates, 9A, Abdul Rasul Avenue, Kolkata-700026	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 established in 2003 has emerged as an important stakeholder. They have of late been holding regular Alumni Association meetings and have been interacting with the management. There is a room in the college set aside for the Alumni Association. Represented in the highest decision making body of the institution the Governing Body as also the recently re-constituted IQAC (May 2013), they have contributed to defining the direction the college as a twenty-first century educational institute will take.

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 has been arranged

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. Deep pits in unused campus area have been dug for the disposal of biological wastes. As regards chemical wastes separate storage containers are in place for metal wastes, halogenated solvents, non-halogenated solvents and acid wastes. Moreover, we have ensured that the campus is a no-plastic zone by forbidding plastic products not conforming to environmental regulations.

## **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. With the completion of the Science Block and availability of rooms all the Departments have now been provided individual departmental rooms.
2. Completion of the computerization of the library catalogue. OPAC services are slated to begin.
3. Proposal to make N-LIST facility available.
4. Increase in the internet density: Twelve browsing centres have been made available. Moreover, there is a proposal to set up a kind of Network Resource Centre comprising perhaps five to six computers connected to the internet which teachers of the departments that do not have individual computers can source.
5. Creation of a technology enabled learning space.
6. Introduction of four new programmes.

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.

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:** Empowering the students of the rural belt of Purba Medinipur by giving them access to more choices and better infrastructure for higher education.

**Goal:** The College mainly caters to the students of the rural belt of Purba Medinipur, specially the outlying areas of Sutahata. Though this area is close to the industrial hub of Haldia, yet it is still very much rural as far as its infrastructure and human amenities are concerned. It is our desire to motivate and equip the students coming from this rural outlying locality to compete and survive with their more fortunate brethren in the urban areas in this era of cut-throat competition. To empower and encourage the students and meet their necessities the College has introduced new and emerging subjects in the College curriculum, has offered Postgraduate courses, carried out expansion and modernization of the infrastructure, given them exposure to Career choices through the Career Counselling Cell and financial support in the form of concessions.

**The Context:** The rationale of the expansion in Undergraduate courses remains the need to give students wider choice in their selection of both Honours and General Courses. The proposed introduction of Postgraduate level studies once again is an attempt to meet the demands of the local student community who had to travel more than one hundred and fifty kilometers for Postgraduate education in Vidyasagar University in the town of Midnapur. The college understands the importance of modern infrastructure in providing a rich teaching learning experience to the students and an increase not only in the existing College area but also in the advanced learning aids speaks of the initiatives taken by the authorities.

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

- Introduction of new subjects both in General and Honours Curriculum and proposed introduction of Post Graduate studies. Bio Sc. (General) with Botany, Zoology and

Nutrition as Electives has been opened this year along with introduction of Education as an Honours subject.

➤ Addition and modernization of Infrastructure facilities

Infrastructure	Existing	Added
Building and floor space	One building with floor space of 2340 sq m	<ul style="list-style-type: none"> <li>✓ A new three - storied Science block of 888 sq m floor space consisting of 6 rooms and laboratories has been added</li> <li>✓ A new two - storied library building of 624 sq m is in the last stages of completion</li> </ul>
Laboratories	<ul style="list-style-type: none"> <li>✓ Physics</li> <li>✓ Chemistry</li> <li>✓ Computer Science</li> <li>✓ Geography</li> <li>✓ Commerce</li> <li>✓ Physical Education</li> <li>✓ Music</li> </ul>	<ul style="list-style-type: none"> <li>✓ Physics - 3</li> <li>✓ Chemistry-3</li> <li>✓ Computer Science-2</li> <li>✓ Botany-1</li> <li>✓ Zoology-1</li> <li>✓ Mathematics- 1</li> <li>✓ Commerce-1</li> <li>✓ Geography-2</li> <li>✓ Physical Education-1</li> <li>✓ Music-1</li> </ul>
Hostel Facilities	Two storied Girls' hostel	✓ The Boys' hostel is complete, formal inauguration over and is ready to take boarders
Teaching aids		
<ul style="list-style-type: none"> <li>✓ Computers</li> <li>✓ Internet access</li> <li>✓ Browsing centres</li> </ul>	<p style="text-align: center;">49</p> <p style="text-align: center;">19</p> <p style="text-align: center;">7</p>	<p style="text-align: center;">56</p> <p style="text-align: center;">25</p> <p style="text-align: center;">9</p>



Departmental rooms with Seminar Library	Only the lab-based departments had such facility	All the departments have been provided such facility
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- Remedial teaching for the SC, ST students since 2008- 09
- Financial aid to economically vulnerable students in the form of concessions

Year	Number of students receiving concessions	Concession Amount (Rs.)
2012-13	426	85200

- Career Counselling - 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. Some of the functions of the cell are as follows:
  1. Providing students with information about various competitive exams.
  2. Beginning of courses like spoken English that will help students in the job market.
  3. Subscription to job-oriented journals like Employment News, Karmakhetra and others.
  4. Display of advertisements of the competitive exams in the Career Counselling Cell notice board for the attention of the students.
  5. Providing assistance in an informal capacity to students preparing for competitive exams.
  6. Inviting placement agencies for interaction with students.
- Completion of the computerization of the library catalogue process and proposed commencement of OPAC services.
- Six seminar proposals have been sent for UGC's consideration.

**Evidence of Success:** In all the indicators of student progression the college has moved forward. The total number of students, the annual intake, the ratio of girls to boys, pass percentages, drop-out rates and number of first- classes all have seen perceptible betterment. Twice in 2008 and 2010, students from the Department of Philosophy Abanti Das and Kashmira Khatun have topped the University undergraduate examination, bagging the gold medal in the bargain.

**Problems Encountered and Resources Required:** A persistent challenge faced by our endeavor is the paucity of qualified staff. We have addressed this problem to an extent by appointing quite a few retired full-time teachers, but have not been able to completely solve the issue. It is because the State Government is often tardy in either sanctioning new posts or filling up existing ones. For example, no new full-time appointments could be made by the college after 2010 as the West Bengal College Service Commission which 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 is conducting its present selection process after a gap of about five years. With new courses being opened with a healthy regularity in the college, the problem of the time lag between the Courses being opened and the Government approved faculty being appointed has meant that Part time or ad hoc appointment has to be made for the time being by the college. So, whenever, the college introduces a new course, for the first few years, the Department is manned by Part-time (Permanent) teachers or Guest Lecturers before new posts are sanctioned and filled up. Therefore, in all the subjects the college has introduced lately like Education, Sociology, Nutrition, Botany and Zoology we have yet no full-time faculty.

## **BEST PRACTICE-2**

**Title of the Practice:** Be man and make man (*Esho manush hao*)

**Goal:** "Vivekananda Mission Mahavidyalaya" is committed to impart quality higher education in the Haldia subdivision of rural Bengal. The College believes in the words of Swami Vivekananda - "*The education which does not help the common mass of people to equip themselves for the struggle for life, which does not bring out the strength of character, a spirit of philanthropy, and the courage of a lion – is it worth the name? Real education is that which enables one to stand on one's own legs.*" 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:** In the year 1968, Vivekananda Mission Ashram felt the need to establish a centre of higher learning for the rural population of adjacent villages under Sutahata Police Station. Swami Vivekananda believed that “*Education is the manifestation of the perfection already in man.*” In our college, we motivate our students not only to get a University degree but also to realize their innate potentialities, potentialities that if not identified would perhaps go waste and unrecognized. Through their interaction with their teachers and various extension activities, the students are made to understand their duty towards society and instill in them a sense of what society is doing for them. It is all about providing a bigger picture to the students so that they see themselves not as isolated individuals but a part of the larger social whole which they can change for the better. The good for one will necessarily mean the good of the other.

**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.

At the very portal of the institution the immortal words of Swami Vivekananda “Be Man & Make Man” is inscribed in Bengali – “*Esho Manush Hao*”. Every day before the start of the normal college hour the immortal teachings of Swami Vivekananda and other great people are played through the public address system. Weekly Value education classes are a part of the college routine. The Brahmacharies of the Vivekananda Mission Ashram provides us with the necessary support. The birth anniversary 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. Other than all these the Prospectus remains an important medium to impart the values the college holds dearly among its

stakeholders especially students. Parents-teachers meetings also remain an important forum to disseminate our vision.

**Evidence of Success:** The growing participation of our students in community activities like NSS, their zeal in being part of different institutional activities, the interest they show in value-education class are all pointers to the fact that our interventions in their development as rounded human beings have been indeed positive.

**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. Deep pits in unused campus area have been dug for the disposal of biological wastes. As regards chemical wastes separate storage containers are in place for metal wastes, halogenated solvents, non-halogenated solvents and acid wastes. Moreover, we have ensured that the campus is a no-plastic zone by forbidding plastic products not conforming to environmental regulations.

7.5 Whether environmental audit was conducted?    Yes     No

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

##### Strengths

1. Introduction of quite a few new subjects in both traditional and emerging fields in the last few years.
2. Exemplary leadership of the Principal.

3. Healthy relationship among the teachers and the college students.
4. Competent and motivated teachers.
5. The serenity of the college campus coupled with the availability of necessary amenities for the students.
6. Satisfying success-rate considering our location, a scheduled region and the background of the students we get, many of whom are first-generation learners who have to help their family in agricultural and menial activities.
7. Keen desire to mobilize funds from various external sources.
8. The marked development of infrastructure in the last few years.

#### Weaknesses

1. Inadequate number of full-time faculty and technical staff.
2. Many of the new departments do not have full-time faculty and are manned by Part-time faculty and Guest lecturers.
3. Most of our students are financially weak who need to support their family thus are unable to concentrate solely on studies.
4. No meaningful linkages and collaboration with industrial set-ups, especially taking into account our proximity to Haldia.
5. Our inability to inculcate research culture among students.
6. The library needs to stock up its collection of borrowable digital and e-materials. Departmental libraries also need to be strengthened.
7. Laboratories need to be modernized and better equipped.

#### Opportunities

1. Provision of hostels for both girls and boys 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. Introduction of Post Graduation programmes from the next academic session.
4. Plans for resource generation.

5. Beginning 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.
4. Developing a culture of using e-technology in teaching-learning and other academic activities both among teachers and students.

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

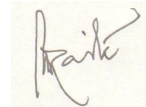
1. Completion of the construction of the new library building and its operationalization
2. Getting ready with the Self-Study Report as a preparation of NAAC visit
3. Smoothly running the Postgraduate courses
4. Await the response of UGC to our seminar proposals and take necessary actions
5. Setting up a kind of Network Resource Centre comprising perhaps five to six computers connected to the internet which teachers of the departments that do not have individual computers can source.
6. Subscription to N-LIST services of INFLIBNET and beginning of OPAC services in the college library

Name: Santanu Basu



Signature of the Coordinator, IQAC

Name: Dr. Manisankar Maiti



Signature of the Chairperson, IQAC

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