



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		VIVEKANANDA MISSION MAHAVIDYALAYA
Name of the head of the Institution		Dr. Manabendra Sahu
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03224286223
Mobile no.		8967609742
Registered Email		vmmnaac@gmail.com
Alternate Email		vmmahavidyalaya@gmail.com
Address		PO: Chaitanyapur, District - Purba Medinipur
City/Town		Haldia
State/UT		West Bengal
Pincode		721645

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Santanu Basu</b>
Phone no/Alternate Phone no.	<b>03224287440</b>
Mobile no.	<b>9231824896</b>
Registered Email	<b>vmmnaac@gmail.com</b>
Alternate Email	<b>iqacvmm@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.vmmahavidyalaya.ac.in/new-web/pdf/IOAC/AOAR2018-19.pdf">http://www.vmmahavidyalaya.ac.in/new-web/pdf/IOAC/AOAR2018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.vmmahavidyalaya.ac.in/new-web/pdf/Academic-Calendar/Academic-Calendar-2019-20.pdf">http://www.vmmahavidyalaya.ac.in/new-web/pdf/Academic-Calendar/Academic-Calendar-2019-20.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	76.60	2007	31-Mar-2007	30-Mar-2012
2	B	2.17	2015	03-Mar-2015	02-Mar-2020

<b>6. Date of Establishment of IQAC</b>	<b>15-Sep-2007</b>
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
CAS promotion of teachers	12-Feb-2020 1	9
Submission of data to AISHE	21-Jun-2020 1	10000
Submission of data to AISHE	20-Feb-2019 1	10000
Submission of data to NIRF	04-Feb-2020 1	10000
Submission of data to NIRF	30-Sep-2019 1	10000
Timely submission of AQAR to NAAC	15-Mar-2020 1	10000
Regular meeting of IQAC is arranged	21-Jan-2020 1	10
Regular meeting of IQAC is arranged	03-Dec-2019 1	10
Regular meeting of IQAC is arranged	16-Jul-2019 1	10
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Putting in place the ERP system that will digitize college functioning 2. Introduction of biometric system of attendance for both teaching and nonteaching staff of the college 3. Small tentative steps towards collaboration with research institutions and also industry 4. Strengthening the NSS 5. Introduction of the Bastra Bhandar concept where bastra or clothes are distributed among the poor people of the community

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## 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Strengthening the NSS.	The NSS units of our college have done commendable activity in the Covid -19 scenario organizing awareness programmes, distributing Covid gear like masks, sanitizers and otherwise helping the community in its battle against Corona. Our Unit officer Prof. Pranab Kumar Jana's activities in this have been well appreciated by the NSS headquarters both in the state and the central level.
Introduction of the Bastra Bhandar concept where bastra or clothes will be distriuted among the poor people of the community.	The same has been implemented. The college has begun collecting bastra from those who can afford and started distributing clothes among the poor and needy by visiting such households. A bank account has also been created by the college for this specific purpose where those willing can make monetary donations.
Encourage collaboration with both fellow academic institutions and also research foundations. Industry academia partnership to be explored.	Discussion for collaboration with South Asian Institute for Advanced Research, an autonomous academic & research institution certified by ISO 9001:2015 & MSME, Govt of India & registered under NITI Aayog, Govt of India, is on. Representatives from SAIARD have visited the college and we are in the final stages of stitching the modalities of collaboration with them.
Attendance of both teaching and non-teaching staff in the college to be in biometric system.	Attendance of both teaching and nonteaching staff in the college is presently in the biometric system only.
Putting in place an online feedback process.	The same ERP is to be utilized also for online feedback.
Installation of ERP system that will mean digitization of administration.	Student data, financial data, employee data etc. are being stored in a

digitized format and we have put in place a paperless system in the college. Also transactions between different sections of the administration and with the different stakeholders is increasingly taking place now in an electronic mode.

Introduction of the mentormentee system.

We have begun the proces of earmarking the students and their respective mentors. The process has begun with the Masters and Honours students and we intend to extend it to the General students.

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<b>14. Whether AQAR was placed before statutory body ?</b>	<b>Yes</b>
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Name of Statutory Body	Meeting Date
Governing Body	19-Nov-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	<b>No</b>
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<b>16. Whether institutional data submitted to AISHE:</b>	<b>Yes</b>
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Year of Submission	2020
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Date of Submission	21-Jun-2020
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<b>17. Does the Institution have Management Information System ?</b>	<b>Yes</b>
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	<p>1. SMS gateway to send important notifications to different stakeholders of the college 2. Upgradation of the college website with specific student and staff logins 3. Communication of important information to general public through website and conventional notices. 4. Regular exercise of etendering through Govt. portal. 5. Installation of KOHA cloud system in the central library of the college for better circulation and delivery of library services to the students and staff alike. 6. ERP system for online collection of fees and all payments made to different vendors from the college.</p>
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## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Arts, Science & Commerce Departments of our Vivekananda Mission Mahavidyalaya all have a well-organized system for curriculum delivery and documentation. Academic planning is done before the start of the academic year and every department contributes to the preparation of the academic calendar. Distribution of workload and preparation of time table is done in advance by every department. Each teacher receives his individual time table along with exam schedule at the beginning of the academic session. All the departments are involved in the scheduling of academic, co-curricular and extracurricular activities to enrich the learning process. All departmental events and committee activities are uploaded online to facilitate effective documentation. This process is smoothly handled by website committee. Syllabus is uploaded on the website to familiarize students and wards about curriculum. All the new students and their wards are oriented to the college in the beginning of the academic year. College thus ensures gearing every student for effective transaction of knowledge. Our institution believes in reaching out to students by adopting learner-centric approaches. Though syllabus is prescribed by the university, teachers use innovative method for better delivery of curriculum. We have well equipped laboratory in our science departments. Every teacher takes at least one class per week in ICT classroom or well equipped Seminar Room with microphone and LCD projector. Use of audio visual aids and ICT tools, student presentations, group discussions in classroom enrich the learning experience. Every department adopts various innovative methods to facilitate the process of teaching and learning. The institution has a well maintained library, with the latest books required for curriculum delivery. Teachers coordinate with the librarian by providing him the book requirements and ensuring that the list of books needed for their subjects are available to the students. Beside Central library every department has their own departmental library where students have access to books. Many teachers are University paper setters and examiners. Institution encourages all teachers to attend syllabus revision workshop and other Faculty Development programmes to update themselves and ensure effective curriculum deliverance. Institution also has Internal Academic Audit at the end of every academic year which helps to ascertain that adequate and effective quality assurance mechanisms regarding curriculum planning and delivery are applied to ensure quality inputs and consequently quality outputs and suggest improvement measures.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Bengali (Hons)	85
BSc	Nutrition (Hons)	37
BSc	Botany (General)	11
BSc	Zoology (Hons)	56
BSc	Geography (Hons)	28
BA	Environmental Studies (Compulsory Additional)	1030
BCom	Environmental Studies (Compulsory Additional)	54
BSc	Environmental Studies (Compulsory Additional)	212
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback process is yet to begin but we intend to start the process soon.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Computer Science (H)	30	60	8
BSc	Chemistry (H)	40	135	41
BCom	Accountancy (H)	90	72	35
BA	Political Science (H)	59	77	27
BA	Philosophy (H)	77	102	39
BA	History (H)	75	164	71
BA	English (H)	82	226	82
BA	Education (H)	61	435	63
BA	Sanskrit (H)	65	106	31
BA	Bengali (H)	133	409	129

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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2533	129	25	Nil	8

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
78	78	5	8	1	8

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

We are in the process of beginning the student mentoring system with the earmarking of the students and their respective mentors. The process has begun with the Masters and Honours students and we intend to extend it to the General students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2533	78	1 : 32



## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	33	1	6	22

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BNGH	Year	09/10/2020	23/10/2020
BA	EDCH	Year	09/10/2020	23/10/2020
BA	ENGH	Year	09/10/2020	23/10/2020
BA	HISH	Year	09/10/2020	23/10/2020
BA	PHIH	Year	09/10/2020	23/10/2020
BA	PLSH	Year	09/10/2020	23/10/2020
BA	SANH	Year	09/10/2020	23/10/2020
BSc	CEMH	Semester	08/10/2020	23/10/2020
BSc	COSH	Semester	08/10/2020	23/10/2020
BSc	GEOH	Semester	08/10/2020	23/10/2020
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the University guideline of conducting internal assessment exams. Two internal exams of 10 marks for each CC, GE, DSC, DSE and AECC L1, L2, L3, L4 papers are held. For AECC Elective and SEC papers the internal exams are of 5 marks each. The college holds these exams centrally both because the number of students in some of these papers is so large (for e.g. in AECC Elective and AECC L1, L2, L3, L4 papers) that individual departments with their limited human and infrastructural resources cannot hold them and also to reduce as far as possible disruptions to class teaching due to internal exams. We have also brought transparency to the process by showing the students their internal exam answer scripts. Along with transparency this process also ensures that students get to know the mistakes they made in their papers.

### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college brings out an academic calendar at the beginning of each academic session following the University academic calendar framework and Government of West Bengal Public Holidays regulations. Along with earmarking holidays, the academic calendar makes available to the students important information regarding the tentative schedule of internal assessments, University exams, and also informs them about the dates for commencement and dissolution of individual semesters. Tentative dates for college programmes like Annual Social, Annual Sports, NSS camps etc. are also provided there.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.vmmahavidyalaya.ac.in/new-web/pdf/PO-CO-the-final.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGH	BA	Bengali (Hons.)	84	83	98.81
SANH	BA	Sanskrit (Hons.)	16	13	81.25
EDCH	BA	Education (Hons.)	40	39	97.50
ENGH	BA	English (Hons.)	26	26	100
HISH	BA	History (Hons.)	15	15	100
PHIH	BA	Philosophy (Hons.)	40	39	97.50
PLSH	BA	Political Science (Hons.)	18	17	94.44
ACNH	BCom	Accountancy (Hons.)	32	30	93.75
CEMH	BSc	Chemistry (Hons.)	24	24	100
COSH	BSc	Computer Science (Hons.)	7	7	100

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.vmmahavidyalaya.ac.in/new-web/pdf/IOAC/Students-Satisfaction-Survey-revised.pdf>

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0
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#### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Computer Science	2	0
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	1
Commerce	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

## Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Pyrene based fluorescent supramolecular hydrogel: scaffold for nanoparticle synthesis	Dr. Tanmoy Kar	Journal of Physical Organic Chemistry	2019	0	Assistant Professor, Dept. of Chemistry, Vivekananda Mission Mahavidyalaya, Chaitanyapur (Haldia)	Nil
The Public Health Administration in Colonial North Bengal: 1880-1947	Dr. Madhumita Mandal (Bera)	International Journal of History and Research (IJHR)	2019	0	Assistant Professor, Dept. of History, Vivekananda Mission Mahavidyalaya, Chaitanyapur (Haldia)	Nil
Application of Graphs in Security	Prof. Debajit Sensarma	International Journal of Innovative Technology and Exploring Engineering (IJITEE)	2019	0	Assistant Professor, Dept. of Computer Science, Vivekananda Mission Mahavidyalaya, Chaitanyapur (Haldia)	1

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## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

## 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	5	3	Nil
Presented	4	5	Nil	Nil

papers				
Resource persons	Nil	Nil	Nil	Nil
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Thalassemia Awareness and Detection Programme	NSS units 1, 2, 3 and 4 of College in association with CMOH, Purba Medinipur	4	50
Anti-tobacco Campaign	NSS units 1, 2, 3 and 4 of College in association with District Health and Family Welfare, Purba Medinipur	4	50
World AIDS Day Celebration	NSS units 1, 2, 3 and 4 of College	4	82
Awareness Programme on Yoga and Meditation	NSS units 1, 2, 3 and 4 of College in association with NCC units	6	50
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0.5	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	16.05.07.000	2018

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	31522	Nil	95	96626	31617
Journals	Nil	Nil	16	595	16	595
e-Journals	Nil	Nil	Nil	5900	Nil	5900
Digital Database	2	79000	Nil	Nil	2	79000
CD & Video	56	Nil	Nil	Nil	56	Nil
Library Automation	21704	286824	1786	40038	23490	326862
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	83	3	83	11	0	8	19	14	0
Added	1	0	1	0	0	0	0	0	0
Total	84	3	84	11	0	8	19	14	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

31	3157371	1.5	60000
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4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

**Maintenance of Campus Infrastructure Building Infrastructure:** Constant effort is made to provide dedicated and secured space for equipment and tools as far as practicable. There is a Building Committee in place to look after the maintenance, repair and constructional work related to the construction of new building and physical infrastructure like water supply and power supply. All work is done through web-tender system as per standard norms. The college usually appoints qualified engineers/experts to verify the construction and maintenance work done by the college and to prepare Plan Estimate for new works. The college has a generator system in place for uninterrupted power supply. **Computer IT Infrastructure:** Maintenance and up-gradation of Computer IT Infrastructure is looked after by the Computer and Smart Space sub-committee. There is an Annual Maintenance Contract (AMC) in place with a company called Microsolutions who are responsible for the upkeep of computers and their proper functioning. **Laboratory Equipment/Machineries:** Gas connection pipe line is checked regularly. Stock Register is properly maintained. **Furniture/related items:** Stock Register of furniture and fixture is maintained properly. There is a staff to look after the maintenance and repair work of furniture and fixture. The staff brings to the notice of the authority as and when repair works are needed along with monitoring the completion of such repair works. **Library:** There is a library sub-committee comprising the Principal, Librarian, Heads of different departments and other members as resolved in the Governing Body. This sub-committee advises the librarian about the library as a whole including augmentation of library holdings along with suggesting improvements needed in the delivery of the library services to the users. **Sports facilities:** Physical Education department is entrusted with the maintenance of sport facilities like Multi-Gym, Games Room, playground etc.

<http://www.vmmahavidyalaya.ac.in/new-web/pdf/Maintenance-of-Campus-Infrastructure.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	N.A.	0	0
Financial Support from Other Sources			
a) National	Kanyashree Prakalpa, Aikyasree. Also SC/ST/OBC grant. Plus Swami Vivekananda Merit Cum Means Scholarship	1011	11820000
b) International	N.A.	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,



Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Nil	Nil	Nil	0
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	23	Bengali (Hon)	Bengali	Vivekananda Mission Mahavidyalaya (VU), NSOU, Haldia Law College, WBUTTEPA	M.A., LLB, B.Ed.
2020	3	Music (General)	Music	Raja Narendra Lal Khan Women's College, Institute of Education, Haldia	M.A., B.Ed.
2020	8	Chemistry	Chemistry	Mahishadal	M.Sc., MCA

		(Hons.)		Raj College, Midnapore City College, Panskura Banamali College, R.K. Mission College, Haldia Institute of Technology	
2020	5	Accountancy (Hons.)	Commerce	VU, NSOU	M.Com.
2020	3	Computer Science (Hons.)	Computer Science	Panskura Banamali College, Raja Narendra Lal Khan Women's College, Haldia Institute of Technology	M.Sc., MCA
2020	10	Education (Hons.)	Education	Diamond Harbour Women's University, Midnapore City College, NSOU, Sebayaton Sikshon Maha vidyalaya, Jhargram (V.U), Srimati Techno Institute	M.A., ITI
2020	22	English (Hon)	English	VU, VU (Distance), NSOU, Institute of Education, Haldia	M.A., B.Ed.
2020	1	Geography (Hons.)	Geography	VU	M.Sc.
2020	12	History (Hon)	History	Vivekananda Mission Maha vidyalaya (VU), Institute of Education,	M.A., B.Ed.

				Haldia	
2020	17	Mathematics (Hons.)	Mathematics	Mahishadal Raj College, Raja Narendra Lal Khan Women's College, Ghatal Rabindra Satabarshiki College, City College, Reyapara College, Vivekananda College of Education, Bajkul, Institute of Education, Haldia	M.Sc., B.Ed.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	College	260
Cultural	College	40
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Any college with affiliation to Vidyasagar University has its own Students Council formerly called Students' Union to protect the rights of the students. The students of our college also elect members to the Council. The state government vide West Bengal Universities and Colleges (Composition, Functions and Procedure for Election of Students' Council) Rules, 2017 has put in place an extensive framework for the activities, functions and constitution of the

Students' Council. For example, only those students who have attended at least sixty (60) percentage of total number of classes in an academic year and have cleared all dues towards tuition or other fees including charges, levied by the college can take part in such elections. Moreover, the whole election process under no circumstances is to exceed thirty days from the first notice of the election to the declaration of its results. The class representatives elected by the students go on to elect the Students' Council office bearers, such as the General Secretary, two Assistant General Secretaries and five Assistant Secretaries to the different Union offices like Culture, Sports, Magazine, Students-Aid Fund, Common Rooms and Science. The President, Vice President and the Treasurer of the Council are, however, nominated by the Principal/Teachers' Council from amongst the teachers of the college. Erstwhile called Students Union, it came into existence in our college in the year 1974. This statutory body has been playing a vital role in promoting academic, scientific, cultural and social interest among the students. It also helps the administration to maintain discipline in the campus. The following are some of the important activities that the elected students' body has been performing over the years:

1. To organize Inter-class debate, sports-competition and cultural events.
2. Publication of annual magazine and various wall-magazines.
3. To organize recreational activities for students.
4. Addressing the grievances and problems of the students.
5. To co-ordinate the relationship between the staff and students.
6. Managing the Students'-Aid Fund.
7. Social-welfare activities.
8. To observe and commemorate special days like National Science Day etc.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of our College Praktanee was established in 2003. The Alumni Association regularly interacts with the authority as an important stakeholder. 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 have been part of the Governing Body in the recent past include Sri Partha Batabyal and Sri Anandamoy Adhikary. Some of the ways in which the Alumni Association has been serving the institution are:

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

Moreover, in the yearlong college Golden Jubilee celebration that began on 9th August 2017, the alumni played an important part both in its organization and arrangement. Felicitated on this occasion, they took active interest in both the inaugural and the closing ceremony of the Golden Jubilee.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college has provided autonomy to the respective departments. The departments hold regular meetings to decide on syllabus distribution, academic plan, organisation of seminars, industrial visits, study tours etc. There is a centralised routine committee to prepare the skeleton routine. After preparation of the structure of the routine, the departments are given full autonomy to assign the classes in the routine to the respective departmental teachers as per the convenience of each department. The departments are given autonomy to conduct departmental seminars by inviting resource persons from outside the college. The college provides financial assistance for the same. The departments also have the liberty to conduct study tours for the students to enrich them with practical implementation of the knowledge acquired. Moreover, the departments have individual departmental libraries that the departmental teachers operate. The college has different sub-committees approved by the Governing Body of the college. The responsibilities of the different activities are segregated among the sub-committees for the smooth functioning of the college. The sub-committees meet at regular intervals to organise different programmes and to discuss various issues related to the activities of the respective sub-committees. We have the Observation sub-committee for organising different programmes to celebrate important days like International Women’s Day, Swami Vivekananda Birth Anniversary, Science Day, Environment Day etc. We also have a Research and Seminar sub-committee for organising different seminars and workshops in the college premises. The Purchase sub-committee considers the merit of the different requisitions given by various departments and decide on the items to be purchased. No item is purchased without the approval of the said committee. We have the Smart Space Maintenance sub-committee to ensure smooth operation of the different smart spaces so that the teachers can take hassle free ICT classes. We also have different statutory committees like the Academic sub-committee and the Admission sub-committee which conduct their activities with sincerity and professionalism

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Online admission process has been introduced in both UG and PG levels. The merit list is published online and from the 2019 academic year we have also begun to collect payment in online mode through our payment gateway partner BillDesk. We ensure fair and smooth admission in compliance with the Govt. reservation policy and University guidelines. The college also has a full proof system in place for the reconciliation of the accounts. The ERP system is updated to provide the admission status and the amount of fees collected on a daily basis. It also provides reports on the admissions done subject-wise.

<p>Human Resource Management</p>	<p>The recruitment of full time teachers is through College Service Commission. The college verifies the qualification of teachers as per the university guidelines before issuing appointment letters on CSC recommendations. A biometric attendance system is in place to track the attendance and punctuality in arrival and departure of the teaching and non-teaching staff of the college. The college encourages its teachers to participate in Orientation Programmes, Refresher Courses, and other faculty development programmes which are needed for CAS. The non-teaching staffs are also encouraged to participate in different workshops and training programmes for skill development. The ERP system has a staff login which provides relevant information about the individual members of the staff such as qualification, orientation and refreshers course attended, workshops, seminars and faculty development programmes attended, research papers published just at a click of the mouse. The government memos related to fixation and promotion are also available for quick reference.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The library has been fully automated with the installation of OPAC facility in the college using KOHA. The students are able to track the availability of different books anywhere, anytime. The procedure for issue and return has been digitized. The college has started developing smart classrooms to provide greater facility to the teachers for holding ICT classes. Other than the Science and Commerce departments who have individual projectors installed in their departmental facility, it was felt that three ICT smart spaces will be developed - the Smart Room, the Seminar Room and the Virtual Reality Room for the arts faculties to take classes making use of ICT teaching methods.</p>
<p>Curriculum Development</p>	<p>Each department holds meetings for distribution of the syllabus before the onset of each semester. Based on the syllabus assigned, the teachers prepare the academic plan and submit the same to their respective HODs. The departments hold meeting during mid-semester to review the progress of</p>

	<p>classes as per the academic plan. If need be extra classes are allotted in the routine for timely completion of the syllabus.</p>
Teaching and Learning	<p>Each teacher is encouraged to take ICT classes. We have one ICT class per teacher allotted per week in the routine itself. This system ensures the optimum utilisation of the smart space without overlapping of classes of different teachers. The college is in the process of increasing the smart spaces available so that the teachers can take more ICT classes.</p>
Examination and Evaluation	<p>The Mahavidyalaya conducts continuous assessment of students as per the guidelines issued by the University The IQAC decided to hold internal assessments centrally following a pre-decided schedule taking into account the fact that the number of students in some papers like AECC Elective and Language Compulsory were too large for any individual department to manage. Moreover, the number of disruptions of class teaching days due to internal exams also reduced significantly due to this. The teachers complete the evaluations within time and papers are shown to the students to encourage transparency. Also this helps the students to clarify their doubts and rectify their mistakes.</p>
Research and Development	<p>The college encourages the teachers to participate in different seminars, workshops and conferences. It has adopted a policy of granting six Duty Leaves per year to each teacher for attending research related programmes. The college also provides financial assistance to each of the departments for conducting departmental seminars. The college is contemplating on providing financial assistance for research.</p>
Industry Interaction / Collaboration	<p>This is something where we haven't made much progress. But there are some plans for the future afoot. One of them is asking industry personnel to address gatherings in the college, especially students to make them conscious of the demands and requirements of the industry. Also, we are thinking of signing MOU's with research foundations with exposure to industry which in turn will make it easier for us to access</p>

industry. Talks on these lines are on with South Asian Institute for Advanced Research and Development (SAIARD). Other than these, there have been industrial visits arranged by the Department of Commerce for the benefit of their students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college has implemented ERP for different functions like Administration, Students' Attendance, Admission, HRM etc. This has completely digitised our data collection system thus ensuring a database that will help us understand the need and requirements of our students and thus mobilize our targeted developmental activities.
Administration	The administration has put in place the following mechanisms for effective dissemination of information. 1. SMS gateway to send important notifications to different stakeholders of the college. 2. Communication of important information to general public through website. For students and staff there are separate log ins in the website to access information they need.
Finance and Accounts	The college maintains its books of accounts on Tally. It has implemented ERP for finance and accounts to smoothen the maintenance of accounts. All bills received are recorded on the ERP. After virtual approval from the two levels of approving authorities, the system automatically generates the vouchers along with the voucher numbers. This ensures the quick clearance of the bills and helps avoids unnecessary delays. The approval can be given from anywhere and at anytime without being physically present at the college. The accounting entries are also made simultaneously in the respective books of accounts by the system. The different examination fees and admission fees of the respective semesters are collected online. The ERP system keeps track of the daily fees collection. It generates semester-wise as well as subject-wise reports of the fees collected and due.
Student Admission and Support	Online admission process has been incorporated in both UG and PG levels. The merit list is published online,



similarly, the college collects Payment in online mode for admission. We ensure fair admission in compliance with the Govt. reservation policy. The website has a student login wherein different data about individual student are maintained by the system such as subject combination, attendance, internal examination marks, semester results, status of fees due and paid etc. There is also a system of uploading all notices relevant to the students on the college website. The important SMS related to registration and admission dates and other relevant information are shared with the students from time to time. The past semester question papers are uploaded on the website for the benefit of the students. The LMS provide a platform wherein the varied study materials, ppts and lecture videos are uploaded by the faculty members for the betterment of the students.

**Examination**

Here we haven't done much till now, but of late have been contemplating about conducting examination (internal assessments) in online mode in a few select departments with access to computers. Other than these, we are encouraging teachers to take their internal assessments not in the conventional question-answer mode but through innovative methods like students' seminar and group discussions. Covid - 19 has, however, meant a complete overhaul in the education system including examination and today we are in the cusp of conducting exams online - both internals and University exams. A paradigm shift is round the corner and we along with students better get adjusted to it.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	Nill

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	26/08/2019	09/09/2019	15
Refresher Course	1	18/11/2019	30/11/2019	13
Refresher Course	1	03/02/2020	15/02/2020	13
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The IQAC helps the faculties to join Refresher Courses and Orientation Programmes in order to enrich their teaching skills and also for their CAS promotion. The Cell also helps them to prepare documents for their CAS promotion according to the new format (4th amendment) and the latest Government of West Bengal regulations. Moreover, there is an Employees' Co operative Credit Society Ltd. in the college set up on 16.4.1974 with a view to create funds through collection from employees</p>	<p>The same Employees' Co-operative Credit Society Ltd. referred to in the earlier section having registration no. 27 under the West Bengal Co-op. Credit Society Acts Rules and set up at the office of the ARCS of Mid-I Range for conducting money lending and thrift activities among the members also lends money to the non-teaching employees of the college who are also its members at very affordable rates of interest.</p>	<p>The students' union has different sub-committees, each headed by a teacher for the smooth operation of the different activities of the union. Cultural programmes are organised by the students with the help of the teachers. The college maintains a Book Bank to help needy students with reference books. The college also provides fees concession to the needy students. We have a Concession sub-committee to judge the merit of each case and decide the amount of concession to be provided to the applicants.</p>

themselves in the form of shares, thrift funds, guarantee funds etc. for lending to the members in their times of monetary need at very low interest rates and also to encourage the habit of savings amongst the members.

#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts external audit regularly. The audit is undertaken by government agencies whose representatives visit the college and inspects the books of accounts independently.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Principal on requisition by the University
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent-Teacher Association has not yet been formed in the college

6.5.3 – Development programmes for support staff (at least three)

We are still to initiate development programmes for support staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Among post-accreditation initiatives, we can mention three recommendations of the NAAC Peer Team who visited our college in January 2015 that we have implemented. 1. We have introduced choice based semester system at both UG and PG levels in a phased manner under the direction of our affiliating university Vidyasagar University. At present all courses in the college are functioning in the CBCS system. 2. We through our various social outreach and community development activities of NSS and NCC as also through value education classes that we organize in the college have been inculcating Indian and global values. The motto of our college itself is "Esho Manush Hao" "Be Man and Make Man". 3. We have increased smart space availability in our college with a new smart room

and a Virtual Reality room being available for class teaching now. Modernization of other lecture rooms without ICT facility is, however, not complete.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Regular meeting of the IQAC	16/07/2019	16/07/2019	16/07/2019	10
2019	Regular meeting of the IQAC	03/12/2019	03/12/2019	03/12/2019	10
2020	Regular meeting of the IQAC	21/01/2020	21/01/2020	21/01/2020	10
2020	AQAR submission	15/03/2020	01/07/2019	15/03/2020	10000
2019	Submission to NIRF	30/09/2019	30/09/2019	30/09/2019	10000
2020	Submission to NIRF	04/02/2020	04/02/2020	04/02/2020	10000
2020	CAS promotion of teachers	12/02/2020	12/02/2020	12/02/2020	9

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### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day	07/03/2020	07/03/2020	54	41

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- Vinyl Stickers at Main Building and Science Block for promoting awareness against wastage of Water Electricity and plastic free campus
- Green Drive (Planting of trees ) inside our Campus by NSS Units of the College
- Installation of ample number of power saving LED lights.
- Installation of Solar photovoltaic systems that convert sunlight directly into electrical

energy using solar cell are in progress. The SPV array converts sunlight into DC electricity. SPV array generates electricity only during the daytime, when sunlight is significant. The Array Junction Box (AJB) shall have to be used for termination of string prior connecting array with inverter. The Inverter accepts DC electricity and converts it into 415V 50Hz, 3Ph AC for powering various loads. The power from PV array is to be fed into Grid through Grid-Tied String Inverter and some protection panels, which is used after Inverter and before the point of common coupling of Grid and PV Power Plant.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Any other similar facility	No	Nil
Physical facilities	Yes	3
Provision for lift	No	Nil
Ramp/Rails	Yes	3
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	01/07/2019	123	Outreach Program at adopted villages by NSS for social survey	Service to Community	27
2019	1	1	01/12/2019	1	Observance of World AIDS Day	Public Health	82
2020	4	4	19/04/2020	73	Fight against COVID 19 post Amphan ac	Health, Hygiene, Awareness campaigns, need	35

					activities for Education, Sanitation and service to local villages	
2020	1	1	05/06/2020	8	Green Drive (Tree Plantation) tree plantation campaign	Plantation, online quiz and Awareness
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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic Diary 2019-20 for all students	01/07/2019	A code of conduct for students is illustrated in the Academic Diary

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2019	15/08/2019	39
World AIDS Prevention Day	01/12/2019	01/12/2019	82
Celebration of Republic Day	26/01/2020	26/01/2020	46
Celebration of Rabindra Jayanti (online platform)	08/05/2020	08/05/2020	47
Webinar on International Yoga Day (Zoom meeting)	21/06/2020	21/06/2020	26
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Initiatives for Bio-diversity and Green Audit in the Institution 2. Use of organic manures and fertilizers in the college garden 3. Installation of ample number of Power Saving LED lights in main building, science block and hostels 4. Installation of Solar photovoltaic power plant 5. Active initiatives and surveys for setting up of Honey Bee Farming 6. Planting of plants and trees (both perennial seasonal) inside the campus

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice -I: NSS Activities** National Service Scheme (NSS) is an integral part of our Mission Mahavidyalaya as it helps in instilling social awareness and responsibilities among our students. NSS activities also inculcate a sense of discipline and team spirit and train our students to become more socially

conscious and helping citizens in the future. Our Mission Mahavidyalaya has four units of NSS under the supervision of four programme officers. They regularly participate in different environmental and health drive programmes like Blood Donation camps, clean and healthy atmosphere drive, healthy sanitary movement and pure drinking water campaign. The NSS volunteers maintain the gardens at Barda railway station and Chaitanyapur other than keeping the college campus and the surrounding areas clean and green. Special occasions like World Environment Day (5 June), NSS Day (24 September), Constitution Day (26 November), World AIDS day (1 December) etc. are observed by the volunteers.

Furthermore, special NSS camps are organized by each unit every year. The College has FOUR Active NSS Units, Unit I-IV which are actively engaged in several activities within and outside the college. Some of these in 2019-20 are: 1. Organizing a special survey at adopted villages during July - October

2019 2. Celebration of Independence Day on 15.08.19 3. Celebration of Constitution Day, 26.11.2019 culminating in Ambedkar Jayanti on 14th April, 2020 4. Observance of World AIDS Day on 01.12.19 5. Observance of World

Environment Day 05.6.2020, tree plantation campaign from 6th June, 2020 to 12th June, 2020 6. Celebration of International Yoga Day 21.06.2020. The NSS

volunteers of Vivekananda Mission Mahavidyalaya under the guidance of NSS programme officers did a splendid job to fight against COVID 19 and took part in post Amphan activities. They undertook a number of activities mentioned below to help people. 1. Building social awareness by putting posters in our

college, hostel premises and in the nearby villages 2. Post videos in college Facebook page 3. Food Preparation and Distribution by NSS volunteers 4. Helping migrant labourers and the farmers in harvesting the paddy crop 5. Distribution

of food items, masks and liquid soaps to the needy 6. Financially helped a cancer patient and our college canteen staffs Best Practice - II: Promotion of

research activities among the teaching faculty The college takes upon itself the responsibility to encourage the teachers, both young and experienced, to

pursue research interests as the college has significant number of PhD faculties. So for pursuing their research the college provides them research

ambience, necessary library, laboratory facilities etc. Teachers are also encouraged to participate in different national and international seminars,

conferences and to apply for different research projects, both major and minor from different funding agencies, to publish articles in reputed

national/international journals and arrange seminars and conferences, to make associations with research communities thereby widening the scope of their

research work and collaboration. The IQAC of the college has fixed publication targets for the faculty to achieve in the next three years. Both in

publications in UGC CARE listed journals and also publications in edited volumes/books/conference proceedings (National and International) the IQAC has set targets for the faculty to achieve. This setting of targets is surely very

ambitious in nature but the college IQAC feels that along with the need to garner API points for CAS promotion, this target setting will spur the teachers into serious research activity. The following are the major practices related

to the promotion of research activities in the college: 1. Regular meeting of the Research Cell to monitor the research activities done by college faculty. 2. Encouraging the teachers to apply for different research projects, both

Major and Minor from reputed national funding agencies like UGC, DBT, DSTSERB etc. through the college Research Cell and in collaboration with university and nearby research institutes. 3. Encouraging the faculty members to publish their

research articles in journals of national and international repute (UGC CARE listed) and books from reputed publication houses. 4. Upgrading the laboratories and libraries. 5. Encouraging the teachers to attend different seminars / workshops / Refresher Courses to enrich their knowledge. 6. Organizing seminars and workshops relating to modern trends of multidisciplinary research. 7. Reimbursing the registration fees of teachers attending and presenting papers in national/international seminars (Maximum

amount Rs. 500/- per year). We are in the early stages of this promotional process and the process till now has not yielded tangible results. We are, however, hopeful that in a year or two we will have results to show for our efforts. Research, surely, as we all know is not an overnight activity and it takes time for the results to arrive. Total number of research articles published in UGC CARE listed journals during 2019-20 stands at 2. Other than this, there are 3 prestigious publications in national and international journals and 2 in edited volumes. As far as paper-presentations in seminars are concerned, there are 9 paper-presentations in national and international seminars. The total combined output surely is not much to write about but we are confident that the steps we have taken will ensure a far better yield in the coming years.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.vmmahavidyalaya.ac.in/new-web/pdf/IOAC/Best-Practices.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness Vivekananda Mission Mahavidyalaya is committed to impart value based higher education in the Haldia subdivision of rural Bengal. A result of the philanthropic effort of the Vivekananda Mission Ashram that felt the need to establish a centre of higher learning for the rural population of adjacent villages under Sutahata Police Station, the college was established on 9th August 1968. Following Swami Vivekananda who believed that "Education is the manifestation of the perfection already in man," we in our college motivate our students not only to get a University degree but also to realize their innate potentialities, potentialities that unless 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 an effort is made to 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. At the very portal of the institution the immortal words of Swami Vivekananda "Be Man and Make Man" is inscribed in Bengali - "Esho Manush Hao". 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. The growing participation of our students in community activities through their respective NSS and NCC units, their zeal in being part of different institutional activities, the interest they are showing in participating in value-education classes are all pointers to the fact that our interventions in their development as rounded human beings have been, indeed, positive. However, 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. Still we are confident that in spite of all these provocations and temptations our students will be



able to keep themselves to the straight and narrow path of virtue and righteousness. That remains the challenge for us.

Provide the weblink of the institution

<http://www.vmmahavidyalaya.ac.in/new-web/pdf/IOAC/Institutional-distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

1. Putting in place an online feedback process through ERP. 2. Consolidation of the mentor-mentee system. Beginning first with the Masters and Honours students, later it will be extended to the General students. 3. Making the ERP system i.e. digitization of administration, the basis of future governance. Student data, financial data, employee data etc have begun to be stored in digitized format and we are fast approaching a paperless system in the college. The aim is to make all transactions in college electronic or digitized in nature. 4. Use the Covid 19 scenario to make digital curriculum transactions the order of the day for example, the options of classes through Google Meet, curriculum delivery through Google Classroom, multiple choice assessments through Google Forms etc. need to be explored. 5. Organization of seminars in college especially on those areas that are suggested by NAAC for a PG college like ours for example seminars on skill development, research methodology, entrepreneurship and intellectual property rights. In the Covid 19 scenario where public assembly is not possible, the same can take place in digital platforms like Google Meet and Zoom. 6. Encourage collaboration with both fellow academic institutions and also research foundations. Industry academia partnership to be explored. In the Covid 19 situation, this can take place in the form of, for example, co-organizing Webinars. 7. Strengthen the NSS and in the Covid 19 situation through NSS come to the support of the local community.