



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>Vivekananda Mission Mahavidyalaya</b>
• Name of the Head of the institution	<b>Dr. Manabendra Sahu</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03224286223</b>
• Mobile no	<b>8967609742</b>
• Registered e-mail	<b>vmmnaac@gmail.com</b>
• Alternate e-mail	<b>vmmahavidyalaya@gmail.com</b>
• Address	<b>PO: Chaitanyapur, District - Purba Medinipur</b>
• City/Town	<b>Haldia</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>721645</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Vidyasagar University				
• Name of the IQAC Coordinator	Dr. Santanu Basu				
• Phone No.	03224286223				
• Alternate phone No.	03224287440				
• Mobile	9231824896				
• IQAC e-mail address	iqacvmm@gmail.com				
• Alternate Email address	iqac@vmmahavidyalaya.ac.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.vmmahavidyalaya.ac.in/pdf/IQAC/AQAR-19-20.pdf">http://www.vmmahavidyalaya.ac.in/pdf/IQAC/AQAR-19-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.vmmahavidyalaya.ac.in/images/stories/academic-calender/Academic%20Calendar%2020-21.pdf">http://www.vmmahavidyalaya.ac.in/images/stories/academic-calender/Academic%20Calendar%2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	76.60	2007	31/03/2007	30/03/2012
Cycle 2	B	2.17	2015	03/03/2015	02/03/2020
<b>6.Date of Establishment of IQAC</b>			15/09/2007		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>i) Introduction of online classes in view of the Pandemic. The college was one of the first to begin taking online classes in the district of Purba Medinipur, initially through Zoom and later via Google meet. We took classes not in any arbitrary manner but according to a pre-scheduled routine. The HOD's were requested to send details of the classes of their respective departments to the IQAC. Later classes began to be taken through institutional G-Suite account which allowed the institution to monitor attendance of students, duration etc. of the classes.</p>		
<p>ii) Steps towards effective curriculum delivery. It comprises preparation of Lesson Plan by the teachers and dissemination of the same to students. Also this time we prepared an exhaustive and detailed Academic Calendar in place of the earlier sketchy planner of year long institutional events and activities.</p>		
<p>iii) IQAC was concerned with Teacher welfare and enrichment also. A plan was thus put into place to reimburse registration fee upto Rs. 500 annually of the teachers presenting papers in seminars/workshops/conferences. Also teachers were readily allowed to take part in Faculty Improvement Programmes, Refresher Courses and Short Term Courses.</p>		
<p>iv) Introduction of online Feedback. This year in view of the Pandemic and our inability to reach students in physical mode, we conducted our students' feedback in online mode through Google Forms. Later the Students' Satisfaction Survey was also conducted</p>		

through Google Forms. The response, especially, in the Students' Satisfaction Survey was heartwarming with 908 respondents.

v) The IQAC intervened in curriculum transaction in the Pandemic situation by advising teachers to use modern ICT methods like conducting exams through Google Forms, setting up Google Classrooms etc. We subscribed to G-Suite for Education so that advanced google features were available to our teachers. Also, the Learning Management System of our Aimes ERP was put to maximum use. Tutorials, study materials, previous years' university question papers were all made available to students through ERP.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Consolidation of the mentor-mentee system.	The mentor-mentee system has been put in place.
Making the ERP system i.e. digitization of administration, the basis of future governance. Student data, financial data, employee data etc. to be stored in digitized format and institutionalizing a paperless system in the college.	We have been more or less achieved our target. Except finance most other data is now present in digitized format.
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.	Here also, we have more or less achieved our target. The teachers regularly took online classes through Google Meet following a pre-fixed routine and conducted assessments etc. through online mode.
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.	A whole host of Webinars were conducted by the college in the assessment period. A five-day workshop on Research Methodology was organized by the college in collaboration with SAIARD in May'2021.
Strengthen the NSS and in the Covid 19 situation through NSS come to the support of the local community	The four units of college NSS played a stellar role in the Covid situation. Under the leadership of Professor Pranab Kumar Jana, Programme Officer, Unit 3, the NSS units and volunteers excelled themselves.

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Nil	Nil
Name	Date of meeting(s)				
Nil	Nil				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>25/02/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2020-21	25/02/2022
Year	Date of Submission				
2020-21	25/02/2022				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>The institution understands the importance of holistic education and inculcation of employability skills among its students so as to develop their intellectual, moral, social and physical skills. Multidisciplinary and interdisciplinary courses are, indeed, the need of the hour. The multidisciplinary/ interdisciplinary approach would provide students with a number of valuable skills like problem solving, critical thinking, time management, verbal and written communication, team work, analysis and research methodologies and much more. As far as our college is concerned, the SEC and DSE papers, especially the SEC papers fulfil that need. Those papers which are skill based in nature, are more concerned about the application aspect of the subject and hence equip the students with practical/employable elements of the subject. In doing thus, they cross rigid disciplinary boundaries overlapping with other disciplines. For example, Business Communication, a SEC paper in English shares disciplinary affinity with Business or Commerce. We understand that with NEP round the corner, we need to emphasize upon running skill-based courses and ability enhancement courses adhering to the guideline of CBCS. Skill-based courses like soft skills, creative writing, translation studies, business communication, and technical writing will, indeed, provide students a cutting edge in the professional world of competitions. It is the endeavour of the college to provide space for such professionally valuable and morally enriching education.</p>					
<b>16. Academic bank of credits (ABC):</b>					
As per the Academic Bank of Credit (ABC) guidelines in the National Education Policy, the students will have multiple entry and exit					

options. After enrolling in an undergraduate or a post graduate programme the students will be able to exit the course and enter multiple times within a stipulated period. This academic flexibility will enable students to seek employment at any stage of their course and, if willing, upgrade their qualification at their convenience. This will help in reducing the drop-out rate. ABC also encourages a blended learning mode where students can earn course credits from various other institutions registered under SWAYAM. Academic Bank of Credits also enables students to begin their academic programme in an institution and shift midway to another institution across the country so that he/ she does not lose any academic year, whatever the circumstances. Our institution encourages the faculty members and the students to enrol under the courses offered by SWAYAM and use the resources of various MOOCs like e-gyankosh or shodhganga, NPTEL, V-Lab etc. The faculty members are also encouraged to make study materials and study videos good enough to be selected for MOOCs.

#### **17.Skill development:**

Development of various skills in students is very important for professional employment and for realization of the potential for the self. Dedicated skill development courses are an important addition to the conventional teaching-learning curriculum. In adherence with the CBCS guidelines, the college gives special importance to skill based interdisciplinary courses like communicative English, creative writing, ICT skills etc. Students are encouraged to develop their presentation and communication skills. The college takes initiative to run various professional additional skill development courses to make its students competent for the professional world. The institution is currently in talks with Tata Consultancy Services to run their Youth Empowerment Programme in the college which will also provide the students an opportunity of employment in the corporate world. We are hoping to stitch another promising collaboration in the near future, one with Aksarekha Foundation which will impart basic IT skills and communication skills to the students. This course will also offer employment to the successful students. In the rural areas opportunities and exposures are hard to come by for the lower-middle class, poor students who can't avail the professional courses available in the cities. Keeping this in mind the institution aims to provide its students such professional, skill-based programmes.

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

The institution bears the name of Swami Vivekananda and tries to

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

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

To achieve functional outcome-based education the institution ensures comprehensive quality improvement by strictly maintaining academic standards in all spheres and continuous monitoring of the teaching-learning process. The institution looks after fulfilling the various needs of the curriculum and updates its infrastructures regularly to keep up with the academic requirements and to achieve specific learning outcomes. The institution practices continuous evaluation procedures and summative assessments of the students. In the pandemic period also, the teachers took regular online classes and evaluated the students through Google forms and by taking assignments through Google classrooms. Each department of the college has prepared a very detailed course outcome of their syllabus and they work to achieve these outcomes through their teaching. The college has a very efficient mentor-mentee system where every faculty member is entrusted with the comprehensive well-being of around 30 students. The teacher adapts as both instructor and facilitator to ensure the best outcome of the students. The skill-based courses and student-specific programmes also ensure specific learning outcomes and additional enrichment of the students. The college is even thinking of an exit test to ensure an effective course outcome.

#### **20.Distance education/online education:**

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



since July, 2007. The Study Centre has affiliation for the following courses.

1. Bachelor's Degree Programme (BDP): Duration - 3 Years.
2. Post-Graduate Course (PG): Duration - 2 Years
3. Bachelor of Library and Information Science (BLIS): Duration - 1 Year.

The study centre has evoked satisfactory response in the locality evident from the fact that there has been regular enrolments in all the three courses that are presently running. While this year 73 learners have sought admission to Bachelor's Degree Programme (BDP), 3 have enrolled for the Bachelor of Library and Information Science (BLIS).

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

## Extended Profile

### 1.Programme

1.1 21

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 2328

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 721

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 580

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 32

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 33

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>21</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>2328</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>721</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>580</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>32</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	33
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	31
Total number of Classrooms and Seminar halls	
4.2	31.63712
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	78
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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

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

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

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

21

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**



File Description	Documents
URL for stakeholder feedback report	<a href="http://www.vmmahavidyalaya.ac.in/images/stories/iqac/stakeholder%20feedback%20report.pdf">http://www.vmmahavidyalaya.ac.in/images/stories/iqac/stakeholder%20feedback%20report.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.vmmahavidyalaya.ac.in/images/stories/iqac/stakeholder%20feedback%20report.pdf">http://www.vmmahavidyalaya.ac.in/images/stories/iqac/stakeholder%20feedback%20report.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

1136

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

311

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

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

The institution adopted the following measures for advanced and slow learners respectively.

**Measures for Advanced Learners:**

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

**Measures for Slow Learners:**

- i) **Tutorial and Remedial classes:** Tutorial and remedial classes are regularly arranged for slow learners.
- iii) **Dedicated question-answer sessions:** Special Q&A sessions are arranged to track the progress of students.
- iv) **Writing Assignments:** Projects or topical write-ups are given to

enhance their writing skill.

v) Audio-visual sessions: Video clips and adaptations of texts are shown to students for comprehensive understanding.

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

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2328	32

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

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

**Experiential Learning--**

G-Suite and G-Classroom—Institutional G-Suite has been beneficial in taking classes and maintaining data. Batch-wise G-Classrooms are maintained for sharing resources and taking assignments.

PowerPoint Presentation—The faculty members made PPTs on the topics in the curriculum and shared them with the students.

Film Show—Some departments showed films and short videos for better understanding of the subject.

ERP—All the digital resources, videos, PPTs, Lecture-notes were shared in the ERP platform of the college.

Webinars—All the departments arranged webinars to keep students updated about their subject.

**Participative Learning-**

**Quiz Competition-**Departments arranged inter-class quiz competitions to enhance team spirit and interactive ability.

**Project-**The students prepared internal projects on topics decided strictly according to the guidelines of Vidyasagar University.

**Rallies-**NSS units of the college regularly arranged rallies and awareness programs on relevant issues.

**Problem Solving Methodologies-**

**Mentor-Mentee Meetings-**Regular online mentor-mentee meetings were held to address various problems of the students.

**Dedicated Interactive Classes-**Special classes were taken and interaction was encouraged.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

During the pandemic the increasing use of ICT tools marked a paradigm shift in the teaching learning process. The college has adopted several ICT enabled tools for smooth functioning of academic activities in the absence of regular off line classes.

1. **ERP:** The College maintained an ERP platform where the teachers shared lecture notes, previous years' question papers and YouTube links.
2. **Google Classrooms and G-suite:** G -Suite has been very effective for taking online classes through Google meet during the pandemic. The departments created G-classrooms for taking assignments and sharing lecture notes.
3. **Smart Rooms, Computer Lab and Departmental Computers:** The College has dedicated computer labs and smart rooms with overhead projectors to facilitate the students. Each

department has computers, printers and Net facility.

4. Fully automated Library: The Library of the college uses open-source software 'KOHA'. Book search and cataloguing are done through OPAC. Access to digital resources are provided through N-List.
5. Webinars and Webzines: Various departments arranged Webinars and published Webzines in this period.
6. Power-point presentation: The teachers used Power Point Presentationsto make the lectures interesting to the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

77

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

23

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

341

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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

? Under the U.G. CBCS Semester pattern, internal assessments are done in all CC, GE, SEC, DSE and AECC Courses. Internal assessments are also held for all P.G. Courses.

? Internal assessments are taken in different modes - written tests, project preparation, seminar presentation, group-discussion, book review etc. However, during the Covid-19 Pandemic lockdown period, the internal assessments have been conducted through online mode.

? The Departments notify the dates, time-slots, mode of assessment, topic/syllabus well in advance through physical mode as well as in College website.

? The scripts and project reports are preserved by the Departments. The evaluation process is time bound and transparent. All sorts of evaluation data are recorded and preserved by the Departments. In the case of online tests, the softcopies of the scripts are preserved and evaluation is done.

? After each round of internal assessment, students are informed about their strengths and weaknesses. They are advised to take necessary steps to improve further.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

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

? After each round of internal assessment examination and evaluation, the students are informed about their mistakes and drawbacks.

? If there is any grievance, prompt actions are taken. The first channel for grievance redressal is mentor-mentee set up. If a mentee informs his/her mentor about any problem regarding internal assessment, the mentor tries to resolve it quickly.

? But if the problem still persists, we follow the second channel. We have a dedicated Grievance Redressal Cell chaired by the Principal. For any grievance raised by a student regarding internal assessment, the cell takes quick and appropriate step to resolve it,

? For students with difficulties in certain areas of their syllabus, which may become evident from internal assessments, the teachers provide additional material/ tutorial coaching to them.

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

## 2.6 - Student Performance and Learning Outcomes

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

Our Institution follows Teaching - Learning in a comprehensive and well- structured manner. We follow the curricula designed by the Vidyasagar University for all courses under U.G. and P.G. programmes. In all cases the POs and COs are clearly mentioned in the syllabus. To make them reality, we try the following mechanism to communicate POs and COs to the teachers and students:

? The PSOs, POs and COs are displayed in the College website for all Departments. They are clearly mentioned in College Prospectus also.

? Hard copy of syllabus and learning outcomes are available in all Departments.

? All Departments carry out Induction Programmes for the newly admitted students to convey the POs and COs in the beginning of each Academic Session.

? Teachers in all Departments follow the syllabus at U.G. and P.G. levels to internalize POs and COs through Teaching - Learning



process.

? All Departments record the mapping in digital devices as well as in hard copies.

? As a result, most of our students become able to settle down quickly to attain POs and COs by the final Semester of their study.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

All the programmes offered by our College have well-defined POs, PSOs and COs. We follow all curricular and extra-curricular activities to transform theoretical knowledge into harsh reality.

To assess and evaluate the levels of attainment we follow several formal and informal mechanisms:

? We have an in-built system of monitoring syllabus distribution and completion.

? Students' progression is continuously assessed through various kinds of evaluation - internal assessments, paper writing, seminar presentation, project report, end semester examinations etc.

? Students' progression to higher studies and employment are recorded and encouraged through Departmental Alumni Meetings / Programmes.

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

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

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

580

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<http://www.vmmahavidyalaya.ac.in/images/stories/igac/Students%20Satisfaction%20Survey%202021-22.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

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

In the VUCA (Volatility, Uncertainty, Complexity, and Ambiguity) era, the Vivekananda Mission Mahavidyalaya works to boost the

spirits of its students and encourage them to think creatively. Several career counselling sessions have been set up to inform them of both the job markets and the opportunities for entrepreneurship.

To inspire young professors and researchers, one webinar on international research technique was held. To assist the students, we intend to launch an entrepreneurship cell soon. Several programmes, including speeches from successful entrepreneurs and alumni who become entrepreneurs, are planned to spark interest in business.

Furthermore, we intend to establish an industry-academia interaction by inviting industry resource people to speak in various departments, and, to the extent possible, we'll also include small projects as a part of on-going internal evaluation in the upcoming academic session. Along with these, we set up soft skills classes in an effort to hone their soft skills. These projects give our students a platform to learn, apply knowledge to decision-making, compete, and become prepared for the workplace. In the coming years, we are planning to initiate talks with the Department of Entrepreneurship at IIT Kharagpur and ask them to mentor us in the field of entrepreneurship.

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

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

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

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

<b>3.3 - Research Publications and Awards</b>	
<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
0	
File Description	Documents
URL to the research page on HEI website	<a href="http://vmmahavidyalaya.ac.in/index.php?option=com_content&amp;view=article&amp;id=97&amp;Itemid=0">http://vmmahavidyalaya.ac.in/index.php?option=com_content&amp;view=article&amp;id=97&amp;Itemid=0</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
17	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
3	

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The NSS motto, "Not Me But U," is one that we at Vivekananda Mission Mahavidyalaya actively promote and instil in our students. Additionally, this is consistent with our college's motto, "Eso Manus Hao." To inspire and motivate NSS volunteers to get involved in societal development; the college organizes a variety of extension activities and tries to make them true humans. A pandemic that poses a threat to human civilization in the years 2020-21. In this challenging scenario, the NSS stands for the local community's residents. The NSS volunteers are busy carrying out their duties thanks to donations from our esteemed faculty. These initiatives promoted human growth among socially excluded groups and prepared students to be "A True Human."

File Description	Documents
Paste link for additional information	<a href="http://www.vmmahavidyalaya.ac.in/index.php?option=com_content&amp;view=article&amp;id=110&amp;Itemid=0">http://www.vmmahavidyalaya.ac.in/index.php?option=com_content&amp;view=article&amp;id=110&amp;Itemid=0</a>
Upload any additional information	<a href="#">View File</a>

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

**23**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

**1096**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>
<b>3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year</b>	
<b>3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
Vivekananda Mission Mahavidyalaya, Chaitanyapur, Purba Medinipur is standing head-high with approximately 3.42 acres of land in its possession. The college has made significant infrastructural	



developments in the last few years to facilitate teaching-learning in College.

#### Academic Blocks / Buildings:

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

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

- Adequate number of classrooms for UG and PG
- ICT enabled classrooms with necessary accessories, alongside the normal classrooms
- Laptops, Desktops, Printers
- Wi-fi connection
- Well-equipped Central Library with separate reading zones for teachers and students
- Departmental library
- Departmental laboratory for the Science subjects
- Air-conditioned Computer laboratory
- The Gymnasium and Yoga facilities
- Virtual classroom and separate air-conditioned Seminar Hall.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

- The college conducts so many cultural activities in the campus under the supervision of the standing cultural committee. Wall magazine is published every year by almost all departments where students contribute their write-ups, drawings, which in turn highlight their talents
- There is a huge playground where football, cricket, javelin

throwing, shot put, jumping events (long jump and high jump) and other track events are played. The college has separate volleyball court and badminton court in the campus. The hostels have their own separate indoor table tennis court for their students. Arrangements for indoor games like caroms, chess etc. is also there in the hostels.

- The Yoga Mandap of our college moulds the overall personality of the students and faculty to inculcate the significance of yoga among students and faculties.
- A 800 sq. ft. new gymnasium has been set up from college fund within college campus consisting of various equipment's like Multi-Gym 5 Stations i.e. Leg Pull Down, Leg Extension, Leg Press, Peck Deck Butterfly, Sit-Up Benches, Bench Press, Stepper, Twister, Cycling, Tread Mill etc. that are using for total body workout. Faculty members and students can use the gym during all working days from 3.30 p.m. - 4.30 p.m. A daily register is maintained.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

4

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

31.63712

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://vmm-opac.kohacloud.in/">https://vmm-opac.kohacloud.in/</a>

<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
0.059	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
9	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>
<b>4.3 - IT Infrastructure</b>	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	

Vivekananda Mission Mahavidyalaya has 78 computers {desktops and laptops) which have been updated as and when required.

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

In this pandemic situation, all the faculties are provided with G-suite for Education to deliver class lectures and they are using On Cloud LMS and Google Classroom to upload study materials.

The IT facilities have been upgraded in regular intervals to cater the needs of the modern teaching system.

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

A dedicated computer center with 19 desktops is provided for browsing & accessing e-resources in Computer lab 1. All the Departments have Desktop PCs in their respective departments.

This year, the College has organised various Cultural programmes, Debate, Quiz, Seminars and Webinars on a virtual platform of Google Meet. The College has added its own YouTube channel and a link is created for a better view.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

78

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>B. 30 - 50MBPS</b>								
<table border="1"> <thead> <tr> <th data-bbox="71 264 539 338">File Description</th> <th data-bbox="539 264 1449 338">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="71 338 539 443">Upload any additional Information</td> <td data-bbox="539 338 1449 443" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="71 443 539 584">Details of available bandwidth of internet connection in the Institution</td> <td data-bbox="539 443 1449 584" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Upload any additional Information	<b>No File Uploaded</b>	Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>			
File Description	Documents								
Upload any additional Information	<b>No File Uploaded</b>								
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>								
<b>4.4 - Maintenance of Campus Infrastructure</b>									
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>									
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>									
<b>3.4263</b>									
<table border="1"> <thead> <tr> <th data-bbox="71 960 539 1034">File Description</th> <th data-bbox="539 960 1449 1034">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="71 1034 539 1140">Upload any additional information</td> <td data-bbox="539 1034 1449 1140" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="71 1140 539 1200">Audited statements of accounts</td> <td data-bbox="539 1140 1449 1200" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="71 1200 539 1379">Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)</td> <td data-bbox="539 1200 1449 1379" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	<b>No File Uploaded</b>	Audited statements of accounts	<b>No File Uploaded</b>	Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>	
File Description	Documents								
Upload any additional information	<b>No File Uploaded</b>								
Audited statements of accounts	<b>No File Uploaded</b>								
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>								
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.									
<p>The institution aims at optimizing its resources and in this respect maintenance of campus and infrastructural facilities are of vital importance. The Governing Body constitutes a Building Sub-Committee which makes necessary plans regarding campus, hostels, quarters and playground maintenance. The proposals of Building Committee are placed before the Finance Sub-Committee for concurrence regarding financial implication and finally the same are placed before the Governing Body for approval. On receiving the approval, the Building and Purchase Committee is entrusted with the execution of the said civil works.</p> <p><b>Few steps for maintenance work:</b></p>									

- Campus-cleaning drives are regularly undertaken by the NSS-volunteers under the supervision of the Programme Officers.
- Fire extinguishers are checked frequently, and refilling is done after the expiry.
- The College has permanent posts for maintaining electrical works, Gas, Pump and Generator etc.
- The major electrical equipment/gadget like Generators, Air Conditioners, CCTV cameras and Water Purifiers are covered under AMC.
- Need-based Carpentry and plumbing maintenance work is carried out by hiring services from outside. Such works are supervised by the caretaker.
- For all major Laboratory Equipment and Computers minor adjustments, repairing and maintenance are done by the technician from outside and under AMC (Computer) with the approval of the Principal.
- Pest control of library books and records is done every year under the supervision of the Library Subcommittee. The updating of library software is done regularly.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

470

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

D. 1 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>



<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

0

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

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

164

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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 university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Every college has a podium for the dynamic contribution of the students in a variety of academic and administrative bodies including other activities. Our Mahavidyalaya has always an enthusiastic Students' Council that contribute to the progressive development of the college. Students' representative of the said council brings the common problems and impediments faced by the students to the notice of the authority concerned, and get those problems resolved.

One student is selected as a member of the College Governing Body ensuring active student participation in administrative processes of the College.

It works in tandem with the faculty members

- Celebrates occasions like Republic Day, Bhasha Divas, National Science Day, International Women's Day, Independence Day
- In publishing college magazine and wall magazines of different departments
- Organizes events like Freshers' welcome, Teachers' Day,

Rakhibandhan utsav etc.

- Organizes free Thalassemia detection and health check-up camp
- Organizes blood donation camp

Due to outbreak of corona virus the above said programmes could not be organised. During this pandemic period students participated in many webinars, performed in online cultural programmes organised for celebration of many national and international events, commemoration of reputed personalities acclaimed over the country and as well as the globe.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

45

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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

They participate in organising awareness camps on social and health related issues.

They Celebrates the College Foundation Day

They organises reunion programme

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### **Vision:**

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

#### **Mission:**

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

- To encourage students to apply the concepts learnt in the

classroom to real life situations and to consider education as a lifelong endeavor

- To promote original thinking and to develop the inherent talents of the students
- To develop a strong sense of commitment to the welfare of humanity
- To instill moral value and a sense of righteousness to differentiate between good and evil

To attain the vision and mission, the College has a well-structured organogram.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college has provided autonomy to the respective departments. The departments hold regular meetings to decide on syllabus distribution, academic plan, organisation of seminars, industrial visits, study tours etc. There is a centralised routine committee to prepare the skeleton routine. After preparation of the structure of the routine, the departments are given full autonomy to assign the classes. The departments have the liberty to conduct study tours for the students to enrich them with practical implementation of the knowledge acquired.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

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

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

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

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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

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

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



File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="http://www.vmmahavidyalaya.ac.in/index.php?option=com_content&amp;view=article&amp;id=355&amp;Itemid=0">http://www.vmmahavidyalaya.ac.in/index.php?option=com_content&amp;view=article&amp;id=355&amp;Itemid=0</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

#### Service - matters

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

#### Career Advancement

- The IQAC takes care of the promotion/ placement of the faculty.

- Promotional benefits for non- teaching employees on completion of 7/10/20 years of Services, as applicable, are provided.
- The institution encourages faculty to undertake doctoral and post-doctoral researches.

#### Financial Support

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

#### Leave Approval

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

#### Residential Facility

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

#### Health & Fitness

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

5

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institution makes all possible efforts to mobilize financial resources and tries to avail all possible scopes/schemes for the same.

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

CSR funds.

Strategies adopted by the institution for optimal utilization of resources:

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The College IQAC has been the nodal head as far as framing quality policies for the quality enhancement of college and then taking initiative to put those policies into action. In the meetings of the IQAC the prospective policies are first discussed before they are accepted for execution. A look at the resolutions arrived at in the meetings of the IQAC affords us a good understanding of the same. Be it the mentor-mentee system, taking of online classes by the faculty of the college (one of the first colleges in Purba Medinipur district to take online classes on a regular basis following a pre-scheduled routine), or the putting in place the ERP system into action, or for that matter encouraging teachers to explore myriad ICT methods beginning from institutional

subscription of G-Suite for Education to helping teachers with google software tools like Google Meet, Google Forms, Google Classroom etc., the college IQAC has been at the forefront of all these initiatives. Also, the college IQAC monitors the execution of the policies framed. For example, HOD's were requested to send weekly details of online classes taken by the teachers of their department to the IQAC. Similarly the mentors were advised to send records of the mentor-mentee interactions along with details of the mentees' common grievances to the IQAC. These are some of the ways by which the college IQAC is trying to institutionalize quality practices in the college.

File Description	Documents
Paste link for additional information	<a href="http://www.vmmahavidyalaya.ac.in/images/stories/meeting-minutes/Minutes%20of%20IQAC%20Meeting%2020-21.pdf">http://www.vmmahavidyalaya.ac.in/images/stories/meeting-minutes/Minutes%20of%20IQAC%20Meeting%2020-21.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college understands the need for periodic review of its activities and the college IQAC has been more or less vested with the responsibility of carrying out the review. The Career Advancement Scheme of the teachers is a good way to review the performance of the teachers. Teachers eligible for advancement to next grade fill up the UGC recommended, state government approved format. A very detailed format, it assesses the performance of the teachers on various indicators, from the number of classes taken by them to their administrative activities along with their scholarly pursuits. Only on their getting a minimum score as fixed by UGC and state government that is vetted by outside experts, are teachers promoted to the next grade. There are other ways also by which such periodic review can be carried out like Administrative and Academic audit, teachers filling up their individual performance appraisal forms, feedback of the students to the performance of the teachers etc. We are in the process of institutionalizing all these healthy practices.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

#### **Sensitization Programmes:**

- **Demonstration of Self Defence techniques by the female students of the Department of Physical Education on National Sports Day, 2020.**
- **Webinar on the we and our human rights in a global perspective today on 10.12.2020.**
- **Essay competition entitled "Eunuchs or Transgender are still Neglected in the Society" on 10.12.2020.**



**Safety and Security:**

- 24 hr Security staff
- CCTV surveillance system in both college and hostel.
- Posters on Women's safety in the campus with helpline numbers.
- Organizing Self Defence Training Camps for female students in 2020.
- The Kanyashree Scholarship scheme, a flagship project of the Govt. of West Bengal, ensures financial security of the female students. The college facilitates the processing of such applications.

**Counselling:**

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

**Common Room:**

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

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.vmmahavidyalaya.ac.in/images/stories/student-zone/Gender-equity-sensitization.pdf">https://www.vmmahavidyalaya.ac.in/images/stories/student-zone/Gender-equity-sensitization.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.vmmahavidyalaya.ac.in/images/stories/student-zone/Safe-and-secure-workplace.pdf">https://www.vmmahavidyalaya.ac.in/images/stories/student-zone/Safe-and-secure-workplace.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

#### **Solid waste management**

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

#### **Liquid waste management**

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

#### **Biomedical waste management**

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

#### E-waste management

The e-waste will be handed over to a certified and authorized e-waste recycler in future

(According to E-waste Management Rule, 2016).

#### Waste Recycling System

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

#### Hazardous chemicals

Exhaust fans in laboratories to avoid toxic fumes generated during practical classes.

Reactions producing pungent fumes are carried out within fume chambers.

Adequate Fire-fighting equipments have been also installed in the campus.

Installation of safety shower in the chemistry laboratory to wash off hazardous chemicals in case of accidents.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**The college takes various initiatives to promote an inclusive environment facilitating tolerance, and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.**

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

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

1. Organizing Community Services and participation of the staff and students through NSS programmes, Covid-19 Assistance, Say No to Drugs awareness, Blood Donation Camp etc.
2. Organizing Awareness Programme related to Human Rights, Women issues, Legal aids etc. with the staff and students of the college.
3. Organizing of extra co-curricular activities, cultural and literary programmes involving local unprivileged children's in various activities like cultural and sports event in the college.

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

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Seminars are organized by the college to sensitize the students and employees our institution to the constitutional obligations: values, rights and responsibilities of citizen. IQAC in association with the Department of Political Science bears the sole responsibility. The teachers of the said department sensitize the employees and the students to respect National Flag and the national Anthem; they sensitize the students to obey the laws of our country, protect the power, unity and integrity of the country, safeguard public property. Constitutional rights are displayed at the prominent places in our college. The institution

takes many initiatives like conducting awareness campaigns, organizing seminars, workshops to sensitize the students to inherit human values coping with the constitutional obligations. Speeches are delivered by senior faculty on occasions of Independence Day and Republic Day, whereby the students learn the importance of constitutional obligation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.vmmahavidyalaya.ac.in/images/stories/student-zone/Matrix-My-rights-my-duties.pdf">https://www.vmmahavidyalaya.ac.in/images/stories/student-zone/Matrix-My-rights-my-duties.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Our institution Vivekananda Mission Mahavidyalaya celebrates different events and festivals and also organizes commemorative**

days having national and international importance. NSS plays a significant role in this regard

- Aronyo Saptaho celebration has been done during Covid 19 situation period. For that reason our students' planted trees at their home and villages.
- Teachers' Day is celebrated annually on 5th September to commemorate the birth anniversary of Dr. Sarvapalli Radhakrishnan. Online celebrations on 2020.
- Besides that we have observed the birth anniversaries of our great Indian thinkers like Pandit Iswar Chandra Vidyasagar, Mahatma Gandhi and Netaji Subhas Chandra Bose.
- National Constitution Day is celebrated to taught students' about our constitution and give respect to the constitution as well.
- World AIDS Day has been celebrated for the awareness. Rally has been organised on that occasion

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice I

- Title of the Practice

Cloud based ERP solution for Institute Management

- Objectives of the Practice



AIMES CORE (Student Management System) for digital institute management.

- The Context

We felt the need to bring the students, staff and management of the institute together into one digital platform.

- The Practice

With Cloud based AIMES ERP, we have digitized a major part of our institutional transactions.

- Evidence of Success

We have introduced digital class attendance. Students make cashless payments. Moreover college office relies on digitized documents using ERP.

- Problems Encountered and Resources Required

We are yet to explore all modules of AIMES Cloud ERP.

Best Practice II

- Title of the Practice

Initiatives of NSS, VMM in the Covid-19 scenario.

- Objectives of the Practice

Developing the motto of NSS "NOT ME, BUT YOU" among the student volunteers.

- The Context

The College NSS felt that lack of social awareness was behind the surge in Covid-19 spread.

- The Practice

The NSS volunteers were beside the people in their fight against Covid-19 distributing food items, masks and liquid soaps and sanitizers in the adopted villages.

- Evidence of Success

The College NSS activities were widely acclaimed in many quarters.

- Problems Encountered and Resources Required

Emergency fund was created with the help of donations received from well-wishers as government fund was unavailable.

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

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Esho Manush Hao - Be Man and Make Man: Vivekananda Mission Mahavidyalaya ever since its inception, has been striving to build up an environment that would help manifest in its learners ethos of swamiji and is committed to impart value based higher education in the Haldia subdivision of rural Bengal. A result of the philanthropic effort of the Vivekananda Mission Asram that felt the need to establish a centre of higher learning for the rural population of adjacent villages under Sutamata Police Station, the college was established on 9th August 1968. Following Swami Vivekananda who believed that "Education is the manifestation of the perfection already in man," we in our college motivate our students not only to get a University degree but also to realize their innate potentialities that unless identified would perhaps go waste and unrecognized. Students are made to understand their duty towards society and an effort is made to instill in them a sense of what society is doing for them. At the very portal of the institution the immortal words of Swami Vivekananda "Be Man and Make Man" is inscribed in Bengali - "Esho Manush Hao". Such glorious words inspire us to implant values of social responsibilities and moral strengths among our students motivating them to be extraordinary human beings with strong sense of commitment to the welfare of humanity.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3.2 - Plan of action for the next academic year

1. In view of the current Covid scenario the college will try to develop some online courses so as to address the pressing need of the student community.
2. Seminars and Workshops will be arranged as professional development of teachers.
3. To implement the ERP in its totality, to make the office paperless and to meet the current needs, manage data sourcing, collection, assessment, retention in a more holistic and efficient manner.
4. To strengthen the central library with WEBOPAC providing gateway to all the Library resources.
5. To introduce skill based certificate courses.
6. Green and energy Audit will be undertaken by a body of certified auditors as a team.
7. The college will address the need for setting up coaching programme for qualifying examinations like NET, JAM, SSC, SLET, WBCS etc.
8. To take steps for recruitment in substantive posts and creation of new posts.