VIVEKANANDA MISSION

MAHAVIDYALAYA

(NAAC ACCREDITED B INSTITUTION)

CHAITANYAPUR, PURBA MEDINIPUR

PIN 721645

WEST BENGAL

Annual Quality Assurance Report

2014-15

VIVEKANANDA MISSION MAHAVIDYALAYA
CHAITANYAPUR, PURBA MEDINIPUR
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The Annual Quality Assurance Report (AQAR) of the IQAC

Period - 1.7.2014-30.6.2015
Part – A

1. Details of the Institution

1.1 Name of the Institution

Vivekananda Mission Mahavidyalaya

1.2 Address Line 1

P.O. Chaitanyapur

Address Line 2

District: Purba Medinipur

City/Town

Haldia

State

West Bengal

Pin Code

721645

Institution e-mail address

vmmahavidyalaya@gmail.com

Contact Nos.

03224 286223, 03224 287440

Name of the Head of the Institution:

Dr. Manisankar Maiti

Tel. No. with STD Code:

03228 267040

Mobile: | 9474599079

Name of the IQAC Co-ordinator: | Dr. Pradip Kumar Dash

Mobile: | 9434236327

IQAC e-mail address: | vmmnaac@gmail.com

1.3 **NAAC Track ID** (*For ex. MHCOGN 18879*) | WBCOGN13195

1.4 **NAAC Executive Committee No. & Date:** | EC (SC)/05/RAR/050
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

1.5 Website address: | www.vmmahavidyalaya.ac.in

Web-link of the AQAR: | http://www.vmmahavidyalaya.ac.in/pdf/AQAR2014-15

For ex. http://www.ladykeanecollege.edu.in/AQAR2014-15.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**B**$^+$	76.60	2007	5 years
2	2nd Cycle	**B**	2.17	2015	5 years
3	3rd Cycle				
4	4th Cycle				

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

15.09.2007

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

2014-15

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

  i.   AQAR for 2007-08_____31.03.2008____(DD/MM/YYYY)
 ii.   AQAR for 2008-09_____04.06.2009_____ (DD/MM/YYYY)
iii.   AQAR for 2009-10_____29.03.2011_____ (DD/MM/YYYY)
 iv.   AQAR for 2010-11_____09.04.2014_____ (DD/MM/YYYY)
  v.   AQAR for 2011-12_____09.04.2014_____ (DD/MM/YYYY)
 vi.   AQAR for 2012-13_____09.04.2014_____ (DD/MM/YYYY)
vii.   AQAR for 2013-14_____29.01.2016_____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✓ No ☐

Constituent College   Yes ☐ No ☐

Autonomous college of UGC   Yes ☐ No ✓

Regulatory Agency approved Institution   Yes ☐ No ✓

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

Type of Institution   Co-education ✓ Men ☐ Women ☐

Urban ☐ Rural ✓ Tribal ☐

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

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

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1.11 Type of Faculty/Programme

Arts [✓]   Science [✓]   Commerce [✓]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify) [.]

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

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

Autonomy by State/Central Govt. / University   [ ]

University with Potential for Excellence   [ ]   UGC-CPE   [ ]

DST Star Scheme   [ ]   UGC-CE   [ ]

UGC-Special Assistance Programme   [ ]   DST-FIST   [ ]

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

UGC-COP Programmes   [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers   8

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   1

2.4 No. of Management representatives   3

2.5 No. of Alumni   2

2. 6 No. of any other stakeholder and community representatives   2

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members   18

2.10 No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders: No.   2   Faculty   1

     Non-Teaching Staff Students   1   Alumni   2   Others

2.12 Has IQAC received any funding from UGC during the year?   Yes   ✓   No

     If yes, mention the amount   3 lac

2.13 Seminars and Conferences (only quality related)

     (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

       Total No.   International   National   State   Institution Level   3

       (ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

1. Introducing new courses at Undergraduate level and opening a Postgraduate arm.
2. Evaluating the quality of teaching learning and taking up such issues as regularity and punctuality of students and teachers.
3. Insisting on the use of technological aids by the teachers to improve the teaching-learning process.
4. Effective implementation of the evaluation reforms of the University.
5. Improving the system of teachers' evaluation by students with an eye to improving the overall quality of the teaching-learning mechanism.
6. Encouraging teachers to increasingly submit proposals for research grants.
7. Putting in place a Self-Appraisal mechanism of the Faculty Members.
8. Seeing to it that infrastructural expansion keeps pace with the growing ambition of the college.
9. Acting as quality checks of curriculum implementation.
10. Ensuring that the library develops as a modern day learning hub with internet and other digital resources available.
11. Persuading individual Departments to organize seminars, workshops etc. to add to the knowledge bank of the students.
12. Network Resource Centre is introduced for the teachers of the departments that do not have individual computers can source.

2.15 Plan of Action by IQAC/Outcome

Plan of Action

1. Making efforts to open Honours in Zoology, Nutrition and Sociology as electives.
2. Completion of the three storied Science Block .
3. Completion of the construction of the new Library building
4. Submission of another set of proposals for UGC funded seminars.
5. Completion of the computerization of the cataloguing process in the Library.
6. Submission of proposals for opening Postgraduate course in the college.

Achievements:

1. Honours in Nutrition & Education and Sociology as general subject has been introduced
2. The three storied Library Block is complete and five of the seven Science departments have been housed there.
3. The construction of the new library building continues.
4. The computerization of the cataloguing process of the library is finally complete.
7. Postgraduate courses in History accorded from the academic   session 2014-15.

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

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Part – B

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Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	33			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	33			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	33

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

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

Please provide an analysis of the feedback in the Annexure

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

> No

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

> Yes. The Departments Sociology was set up in this academic session.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors (Principal)	Others
22	17	4	1	

2.2 No. of permanent faculty with Ph.D.   11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	13							-	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

Part-time permanent teachers   20   Guest faculty   38

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Presented papers	2	6	1
Resource Persons			

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

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

2.7   Total No. of actual teaching days during this academic year   184

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

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

2.9   No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   2

2.10 Average percentage of attendance of students   60%-70%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total number of students appeared	Number of first classes	Pass %
B.A. (Hons.)	256	4	217 i.e. 88.28 %
B.A. (General)	138		124 i.e. 89.85 %
B.Com. (Hons.)	26	2	26 i.e. 100 %
B.Com. (General)	2		2 i.e. 100 %
B.Sc. (Hons.)	12	2	11 i.e. 100 %
B.Sc. (General)	4		4 i.e. 91.66 %

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

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

1. By planning for new courses at Undergraduate level and resolving to open a Postgraduate arm.
2. By evaluating the quality of teaching learning and taking up such issues as regularity and punctuality of students and teachers.
3. By improving the system of teachers' evaluation by students with respect to improving the overall quality of the college.
4. By monitoring and evaluating the quality of its programmes.
5. By acting as quality checks of curriculum implementation.
6. By effective implementation of the evaluation reforms of the University.
7. By introducing technological aids to improve the teaching-learning process and encourage innovative practices.
8. By encouraging individual Departments to organize seminars, workshops etc. to add to the knowledge bank of the students.
9. By preparing and submitting the Self-Study Report and Annual Quality Assurance Report to NAAC.
10. By maintaining the Self-Appraisal Report of the Faculty Members

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	4
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (Short Term Courses)	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	11	-	7
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

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

1. Persuading faculty members to undertake research projects with external funding.
2. Organization of UGC funded seminars / conferences / workshops.
3. Sanctioning study leaves to teachers who are in advanced stages of research or to facilitate advanced study in a research centre or library.

4. Allowing duty leaves on the occasion of attending Course Works to teachers carrying out Ph.D. under revised UGC regulation 2009.

5. Facilitating increased participation of the faculty in national and state level seminars and Workshops by allowing them duty leaves on such occasions.

6. Enrichment of the library by making continuous purchases and proposing to make available N-LIST services to the faculty

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs.		Rs.4,77,000/-	Rs.2,97,000/-	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	14	30	6
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	July 2014- June 2015	UGC	Rs. Rs.4,37,000/-	Rs. 1,57,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total	July 2014- June 2015	UGC	Rs. Rs.4,37,000/-	Rs. 1,57,000/-

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

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [   ]

3.10 Revenue generated through consultancy [   ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations   International [ ]   National [ ]   Any other [ ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [ ]   From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

3.19 No. of Ph.D. awarded to faculty from the Institution [2]

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

      JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level ☐ State level ☐

National level ☐ International level ☐

3.22 No. of students participated in NCC events:

University level ☐ State level ☐

National level ☐ International level ☐

3.23 No. of Awards won in NSS:

University level ☐ State level ☐

National level ☐ International level ☐

3.24 No. of Awards won in NCC:

University level ☐ State level ☐

National level ☐ International level ☐

3.25 No. of Extension activities organized

University forum ☐ College forum ☐

NCC ☐ NSS 7 Any other ☐

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

The major NSS activities during the year include the following:

5th June	Observation of World Environment Day
1st-6th July	Observation of Aranya Saptaha (Forest Week)
9th August	Blood donation and plantation of saplings
5th September	Observation of Teacher's day
1st December	Observation of World Aids Day
12th January	Organization of a seminar on the occasion of Swami Vivekananda's birth anniversary
	Year-long awareness programmes in adopted villages including literacy and adult education programmes
	Year-long cleanliness programmes in the college campus and adjoining areas
23rd January	Observation of Netaji Subhas Chandra Bose's birth anniversary
26th January	Observation of Republic Day
23r^{d} December-29th December	Organization of Special Camp

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.42			3.42
Class rooms	26	4	UGC, WB Govt., MP LAD	30
Laboratories	17	2	UGC, WB Govt., MP LAD	19
Seminar Halls	1	-		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.33,22,418/-	Rs.11,07,805/-	UGC	Rs.40,08,393/- (Rate of Depreciation-10%)
Others				

4.2 Computerization of administration and library

The Cash Section has been fully computerized. Regular communications, preparation of Audit report, preparation of Pay packet, collection of fees are all now done with the help of computers. The cataloguing process in the library is now completely computerized. The SOUL-Network version of INFLIBNET is used in this respect. Two computers have been kept aside for the Open Public Access Catalogue System. The card catalogue system however is not going to be disbanded as we have still many users not at grips with the OPAC system.

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books + Reference Books	22,477	….	1556	Rs. 2,55,697/-	24033	….
e-Books			Under N List			
Journals/ Periodicals			58	Rs. 1,855/-		
e-Journals			Under N List	Rs. 5,000/-		
Digital Database	01	Rs. 20,000/-	0		01	Rs. 20,000/-
CD & Video	42	….	-	Free	42	….
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers including Laptops	Computer Labs	Internet	Browsing Centres	Computer Centres	No. of computers in Office	Depart-ments with computers	Others
Existing	59	2	26	10	-	6	10	
Added	19	1	4	2	-	1	4	
Total	78	3	30	12	-	7	14	

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

No such programmes has been held

4.6 Amount spent on maintenance and upgradation in lakhs:

i) ICT | - |

ii) Campus Infrastructure and facilities | Rs.73,42,211/- |

iii) Equipments | Rs. 11,07,805/- |

iv) Others | Rs.76,53,573/- |

Total: | Rs.1, 61, 03,589/- |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2586	168		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1528	56.93

Women

No	%
1156	43.07

Last Year							This Year						
General	SC	ST	OBC	Minorities	Physically Challenged	Total	General	SC	ST	OBC	Minorities	Physically Challenged	Total
1590	552	10	84	223	1	2460	1735	573	15	133	227	1	2684

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

Dropout %: 12.25%

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

Personal help from the teachers are mostly informal in nature.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET   SET/SLET   GATE   CAT

IAS/IPS etc   State PSC   UPSC   Others

Information not available

5.6 Details of student counselling and career guidance

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

Career - Understanding the importance of the fact that our duties do not end only with academic enrichment but extends to making the students job-ready, a Career Counselling Cell is in place. At present we in the college not only provide students with information about various competitive exams but also have begun to invite Placement agencies to our college.

No. of students benefitted

10-15% of the total students

5.7 Details of campus placement: Placement services are still at a very tentative stage.

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level | 14 | National level | | International level | |

DPI Sports | 12 |

No. of students participated in cultural events

State/ University level | 7 | National level | | International level | |

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

Sports: State/ University level | - | National level | | International level | |

DPI Sports | 2 |

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

Cultural: State/ University level | 2 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	291	Rs. 81,500/ (Approx)
Financial support from government	300	
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | |

Exhibition: State/ University level | | National level | | International level | |

5.12   No. of social initiatives undertaken by the students: | |

5.13 Major grievances of students (if any) redressed: No major students' grievance has been recorded.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vivekananda Mission Mahavidyalaya takes upon itself the responsibility to impart quality higher education in the Haldia subdivision of Purba Medinipur district. We are committed to motivate and equip the students from this rural area to compete and survive with their urban counterparts on equal terms. At the same time, we take care to instill in our students the right values and a feeling of responsibility towards society. The students are encouraged to develop themselves through value based education after the ideology of Swami Vivekananda. "Esho Manush Hao", the immortal words of Swami Vivekananda that enjoins us to become and help others to become right thinking human beings "Be Man & Make Man" remains the abiding ideal of the institution.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

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

2. Formulation of teaching plans by individual departments.

3. Increasing use of technology mediated teaching methods.

4. Introduction of remedial classes for slow learners and provision of tutorial classes in the class routine.

5. Organization of Students seminars and Departmental level seminars.

6. Putting in place a feedback mechanism with regular collection of students' feedback to ensure improvement in the teaching – learning mechanism.

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

6.3.3 Examination and Evaluation

The institution implemented the new evaluation reforms initiated by the affiliating University from the academic session 2013-14 whereby 10% marks are set aside for internal assessments. Two internal assessments of 10 marks in each Honours paper and one such in each General paper are to be held in an academic session. A percentage of the marks attained in these tests are duly included to that achieved in the University Examination. Other than this the University has gone for a major overhaul in the examination structure with the 1+1+1 system in place.

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

6.3.4 Research and Development

1. Proposing the constitution of a Research committee

2. Persuading faculty members to undertake research projects with external funding.

3. Organization of UGC funded seminars / conferences / workshops.

4. Sanctioning study leaves to teachers who are in advanced stages of research or to facilitate advanced study in a research centre or library.

5. Allowing duty leaves on the occasion of attending Course Works to teachers carrying out Ph.D.

6. Facilitating increased participation of the faculty in national and state level seminars and Workshops by allowing them duty leaves on such occasions.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Enrichment of the library by making continuous purchases and proposing availability of N-LIST services to the faculty.
2. Ensuring that the library develops as a modern day learning hub with internet and other digital resources available.
3. Computerization of the library with the Online Public Access Catalogue process in place
4. Construction of a new library floor with enhanced sitting capacities and space.
5. Expansion of infrastructure consistent with the growing ambition of the college.

6.3.6 Human Resource Management

1. Appointment of full time teaching faculty strictly following WBCSC recommendations.
2. Appointment of efficient Guest faculty through transparent selection process following the Vidyasagar University appointment norms with remunerations commensurate with if not more than that paid by any other educational institution of the region.
3. Facilitating enrichment of teachers by allowing them to participate in Orientation Programmes, Refresher Courses, Summer/Winter Schools, Short Term Courses etc.
4. Building up a proposed Network Resource Centre comprising perhaps five to six computers connected to the internet which teachers of the departments that do not have individual computers can source.

6.3.7 Faculty and Staff recruitment

The Director of Public Instructions (DPI), Government of West Bengal sanctions posts of faculty and staff going by the due processes and formalities as adopted by the State Government for creating and approving substantive posts. As far as the selection of the faculty members is concerned, the West Bengal College Service Commission is vested by the State Government with the power and duty to select candidates according to UGC regulations and recommend them

to individual colleges taking into account the particular candidate's merit position and choice. For recruitment of guest faculty the college follows the Vidyasagar University norms for such appointments.

6.3.8   Industry Interaction / Collaboration

1. Participation of the students and teachers in industry sponsored events like "Bengal Leads 2013'' an Industrial Summit organized by the State of West Bengal along with Haldia Development Authority in Haldia from January 15 to 17, 2013.

2. Elicitation of support in setting up the scientific infrastructure of the college.

3. Elicitation of assistance in upgradation of the I.T. infrastructure.

4. Involving the industry and seeking professional advice from them about future employment prospects of our students through the Career Counselling cell.

5. Developing ties with the industry so as to facilitate increased collaboration between institute and industry.

6.3.9   Admission of Students

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

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

Admission takes place strictly according to the Merit Score prepared as per norms and regulations of the Government of West Bengal, Ministry of Higher Education and Vidyasagar University. Both the aggregate marks and the marks obtained in the subject the student intends to major are taken into account while preparing the Merit list. For some programmes like Commerce, Mathematics and Computer Science where the demand ratio is not that high we have started following the direct admission process.

6.4   Welfare schemes for teaching, nonteaching staff and students

Some of the welfare schemes available for teaching and non-teaching staff include
1. Presence of healthcare facilities in the campus. The Health Centre with first – aid kits, and common medicines is useful in a medical emergency.
2. Establishment of an Employees Credit Co-operative Society, a fund built up by the employees of the institution with regular contributions that comes to the aid of the employees in financial exigencies.
3. Providing Part time permanent teachers an ad hoc amount of money before their salaries are disbursed by the Treasury of the Government of West Bengal which is not always very regular.
4. Providing an ad hoc amount of money to its newly appointed staff for months before their pay fixation and other government formalities are complete.

6.5 Total corpus fund generated: The reserve fund or corpus lying with the institution at the beginning of the accounting year 2014-15 is Rs. 38, 34,349.12.

6.6 Whether annual financial audit has been done   Yes   ✓   No   ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic sub-

				committee
Administrative	Yes	Abhyuday & Associates, 9A, Abdul Rasul Avenue, Kolkata-700026	No	

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

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

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

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

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

6.11 Activities and support from the Alumni Association

Alumni Association of our College Praktanee has been holding regular Alumni Association meetings and have been interacting with the management. There is a room in the college set aside for the Alumni Association. Represented in the highest decision making body of the institution the Governing Body as also the recently re-constituted IQAC (2014), they have contributed to defining the direction the college as a twenty-first century educational institute will take.

6.12 Activities and support from the Parent – Teacher Association

A Parents-Teachers Association is formally in place in the College, which meets once in a year but most of the interactions between parents and teachers take place on an informal level. The parents of the students are called when the students do not perform to the expected level or when they are irregular in class. Principal meets the guardian/ parent before taking any strict disciplinary measure for any misconduct of students. The College thus maintains discipline with a humane face. The Parent teacher interaction also helps in receiving feedback from the parents and in involving them in the growth of the institution.

6.13 Development programmes for support staff

None has been arranged

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

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

Criterion – VII

7. Innovations and Best Practices

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

Innovations introduced include

1. With the completion of the Science Block and availability of rooms all the Departments have now been provided individual departmental rooms.

2. Completion of the computerization of the library catalogue. OPAC services are slated to begin.

3. Increase in the internet density: Twelve browsing centres have been made available. Moreover, there is a proposal to set up a kind of Network Resource Centre comprising perhaps four computers connected to the internet which teachers of the departments that do not have individual computers can source.

4. Creation of a technology enabled learning space.

5. Introduction of two new programmes.

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

We are satisfied with the outcomes to our plans.

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

BEST PRACTICE-1

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

Goal: The College mainly caters to the students of the rural belt of Purba Medinipur, specially the outlying areas of Sutahata. Though this area is close to the industrial hub of Haldia, yet it is still very much rural as far as its infrastructure and human amenities are concerned. It is our

desire to motivate and equip the students coming from this rural outlying locality to compete and survive with their more fortunate brethren in the urban areas in this era of cut-throat competition. To empower and encourage the students and meet their necessities the College has introduced new and emerging subjects in the College curriculum, proposes to offer Postgraduate courses, carried out expansion and modernization of the infrastructure, given them exposure to Career choices through the Career Counselling Cell and financial support in the form of concessions.

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

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

> ➢ Introduction of new subjects both in General and Honours Curriculum and proposed introduction of Post Graduate studies. Sociology as Elective has been opened along with introduction of Zoology, Nutrition ,Education as an Honours subjects.

> ➢ Addition and modernization of Infrastructure facilities

Infrastructure	Existing	Added/Present
Building and floor space	One building with floor space of 2340 sq m Three - storied Science block of 888 sq m floor space consisting of 6 rooms and laboratories has been added Two - storied library building of 624 sq m	✓ 2nd floor of library building of 624 sq m is completed.
Laboratories	✓ Physics ✓ Chemistry ✓ Computer Science ✓ Geography ✓ Commerce ✓ Physical Education ✓ Music ✓ Botany	✓ Physics - 1 ✓ Chemistry-31 ✓ Computer Science-1 ✓ Botany-1 ✓ Zoology-1 ✓ Commerce-1 ✓ Geography-21 ✓ Physical Education-1
Hostel Facilities	Two storied Girls' hostel	✓ The Boys' hostel is complete, formal inauguration over and is ready to take boarders
Teaching aids ✓ Computers ✓ Internet access ✓ Browsing centres	56 25 9	22 1 2
Departmental rooms with Seminar Library	Only the lab-based departments had such facility	All the departments have been provided such facility

➢ Remedial teaching for the SC, ST students since 2008- 09

➢ Financial aid to economically vulnerable students in the form of concessions

Year	Number of students receiving concessions	Concession Amount (Rs.)
2014-15	291	81,500

➢ Career Counselling - Understanding the importance of the fact that our duties do not end only with academic enrichment but extends to making the students job-ready, a Career Counselling Cell has been put in place. Some of the functions of the Cell are as follows:

1. Providing students with information about various competitive exams.
2. Beginning of courses like spoken English that will help students in the job market.
3. Subscription to job-oriented journals like Employment News, Karmakhetra and others.
4. Display of advertisements of the competitive exams in the Career Counselling Cell notice board for the attention of the students.
5. Providing assistance in an informal capacity to students preparing for competitive exams.
6. Inviting placement agencies for interaction with students.

➢ Sending seminar proposals for UGC's consideration.

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

Problems Encountered and Resources Required: It is a challenge faced by us is the paucity of qualified staff. We have the problem to an extent by appointing quite a few retired full-time teachers, but have not been able to completely solve the issue. State Government is often tardy in either sanctioning new posts or filling up existing ones. For example, no new full-time appointments could be made by the college after 2010 as the West Bengal College Service

Commission which is vested by the State Government with the power and duty to select candidates according to UGC regulations and recommend them to individual colleges taking into account the particular candidate's merit position and choice is conducting its present selection process after a gap of about five years. With new courses being opened with a healthy regularity in the college, the problem of the time lag between the Courses being opened and the Government approved faculty being appointed has meant that Part time or ad hoc appointment has to be made for the time being by the college. So, whenever, the college introduces a new course, for the first few years, the Department is manned by Part-time (Permanent) teachers or Guest Lecturers before new posts are sanctioned and filled up. Therefore, in all the subjects the college has introduced lately like Education, Nutrition, Botany and Zoology we have yet no full-time faculty.

Contact Details

Name of the Principal: Dr. Manisankar Maiti

Name of the Institution: Vivekananda Mission Mahavidyalaya

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Pin Code: 721645

Accredited Status: B

Work Phone: 03224 286223, 03224 287440 Fax: 03224 287440

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BEST PRACTICE-2

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

Goal: "Vivekananda Mission Mahavidyalaya" is committed to impart quality higher education in the Haldia subdivision of rural Bengal. The College believes in the words of Swami Vivekananda - "*The education which does not help the common mass of people to equip themselves for the struggle for life, which does not bring out the strength of character, a spirit of philanthropy, and the courage of a lion – is it worth the name? Real education is that which enables one to stand on one's own legs.*" Education must provide *"life-building, man-making*

and character making" assimilation of ideas so as to develop an integrated person – one who has learned how to improve his intellect, purify his heart, handle his emotions and stand firm on moral virtues and unselfishness.

The Context: In the year 1968, Vivekananda Mission Ashram felt the need to establish a centre of higher learning for the rural population of adjacent villages under Sutahata Police Station. Swami Vivekananda believed that "*Education is the manifestation of the perfection already in man.*" In our college, we motivate our students not only to get a University degree but also to realize their innate potentialities, potentialities that if not identified would perhaps go waste and unrecognized. Through their interaction with their teachers and various extension activities, the students are made to understand their duty towards society and instill in them a sense of what society is doing for them. It is all about providing a bigger picture to the students so that they see themselves not as isolated individuals but a part of the larger social whole which they can change for the better. The good for one will necessarily mean the good of the other.

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

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

At the very portal of the institution the immortal words of Swami Vivekananda "Be Man & Make Man" is inscribed in Bengali – "*Esho Manush Hao*". Every day before the start of the normal college hour the immortal teachings of Swami Vivekananda and other great people are played through the public address system. Weekly Value education classes are a part of the college routine. The Brahmacharies of the Vivekananda Mission Ashram provides us with the necessary support. The birth anniversary of Swami Vivekananda is observed in the College with zeal and fervour. Seminars on Swami Vivekananda's teachings are held to mark the occasion.

The College has a ritual of beginning any ceremony held in its premises with the offerings of floral tributes to Swami Vivekananda's statue and portrait. Other than all these the Prospectus remains an important medium to impart the values the college holds dearly among its stakeholders especially students. Parents-teachers meetings also remain an important forum to disseminate our vision.

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

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

Contact Details

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Website: www.vmmahavidyalaya.ac.in E-mail: vmmahavidyalaya@gmail.com

7.4 Contribution to environmental awareness / protection

Awareness campaigns about energy conservation have been undertaken. Deep pits in unused campus area have been dug for the disposal of biological wastes. As regards chemical wastes separate storage containers are in place for metal wastes, halogenated solvents, non-halogenated solvents and acid wastes. Moreover, we have ensured that the campus is a no-plastic zone by

forbidding plastic products not conforming to environmental regulations. NSS sponsored plantation is on.

7.5 Whether environmental audit was conducted?　　Yes　　　No

Yes	No
	✓

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

Strengths

1. Exemplary leadership of the Principal.
2. Introduction of quite a few new subjects in both traditional and emerging fields in the last few years.
3. Competent and motivated teachers.
4. Healthy relationship among the teachers and the college students.
5. The serenity of the college campus coupled with the availability of necessary amenities for the students.
6. Keen desire to mobilize funds from various external sources.
7. The marked development of infrastructure in the last few years.

Weaknesses

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

Opportunities

1. Provision of hostels for both girls and boys to attract students from remote far flung areas of Purba Medinipur and the adjoining district of South 24 Parganas.

2. Setting up of the study-centre of Netaji Subhas Open University to maximize the opportunities of higher education.

3. Introduction of Post Graduation programmes from the next academic session.

4. Plans for resource generation.

5. Presence of Remedial Course to support slow learners and students belonging to disadvantaged sections of society.

Challenges

1. Limited job opportunities for ordinary Graduate students.

2. Putting in place a worthwhile placement mechanism.

3. Inclination among students to get involved in party-politics.

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

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

1. Introduction of Honours course in Music, Physical Education and Sociology.

2. Smoothly running the Postgraduate courses with qualified senior levels teachers, research facilities and strong departmental library.

3. Await the response of UGC to our seminar proposals and take necessary actions

4. Academic industrial collaboration for new teaching programs, development programme with the help of professional assistance.

5. To seek fund for major –minor research project from UGC, CSIR, ICSSR & such other funding agencies to promote research .

6. Construction of 'e' Smart Room

7. Introduction of Wi- Fi   in college campus.

8. Modernisation of Class Rooms.

Name: Dr. Pradip Kumar Dash   *Name: Dr. Manisankar Maiti*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____