YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution   Vivekananda Mission Mahavidyalaya

- Name of the Head of the institution   Dr. Manabendra Sahu

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   03224286223

- Mobile no   8967609742

- Registered e-mail   vmmnaac@gmail.com

- Alternate e-mail   vmmahavidyalaya@gmail.com

- Address   PO: Chaitanyapur, District- Purba Medinipur

- City/Town   Haldia

- State/UT   West Bengal

- Pin Code   721645

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Co-education

- Location   Rural

- 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   **iqac@vmmahavidyalaya.ac.in**
- Alternate Email address   **coordinatoriqac@vmmahavidyalaya.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.vmmahavidyalaya.ac.in/images/IQAC/AQAR_2021-2022.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.vmmahavidyalaya.ac.in/images/IQAC/Academic%20Calendar%202022-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**76.60**	**2007**	**31/03/2007**	**31/03/2012**
Cycle 2	**B**	**2.17**	**2015**	**03/03/2015**	**03/03/2020**

6.Date of Establishment of IQAC   **15/09/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of   [View File](#)

IQAC

9.No. of IQAC meetings held during the year   `8`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

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

`Successful running of several Add on/Certificate courses. Successful conduction of induction course for newly admitted students. Successful running of several skill-development courses including those in collaboration with TCS and Mahindra. MOUs and activities under MOU with neighbouring colleges/research institutions/NGOs Continuation of environmentally sustainable activities in the campus of the college including conducting regular environmental and energy audits, maintaining a herbal garden, mushroom cultivation etc.`

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
Introducing disabled -friendly measures.	Ramps, disabled-friendly toilets have been constructed.
Greenification of the college campus.	With planting of saplings of flowering trees and proper maintenance of the fallow land between the science building an the library building, the area between the two buildings has been now transformed into a green/environmental friendly space along with being a beauty spot with several flowering trees in bloom year round.
Strengthening the college-community bond.	The college NSS through its many activities has reached out to the community further strengthening the college-community bond.
Strenthening relationship with neighbouring coleges.	With MOUs and consistent MOU activities, we have built strong ties with neighbouring colleges.
Introduction of several new certificate and skill development courses.	We have offered students a bouquet of certificate and skill development courses and the response has been very good.

13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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

• Phone No.	**03224286223**
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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vmmahavidyalaya.ac.in/images/IQAC/Academic%20Calendar%202022-23.pdf

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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**8**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	29/03/2024

15. Multidisciplinary / interdisciplinary

Multidisciplinary and interdisciplinary courses are, indeed, the need of the hour. As far as our college is concerned, the SEC and DSE papers, especially the SEC papers, fulfil that need. Those papers, skill based in nature, are 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 and Commerce. The Certificate courses we have offered to our students also have crossed rigid disciplinary boundaries. For example, the Departments of Philosophy and Physical Education jointly collaborated to run a Certificate Course entitled "Wellness and Healthy Living through Yoga; An Awareness".

16. Academic bank of credits (ABC):

Academic Bank of Credits is a reality in Vidyasagar University. Each student under the University has an unique ABC id allowing students multiple entry and exit options. They can exit and enter multiple times any given programme within a stipulated period. The academic flexibility enables students to seek employment at any stage of their course and also upgrade their qualification at their convenience, thus, helping to reduce the drop out rate. ABC also encourages a blended learning mode where students can earn course credits from various institutions registered under SWAYAM.

The College has conducted multiple awareness programmes on Academic Bank of Credits including a one-day workshop on14.03.2023 on "Academic Bank of Credit (ABC) with Digi Locker". Also a NAAC and NEP workshop was held on 23.06.23.

17. Skill development:

The College understands the importance of running skill development courses over and above regular curriculum transaction to make students employable and job ready. Some of the courses that we have run in the current year include Youth Employment Programme in conjunction with Tata Consultancy Services, programme on English Communication and Digital Literacy with Aksharekha Swanirbhar Prasikshan Kendra and Employability Skills

Training Programme with Mahindra.

Dedicated skill development courses are an integral part even of the conventional teaching-learning curriculum. Thus, adhering to the CBCS guidelines, the college gives special importance to skill based interdisciplinary courses like communicative English, creative writing, ICT skills etc. Students through these courses are encouraged to develop their presentation and communication skills.

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

Classes in the college are taken mostly in Bengali in order to reach the students. The institution has a Sanskrit department where teaching-learning takes place in the ancient Indian language of Sanskrit. Students are encouraged to write in the 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 the 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 and Partition. The departments of Philosophy and Education, in particular, teach Indian philosophy and Indian educational system, making students conscious of their heritage and culture. Also, while offering Certificate Courses to the students, the college tried to ensure that Indian Knowledge System is suitably present. For example, we offered a course on Vedic Maths to out Mathematics Department students.

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

To achieve functional outcome-based education, the institution ensures comprehensive quality management by maintaining strict academic standards through 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 so as to to achieve specific learning outcomes. The institution practices continuous evaluation at the institutional level and prepares its students for summative assessments in the university exams. In the pandemic period, the teachers took regular online classes and evaluated the students through Google forms and by taking assignments through Google classrooms. All the departments of the

college have very detailed course outcomes of their syllabus displayed in the college website and work towards achieving these outcomes through their teaching. The outcomes are measured through the PO/CO attainment process present in the college.The college has a very efficient mentor-mentee system wherein every faculty member is entrusted with the comprehensive wellbeing of around 30 students. The teacher doubles up 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.

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.

Bachelor's Degree Programme (BDP) offers Honours degree in Bengali, English, History and Geography to the students. As far as the PostGraduate 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.

Other than this, the college encourages teachers to take online classes when the college is in recess or there is a sudden declaration of holidays. The teachers use their institutional gmail ids to take those classes and attendance and other details of the classes are, therefore, preserved. Certificate Courses that were offered to the students were in a blended mode with a large sprinkling of online classes.

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**21**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**2157**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**686**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**540**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**75**

File Description	Documents
Data Template	View File

3.2	**77**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**31**
Total number of Classrooms and Seminar halls	
4.2	**44.65**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**99**
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. Classesare 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 of new or difficult topics in the syllabus.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://vmmahavidyalaya.in/naac_dvv/assets/naac_document/2022-2023.pdf

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	View File
Link for Additional information	https://vmmahavidyalaya.in/naac_dvv/assets/naac_document/CIA_Documents_of_Vivekananda_Mission_Mahavidyalaya.pdf

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	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

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	View File
Institutional data in prescribed format (Data Template)	View File

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)

19

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

1127

File Description	Documents
Any additional information	View File
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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

5

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	<u>View File</u>
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	<u>View File</u>

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

837

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

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	https://vmmahavidyalaya.ac.in/images/Feedback/6th_Sem_Hons_Combined.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vmmahavidyalaya.ac.in/images/Feedback/Teacher%20Feedback_2022-2023_compressed.pdf

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

1009

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

297

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

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 identify slow and advanced learners as soon as the classes began. Mentor groups are formed after the admission with one teacher and thirty to thirty-five students. Regular mentor-mentee meetings facilitate teaching-learning effectively. The institution adopts the following measures for advanced and slow learners respectively. Measures for Advanced Learners:

i) Sharing of E-texts and Eresources: 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/seminars and students' seminars: Departments arrange webinars/seminars and students' seminars to facilitate learning.

iv) Departmental magazines: Departmental magazines are published to provide students a platform for creativity.

v) Use of ERP:Powerpoint presentations and previous years' question papers are shared in the ERP platform.

Measures for Slow Learners:

i) Tutorial and Remedial classes: Tutorial and remedial classes are regularly arranged for slow learners.

ii) Dedicated question-answer sessions: Special Q&A sessions are arranged to track the progress of the students.

iii) Writing Assignments:Projects or topical write-ups are given to enhance their writing skill.

iv) 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
2157	75

File Description	Documents
Any additional information	View File

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

The institution adopts the following measures to facilitate the teaching-learning process.

Experiential Learning--

1. G-Suite and G-Classroom—Institutional GSuite has been beneficial in taking online classes and maintaining data. Batch-wise G-Classrooms are maintained for sharing resources and taking assignments.
2. PowerPoint Presentation—The faculty members make PPTs on the topics in the curriculum and share them with the students.
3. Film Show—Some departments show films and short videos for better understanding of the subject.
4. ERP—All the digital resources, videos, PPT's, Lecture notes are shared in the ERP platform of the college.
5. Webinars/Seminars—All the departments arrange seminars/webinars to keep the students updated about their subject.

Participative Learning—

1. Quiz Competition—Departments arrange inter-class quiz competitions to enhance team spirit and interactive ability.

2. **Project**—The students prepare internal projects on topics decided strictly according to the guidelines of Vidyasagar University.

Problem Solving Methodologies—

1. **Mentor-Mentee Meetings**—Regular mentor-mentee meetings are held to address various problems of the students.
2. **Dedicated Interactive Classes**—Special classes are taken and interaction is encouraged.

File Description	Documents
Upload any additional information	[View File](#)
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

The increasing use of ICT tools has marked a paradigm shift in the teaching learning process. The college has adopted several ICT enabled tools for smooth functioning of academic activities.

1. ERP: The College maintains an ERP platform where the teachers share 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. The departments also have 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 have arranged Webinars and have published Webzines.

6. Power Point Presentation: The teachers use Power Point Presentations to make the lectures interesting to the students.

File Description	Documents
Upload any additional information	View File
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

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

75

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

25

File Description	Documents
Any additional information	View File
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)	View File

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

876

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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. 1. 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. 2. Internal assessments are taken in different modes – written tests, project preparation, seminar presentation, group discussion, book review etc. 3. The Departments notify the dates, time-slots, mode of assessment, topic/syllabus well in advance through physical mode as well as in College website. 4. 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. 5. After each round of internal assessment, students are shown their answer scripts whrein they get to know about their strengths and weaknesses. They are advised to take necessary steps to improve further.

File Description	Documents
Any additional information	No File Uploaded
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: 1. After each round of internal assessment examination and evaluation, the students are shown the answer scripts wherein they get to know about their mistakes and drawbacks. 2. If there is any further 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. 3. 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 steps to resolve it, 4. 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	View File
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

theVidyasagar 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 a reality, we try the following mechanisms to communicate POs and COs to the teachers and students: 1. The PSOs, POs and COs are displayed in the College website for all Departments. They are clearly mentioned in College Prospectus also. 2. Hard copy of syllabus and learning outcomes are available in all Departments. 3. All Departments carry out Induction Programmes for the newly admitted students where they convey to the students the POs and COs. 4. Teachers in all the Departments follow the syllabus closely at both U.G. and P.G. levels to internalize POs and COs through Teaching – Learning process. 5. As a result, most of our students are able to attain POs and COs by the final Semester of their study.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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 practical know how. To assess and evaluate the levels of attainment we follow several formal and informal mechanisms:

1. We have an in-built system of monitoring syllabus distribution and completion.
2. Students' progression is continuously assessed through various kinds of evaluation – internal assessments, paper writing, seminar presentation, project report, end semester examinations etc.
3. Students' progression to higher studies and employment arerecorded and encouraged through Departmental Alumni Meetings / Programmes.
4. 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.
  5. **PO/CO is also measured by a dedicated software that includes both direct and indirect methods. The direct method makes use of the CGPA achieved by the student and the indirect method through individual teacher's subjective assessmet of the students' knowledge and performance through a set of questions.**

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

540

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
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)

<u>https://vmmahavidyalaya.ac.in/images/Feedback/SSS%202023%20final.pdf</u>

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)

2.75

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

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	View File

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
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	

Vivekananda Mission Mahavidyalaya strives to raise its students' spirits and inspire them to think creatively in the VUCA (Volatility, Uncertainty, Complexity, and Ambiguity) era. A number of career counselling sessions have been organised to inform them of both the employment market and the potential for entrepreneurship. Webinars on worldwide research technique were held in order to motivate young professors and researchers. We' have started an entrepreneurship cell to help our pupils. To pique interest in business, a number of events have been organised, including presentations by successful entrepreneurs and alumni who have launched their own businesses. Additionally, we want to create a connection between business and academia by bringing business experts to talk to different departments. In addition to these, we have started soft skills training programmes to help our students improve their soft skills. Our students learn to use their knowledge to compete and prepare for the workplace thanks to these projects. We have started conversations with the IIT Kharagpur Department of Entrepreneurship and have invited them to serve as our business mentors.

File Description	Documents
Upload any additional information	[View File](#)
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	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

9

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

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

We constantly promote and implant in our pupils the NSS motto, "Not Me but You" at Vivekananda Mission Mahavidyalaya. Furthermore, this is in line with the college's motto, "Eso Manus Hao." The institution plans a variety of extension programmes to encourage and motivate NSS volunteers to get involved in societal development. In the years 2020-2022, there was a pandemic that endangered human civilization. The NSS stood by the local community in this difficult situation. With help from all, the NSS volunteers actively performed their jobs. Here are a few of our NSS team's most impressive achievements of 2022-23

1. Bicycle Day Celebration (College to Barada Station)
2. World Environment Day Celebration
3. International Yoga Day Celebration
4. Plantation Programme at College Campus
5. Plantation Programme at College Campus by HDA Chairperson and Member
6. Har Ghar Tiranga Campaign at Adopted Village
7. International Youth Day Celebration (Rally and Cultural Programme)
8. Azadi Ka Mahotsav - Celebration of Independence Day
9. Celebration of Teachers' Day
10. NSS Day Observation
11. Celebration of Gandhi Jayanti
12. Global Hand Washing Day - Celebration in Adopted Village (Barada Primary School)
13. Fit India Programme - NSS Volunteers Practicing Yoga at Home
14. Celebration of Childrens' Day at Barada Railway Station
15. Observance of Communal Harmony Week and Flag Day
16. Observance of World Aids Day
17. Soil Erosion Prevention in Hoogly River Bank Vetiver Plantationat Ariakhali Booth No-1, Kukrahati
18. Observance of Students' Week
19. Celebration of Netajis Birth Anniversary
20. Celebration of Republic Day

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	**No File Uploaded**

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

24

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

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

750

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

19

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

19

File Description	Documents
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	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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 has 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 laboratories

- **Gymnasium and Yoga facilities**
- **Virtual classroom and separate air-conditioned Seminar Hall.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://vmmahavidyalaya.in/naac_dvv/assets/naac_document/FINAL_SUPPORTING_FILE_for_4_1_1.pdf

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

- **The college conducts numerous cultural activities in the campus under the supervision of the cultural committee. Wall magazine is published every year by almost all the departments where students contribute their write-ups, drawings, which in turn highlight their talents.**
- **There is a huge playground where football, cricket, javelin, discus, shot put, jumping events (long jump and high jump), running events and other track and field events take place. 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. gymnasium has been set up from college fund within college campus consisting of various equipments 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 used 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	[View File](#)
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.

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

9

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	View File

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. Similarly, 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. Our Central Library is situated at the Ground Floor of PG Building. Text books, reference books, CD/DVD, journals, pamphlets and various types of newspapers are available here. The Central Library is fully

automated with the user friendly Koha on Cloud Integrated Library Management System (ILMS) software (Version: 23.05.05.000). 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 began from 2018-19 session. Presently, the Central Library has more than 30,500 books. 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. Also, the Central Library provides intra-library loans to the Departmental Libraries for easy access of the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://vmm-opac.kohacloud.in/

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 | **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

.1152

File Description	Documents
Any additional information	[View File]
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)	[View File]

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)

4.2.4.1 - Number of teachers and students using library per day over last one year

93

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File]

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Vivekananda Mission Mahavidyalaya has 99 computers (desktops and laptops) which have been updated as and when required.

The Wi-Fi System has been extended to all floors of all the building in order to provide Network Access Facilities to the departments. Internet facility is provided in the classrooms, laboratories and the offices through Wi-Fi.

All the faculties are provided with G Suite for Education and they also use Cloud LMS and Google Classroom to upload study materials.

The IT facilities are upgraded at regular intervals to cater to the needs of the modern teaching system. Since the number of users is 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 centre with 8 desktops is provided for browsing & accessing e-resources in Computer Lab 1. The Computer Lab 2 is well equipped with 17 desktops ready to access e resources. All the Departments have Desktop PCs in their

respective departments.

The College has its own YouTube channel and links are created for easy access.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vmmahavidyalaya.in/naac_dvv/assets/naac_document/4_3_1_NEW_supporting_FILE.pdf

4.3.2 - Number of Computers

99

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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)

33.62

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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.

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.

Few steps for maintenance work:

- **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 their 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, 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	[View File](#)
Paste link for additional information	https://vmmahavidyalaya.in/naac_dvv/assets/naac_document/4_3_1_NEW_supporting_FILE.pdf

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

1678

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

188

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

188

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

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)	<u>View File</u>

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

136

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	<u>View File</u>
Details of student progression to higher education	<u>View File</u>

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)	<u>View File</u>

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.

8

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	_View File_
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	_View File_

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)

Our college provides a platform for the dynamic contribution of the students in a variety of academic and administrative bodies. Our Mahavidyalaya has always had an enthusiastic Students' Council that has over the years contributed to the progressive development of the college. Students' representative of the said council bring 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. Working in tandem with the faculty members, the Students' Council celebrates occasions like Republic Day, Bhasha Divas, National Science Day, International Women's Day, Independence Day, publishes college magazine and wall magazines of different departments, organizes events like Freshers' welcome, Teachers' Day, Raksha bandhan etc.

File Description	Documents
Paste link for additional information	_https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=93&Itemid=0_
Upload any additional information	**No File Uploaded**

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)	View File

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 participates in different activities throughout the year.

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

2. They participate in the observation of the College Foundation Day.

3. They organise reunion programmes - sometime departmentally and sometime centrally. The latest central one held with a lot of fanfare was on 18th December 2022.

4. The alumni are also accommodated in college upskilling programmes to make them employable, like for example the Commerce alumni were included in a skill dvelopment programme run by Aksharekha - our MOU partner.

File Description	Documents
Paste link for additional information	https://www.vmmahavidyalaya.ac.in/index.php/index.php?option=com_content&view=article&id=87&Itemid=0
Upload any additional information	View File

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 uplifting the rural youth. Since, majority of the students of our college are girls, we have the responsibility to empower them through education and support them in their effort towards financial independence.

Our vision and mission are in brief:

1. To encourage students to apply the concepts learnt in the classroom to real life situations and to consider education as a lifelong endeavor

2. To promote original thinking and to develop the inherent talents of the students

3. To develop a strong sense of commitment to the welfare of humanity

4. To instill moral value and a sense of righteousness among our students so that they are able 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	[View File](#)

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 also have the freedom to conduct their curriculum transaction in their own chosen way like through interactive methods such as group discussion, student seminars or by conducting study tours etc.

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. For example, the Research and Seminar sub-committee is responsible for organising different seminars and workshops. The Purchase sub-committee considers the merit of the different requisitions and decide on the items to be purchased. We also have different statutory sub-committees like the Academic sub-committee and the Admission sub-committee.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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. Our academic activities are to a large extent bound and dependent on the rules and regulations of the University. Many of our teachers are part of the Board of Studies of the University.

On our part, as far as academic activities are concerned, we have Mentor-Mentee groups 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.

Our library is digitized with OPAC facility and both the teachers and students can search for availability of books through KOHA from anywhere, anytime. Our library is equipped with NLIST to encourage research activity among teachers and post graduate students. Thirteen ICT rooms are equipped with computers and projectors for audio-visual classes.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	**Nil**
Upload any additional information	View File

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:

1. Teachers' Council, a statutory body consisting of full time permanent teachers advises the Principal on the academic affairs of the college.

2. IQAC functions as a quality assurance cell. It is involved in quality improvement activities.

3. The Finance sub-committee that looks after financial activities includes the Bursar.

4. The Library sub-committee manages the activities of the Central Library with the Librarian as the Secretary of the sub-committee.

5. The Building sub-committee looks after civil and electrical works.

6. Both U.G. and P.G. exam committees are there for smooth conduct of exams in the college.

7. Hostel committee with ordinarily a full-time permanent teacher acting as the Hostel Superintendent looks after the upkeep of the hostels.

8. 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	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=355&Itemid=0
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Service – matters

1. The service- related issues like grant of all kinds of leaves, proper maintenance and periodic updatation of leave account and service book take place regularly.

2. All full time employees are covered under general provident fund.

3. All retirement benefits are properly taken care of in due time.

Career Advancement

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

2. Promotional benefits for non- teaching employees on completion of 7/10/20 years of service, as applicable, is present.

3. The institution encourages faculty to undertake doctoral and post-doctoral researches.

Financial Support

1. 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

2. The college runs an employee's co-operative credit society registered under cooperative society act.

3. The college provides an amount of Rs. 500 annually to the teachers to present papers in webinars and seminars.

Leave Approval

1. Casual Leave, Maternity Leave, Medical Leave and Earned Leave are permitted.

2. CCL is available at principal's discretion

Residential Facility

1. There is separate quarters for the hostel superintendent

2. Residential quarters are provided to teachers on need and availability basis.

Health & Fitness

1. Gymnasium facility is present for both the teaching and non-teaching staff.

2. College has begun a Yoga program for staff and students alike

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

8

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

1

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

3

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

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

The institution has a well defined system of performance appraisal for teachers. Called 360 degree performance appraisal, it has four quadrants. The first is the teacher's own self appraisal that includes recording both his/her academic advancement along with class performance seen from the teacher's own perspective. The second is the student's appraisal of the teacher on the same indicators the teacher had assessed himself/herself. The third is the Principal's assessment of the teacher's performance academically and administratively. The fourth is the external peer who assesses the teacher based on his/her interview with the teacher and his/her academic/adiministrative achievements.

Besides this, we have the conventional Career Advancement Scheme through which teachers get promoted to the next level. CAS also judges the teacher on academic and administrative parameters. The IQAC while sending up files of CAS aspirants does ensure that the applicants fulfil CAS requirements.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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 conducted and reported to the Governing Body of the Mahavidyalaya. Statutory audits are conducted by qualified and experienced external CA firms appointed by the Department of Higher Education, Government of West Bengal. However, owing to some technical constraints, there has been a backlog, and work on the statutory audits has been delayed. However, work is underway, and the Mahavidyalaya hopes to get the internal audit done upto the current fiscal year within a short period of time. The findings of the audit and the annual financial statements are placed before the Governing Body of the Mahavidyalaya for their approval and further decisions as they deem fit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)	View File

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 from students (50% of the Tuition Fees collected are 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 their CSR funds.

Strategies adopted by the institution for optimal utilization ofresources:

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 passed by the Finance Sub-Committee and 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. Internal audit is carried out at the delay in appointing an External Auditor by the DPI, Govt. of West Bengal.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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 is 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 put into execution. A look at the resolutions arrived at in the meetings of the IQAC affords us a good understanding of the same. Be it putting in place initiatives like organizing a Faculty Development Programme, creation of new smart spaces, adding significantly to the existing number of computers, putting in place the ERP system that now also includes financial accounting, 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 quality initiatives. Also, the college IQAC regularly monitors the academic/overall scenario proposing a flexible block routine, proposing to the departments different student-centric techniques of curriculum transaction, holding discussions with individual departments about the end semester exam results, collecting, analyzing and taking action on the feedback, urging mentors to send records of the mentor-mentee interactions along with the 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	[https://www.vmmahavidyalaya.ac.in/images/IQAC/IQAC%20meeting%20resolutions%2022022-23.pdf](https://www.vmmahavidyalaya.ac.in/images/IQAC/IQAC%20meeting%20resolutions%202022-23.pdf)
Upload any additional information	[View File](#)

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 the 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 and on that being vetted by outside experts, are teachers promoted to the next grade. Other ways by which such periodic review are carried out include Administrative and Academic audit, performance appraisal of teachers, feedback of the students to the performance of the teachers and infrastructural support facilities in college, mentees' regular interaction with their mentors etc. We are institutionalizing all these healthy practices and realizing our quality objectives.

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

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)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Safety and Security:

1. 24 hr Security staff

2. CCTV surveillance system in both college and hostel.

3. Posters on Women's safety in the campus with helpline number

4. Organizing Self Defence Training Camps for female students in 2022.

5. 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.

Common Room:

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

Gender Audit

1. The college regularly carries out Gender Audit.

File Description	Documents
Annual gender sensitization action plan	https://vmmahavidyalaya.in/naac_dvv/assets/naac_document/7_1_1_(1).pdf
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	https://www.vmmahavidyalaya.ac.in/images/stories/student-zone/Safe-and-secure-workplace.pdf

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	View File
Any other relevant information	View File

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

1. 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

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

Biomedical waste management

1. In the Department of Zoology, biomedical wastes are disposed

off after being autoclaved and sterilized.

E-waste management

1. The e-waste is handed over to a certified and authorized e-waste recycler "Hulladek"

Waste Recycling System

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

Hazardous chemicals

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

2. Reactions producing pungent fumes are carried out within fume chambers.

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

4. 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	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
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	**A. Any 4 or all 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	[View File](#)
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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 in such service through NSS programmes, 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. 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)	**No File Uploaded**
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 of the institution to the constitutional obligations, values, rights and responsibilities of an Indian citizen. The IQAC in association with the Department of Political Science have primarily borne this responsibility. The teachers sensitize the employees and the students to respect the National Flag and the National Anthem; they sensitize the students to obey the laws of our country, protect the unity and integrity of the nation, safeguard public property. Constitutional rights are displayed at prominent places of our college. The institution takes many initiatives like conducting awareness campaigns, organizing seminars, workshops to sensitize the students towards human values along with making them aware of their constitutional obligations. Speeches are delivered by senior faculty on the

occasions of the Independence Day and the Republic Day, whereby the students learn the importance of constitutional obligation, rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.vmmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=357&Itemid=0
Any other relevant information	https://www.vmmahavidyalaya.ac.in/images/stories/student-zone/Matrix-My-rights-my-duties.pdf

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	**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	View File
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	**No File Uploaded**
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

1. Aronyo Saptaho is celebrated. During the Saptaho, our students plant trees at their home, village and also at the college.

2. Teachers' Day is celebrated annually on 5th September to commemorate the birth anniversary of Dr. Sarvapalli Radhakrishnan.

3. Besides that we observe the birth anniversaries of great Indian thinkers like Pandit Iswar Chandra Vidyasagar, Mahatma Gandhi and Netaji Subhas Chandra Bose.

4. National Constitution Day is celebrated to teach the students about the Constitution and to respect the Constitution.

5. World AIDS Day is also celebrated. Rallies have been organised on the occassion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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

The teachers and office were initially hesitant but now everyone has understood the benefits of digital curricular and administrative transaction

Best Practice II

Title of the Practice

Clean Earth, Green Earth

Objectives of the Practice

Protecting the Environment and Creating Environmental Awareness

The Context

The College is located close to an area vulnerable to natural calamities like cyclones, soil erosion and floods. Similarly the industrial belt of Haldia is also close by.

The Practice

1. Creating Environmental Awareness through rallies, seminars, field trips.
2. Protecting the Environment by participating in plantation drives.
3. Taking Green Initiatives like creation of herbal and flower garden.

Evidence of Success

Our college is today an oasis of green in an otherwise polluting environment and our students have stepped up in their role as green ambassadors

Problems Encountered and Resources Required

General lack of Eco-consciosness and academic pressure limiting student participation

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	https://vmmahavidyalaya.in/naac_dvv/assets/naac_document/best_practice_1_supporting_(1).pdf

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 Sutahata Police Station, the college was established on 9th August 1968. Following Swami Vivekananda who believed that "Education is the manifestation of the perfection already in man," we in our college motivate our students not only to get a University degree but also to realize their innate potentialities 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	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Increasing the number of ICT rooms and making them user friendly

2. Installing whiteboards in place of blackboards in as many rooms as possible

3. Getting a sanitary pad vending machine installed in the college

4. Development of both the girls and boys hostel with upgraded facilities

5. Beginning of vocational courses

6. Construction of a new spacious canteen

7. Creation of a sports facility

8. More disabled friendly measures including requisitioning of a wheelchair

9. Other than online materials also purchasing few reputed print journals/ magazines for the library

10. Self defense karate training for girls

11. Putting in place various student clubs like drama club, photography club, debate club, football club, literary club etc.

12. Emphasis on Indian Knowledge System and if need be conduct a Faculty Development Programme on it.

13. Inspiring teachers so that they get involved in serious research activity

14. Organizing greater number of student-centric seminars/workshops in the college

15. Establishing linkages with neighbouring institutions in order to ensure holistic development