

**The Annual Quality Assurance Report
(AQAR) of the IQAC
2016-17**



**VIDYASAGAR COLLEGE FOR WOMEN
39, SANKAR GHOSH LANE
KOLKATA, WEST BENGAL-700006**

**The Annual Quality Assurance Report (AQAR)
2016-17**

Submitted by
Internal Quality Assurance Cell (IQAC)
VIDYASAGAR COLLEGE FOR WOMEN

Submitted to
**The National Assessment and
Accreditation Council (NAAC)**
Bangalore

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7The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2016-17

1. Details of the Institution

1.1 Name of the Institution

VIDYASAGAR COLLEGE FOR WOMEN

1.2 Address Line 1

39, SHANKAR GHOSH LANE, KOLKATA

Address Line 2

WEST BENGAL.PIN-700006

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700006

Institution e-mail address

office@vcfw.org

Contact Nos.

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Name of the Head of the Institution:

Dr Rupali Chaudhuri

Tel. No. with STD Code:

033-22418887

Mobile:

9433177591

Name of the IQAC Co-ordinator:

Dr ChaitaliBasu

Mobile:

9836008693

IQAC e-mail address:

iqac@vcfw.org

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

EC/ 58/ A & A/ 07 dated 10-3-2012.

1.5 Website address:

www.vcfw.org

Web-link of the AQAR:

http://www.vcfw.org/AQAR_2016-17.doc

1.6 Accreditation Details

| Sl.No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|--------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | 2. 22 | 2012 | 5 years |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

28. 07. 2014

1. 8 AQAR for the year

2016-17

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

- i. AQAR 2011-12 submitted to NAAC on 03.06.2016 (DD/MM/YYYY)
- ii. AQAR 2012-13 submitted to NAAC on 03.06.2016 (DD/MM/YYYY)
- iii. AQAR 2013-14 submitted to NAAC on 03.06.2016 (DD/MM/YYYY)
- iv. AQAR 2014-15 submitted to NAAC on 24.12.2016 (DD/MM/YYYY)
- v. AQAR 2015-16 submitted to NAAC on 24.12.2016 (DD/MM/YYYY)

1.9 Institutional Status

| | | | | | | | | | |
|---|-------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|---------|--------------------------|
| University | NA | State | <input type="checkbox"/> | Central | <input type="checkbox"/> | Deemed | <input type="checkbox"/> | Private | <input type="checkbox"/> |
| Affiliated College | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | | | | |
| Constituent College | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | | | | |
| Autonomous college of UGC | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | | | | |
| Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | | | | |
| Type of Institution | Co-education | <input type="checkbox"/> | Men | <input type="checkbox"/> | Women | <input checked="" type="checkbox"/> | | | |
| | Urban | <input checked="" type="checkbox"/> | Rural | <input type="checkbox"/> | Tribal | <input type="checkbox"/> | | | |
| Financial Status | Grant-in-aid | <input checked="" type="checkbox"/> | UGC 2(f) | <input checked="" type="checkbox"/> | UGC 12B | <input checked="" type="checkbox"/> | | | |
| | Grant-in-aid + Self Financing | <input type="checkbox"/> | Totally Self-financing | <input type="checkbox"/> | | | | | |

1.10 Type of Faculty/Programme

| | | | | | | | | | |
|------------------|-------------------------------------|-------------|-------------------------------------|----------------|--------------------------|------------|--------------------------|----------------|--------------------------|
| Arts | <input checked="" type="checkbox"/> | Science | <input checked="" type="checkbox"/> | Commerce | <input type="checkbox"/> | Law | <input type="checkbox"/> | PEI (Phys Edu) | <input type="checkbox"/> |
| TEI (Edu) | <input type="checkbox"/> | Engineering | <input type="checkbox"/> | Health Science | <input type="checkbox"/> | Management | <input type="checkbox"/> | | |
| Others (Specify) | <input type="text"/> | | | | | | | | |

1.11 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF CALCUTTA

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme

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

UGC-COP Programmes

2. IOAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No. International National State Institution Level

(ii) Themes

IQAC Seminars during 2016-17 were held on the following themes:
‘Quality Initiatives Required for NAAC Re-accreditation’
‘Preparation for NAAC Re-accreditation 2nd cycle’

2.14 Significant Activities and contributions made by IQAC

The IQAC aims at quality enhancement of the Institution. The IQAC has forwarded recommendations to the Governing Body from time to time by way of implementing the recommendations of the NAAC Peer Team in 2011. The IQAC has also sought to motivate the College to prepare for re-accreditation by NAAC. Some members of the IQAC are also members of the NAAC Committee and they are supervising the preparation of the Self-Study Report (SSR) following the revised guidelines of NAAC. All members of the IQAC are members of the Research Advisory Committee and the Committee has spearheaded a collaborative research programme with R.A. Podar College of Commerce and Economics, Mumbai. The IQAC has established greater networking with the Alumni and has organised an Annual Alumni Day. The IQAC has introduced academic audit and administrative audit of the Institution from this academic session. The IQAC is committed to taking new initiatives for further quality improvement and to monitor the implementation of quality measures.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|---|--|
| To prepare for re-accreditation by NAAC. | Preparation was begun. |
| Introduction of academic audit | Academic audit was introduced. |
| Introduction of administrative audit | Administrative audit was introduced. |
| Introduction of Green Audit | Green Audit was conducted by the Green Club of the College. |
| To start Entry-in Service classes with UGC funds | Entry-in-Service classes started in September 2016 and are continuing as per new circular of UGC (F. No. 222-4/2016 FD-I/B). |
| To utilise the College Development Grant for Barrier Free Education. | The College Development Grant for Barrier Free Education has been utilised for construction of wheel chair ramp and purchasing of one wheelchair for differently abled students. |
| To initiate the process of building a Girls' Hostel | The RUSA Committee undertook a survey at 36/1 Vidyasagar Street campus for Girls' Hostel and construction was completed by June 2017. |
| To install an elevator in the New Building | The elevator was installed with RUSA funds. |
| To install a rooftop solar panel | The project proposal for solar panel was submitted to the ministry concerned. |
| To initiate a Student Information System for maintaining student-related data in a digital database | A new software is in the process of being installed for the purpose. |
| To construct a gym in fulfilment of the recommendations of the NAAC Peer Team | An open-air stage in the space adjacent to the New Building was built from MP LAD funds. The green room next to the open-air stage will be used as a gym. |
| To initiate the process of acquiring PG affiliation in one or two subjects | The process was initiated. |

*Academic Calendar of the year 2016-17 is attached as Annexure 1**

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken.

The IQAC has placed the AQAR before the Governing Body and a detailed discussion on how to implement the future plans followed. Key responsibilities were assigned to the teacher representatives in the Governing Body, and concerned Committees were directed to take necessary steps towards fulfilment of the Plan of Action and help the Institution to realize its goals.

The Governing Body of the College also approved the AQAR 2016-17 and recommended the same for sending to the NAAC office.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|--|--|-------------------------------------|---|
| Ph D | | | | |
| PG | | | | |
| UG | 20 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | 1(Computer Training) |
| Certificate | | | 1 (Beauticians' Course)* | 1 (Spoken English) |
| Others | | | | 1 (Tie-up between NSS with Pidilite Industries Limited)** |
| Total | 20 | | 1 | 3 |
| Interdisciplinary | The compulsory course on Environmental Studies involves faculty members from different Departments of the College. | | | |
| Innovative | <p>*A Beauticians' Course (a short-term certificate course) was begun at the New Building.</p> <p>**As a result of a tie-up between NSS with Pidilite Industries Limited, NSS volunteers will be given free coaching on garment designing.</p> <p>At the Second Campus of the College at VSM, a learners' support centre of IGNOU has been established which hosts at present 25 activated programmes. These include some job-oriented programmes in Social Work (BSW/MSW), Tourism Study (BTS/MTM), Rural Development (MARD), 9 certificate courses (CAFÉ, CES, CDM, CNCC, CFN, CHR, CIT, CRD, CTS) and 4 Diploma courses and a degree course in BCA (Bachelor of Computer Applications).</p> | | | |

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

(i) The College mainly offers undergraduate degree courses in Honours and General curricula in both Science and Humanities stream. Of the core options, the College offers BA in Humanities Honours in English, Bengali, Hindi, History, Philosophy, Political Science and Geography. BSc in Science Honours are offered in Physics, Chemistry, Mathematics, Botany, Physiology, Zoology and Economics. All of these subjects are available in elective mode. The students have choice to select specified elective subjects with their Honours subjects. In addition to the above Honours courses, General courses are

also offered in both BA and BSc in which in addition to the above subjects, Sanskrit, Sociology, Education, Electronics, Film Studies and Journalism can also be taken. Environment Studies is compulsory for all students.

Of the open options, the College offers an optional short-term certificate course in Spoken English and an optional diploma course in basic computer training to the students.

A Beauticians' Course (an optional short-term certificate course) was begun at the New Building.

As a result of a tie-up between NSS with Pidilite Industries Limited, NSS volunteers will be given free coaching on garment designing for 12 sessions after which they will be given Certificates of Appreciation and the best creations will be up for sale on the Company's portal at prices quoted by the volunteers.

The CBCS has not been introduced as yet by the affiliating University in the Humanities and Science subjects.

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | |
| Trimester | |
| Annual | Yes |

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

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

*An analysis of the feedback is provided in Annexure IV.

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

The College is an affiliated College and follows any revision/update of syllabi as prescribed by the University of Calcutta from time to time. Syllabi for all subjects was last updated in 2010 by Calcutta University. A UGC Notice dated 31st January 2017 recommended that the curricula of all academic departments in Universities should be reviewed and revised at least once in every three years, with a focus on the existing and potential demand and supply of skill sets to make the University/ College students employable. In response to this, the University of Calcutta has devised a draft syllabi in certain subjects, such as History, Political Science, English and Sanskrit. The University has also uploaded the draft syllabi to be implemented from the academic session 2017-18, on its website and has invited feedback from the concerned Departments of its affiliated Colleges. By providing feedback on the draft syllabi, affiliated Colleges such as ours have a say in the final formulation of the revised syllabi in various subjects.

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

None.

Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-----------------------|------------------|-----------------------|------------|---------------------------------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 65 + 1 (Principal) | 43 | 13 + 1 (Principal) | NA | 5 (PPT) 1 (Libn.) 3 (GLI) |

2.2 No. of permanent faculty with Ph.D.

38

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|---|--------|------------|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| 13 | 9 | 0 | 5 | 0 | 0 | 0 | 1 (PPT) | 13 | 9 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

G-32

V-0

T-2

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 7 | 16 | 6 |
| Presented papers | 13 | 17 | 6 |
| Resource Persons | 1 | 1 | 1 |

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

- i) Faculty members of all Departments make use of the ICT-enabled classroom to deliver powerpoint lectures to the students.
- ii) Exhibitions on selected topics have been held by all the Science and Humanities Departments. The exhibitions witnessed widespread participation from the students.
- iii) Field Trips and educational excursions have been organised by some Departments. For example, the students of Economics were taken to the Reserve Bank of India on 04.10.16 to attend a financial awareness programme organised by RBI and interacted with the officials.

- iv) Some Departments have organised invited lectures by distinguished academics for an enriched learning experience for the students.
v) Students have been given access to the Internet in the e-library section adjacent to the Central Library as a supplement to classroom learning.

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

191

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

None

Being affiliated to Calcutta University, the College follows the examination system formulated by Calcutta University. Recently the University has introduced the 1+ 1+ 1 new system of evaluation. Following the introduction of this system, the College examination system for evaluation of students has also been revised thoroughly. The College has plans to introduce online MCQ tests for the 1st Year students from the new academic year.

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

1 (BoS)

None

None

2.10 Average percentage of attendance of students

75%

An attendance of 75% in both Theoretical and Practical classes is mandatory to appear in the University Examinations. However, sometimes students with less percentage are allowed to appear in the University examinations on providing satisfactory reasons, eg. medical grounds, for their absence.

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-------|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| Bachelor of Arts | 143 (Hons.) | 0.7% | 2.1% | 81.1% | | 93.71% |
| Bachelor of Science | 159 (Hons.) | 5.03% | 30.2% | 47.8% | | 87.42% |

Data given is on the basis of B.A./ B.Sc. Part III (Hons.) final University examination results. The B.A./ B.Sc. Part III General results have not been published till the date of despatch.

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

The IQAC attempts to ensure optimization and integration of modern methods of teaching and learning and encourages documentation of Departmental data. Academic diaries distributed by the IQAC are periodically filled in by teachers and duly signed by the heads of the various Departments and countersigned by the Principal. In pursuance of the NAAC Peer Team recommendations, the IQAC recommended the setting up of an ICT-enabled classroom to the Governing Body and the recommendation was duly passed by the GB. The ICT-enabled classroom is made use of by all Departmental faculty and provides for the incorporation of technology in the teaching-learning process. Departments are encouraged to arrange for special lectures by distinguished academics from different institutes as a means of motivating the students and providing them with an enriched learning experience. Group discussions and interactive student seminars have gone a long way in mitigating shyness and poor communication on the part of the students and have contributed to the students' presentation skills. .

2.13 Initiatives undertaken towards faculty development:

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 4 |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | 2 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 2 |
| Others | 2 (short-term course) + 1* |

*Members of the teaching faculty attended a demonstration session on e-learning followed by a brief hands-on training program at the e-library Computer Center in the New Building on 25.05.17 and 26.05.17.

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 5 | 12 | None | 10 |
| Technical Staff | 15 | 8 | None | 5 |

Criterion – III

3. Research, Consultancy and Extension

3. 1 Initiatives of the IQAC in Sensitizing/ Promoting Research Climate in the Institution:

A Research Advisory Committee, represented both by faculty members of the Science and Humanities Departments, has been formed by the Governing Body of the College. All members of the Research Advisory Committee are members of the IQAC. The Research Advisory Committee motivates the teachers to apply for different research projects funded by the UGC and other funding agencies. The Research Committee provides all support required by faculties pursuing research: full autonomy is given to the Principal Investigator for smooth conduct of the research project: funds sanctioned by the different agencies are released without delay: the College provides major infrastructural facilities like library, laboratory, computer and Internet facilities to pursue research activities.

The IQAC spearheaded a collaborative research project between VCFW and R.A. Podar College of Commerce and Economics, Mumbai. The research project is on Ponzi schemes and the faculty members of the Department of Economics are the Principal Investigators collaborating with their counterparts in R.A. Podar College, Mumbai. The project is funded by SEBI, Mumbai.

The Research Advisory Committee had submitted a proposal to the GB for sanctioning a Faculty Research Fund of Rs 50, 000. The proposal was duly passed by the GB.

3. 2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 0 | 0 | 0 | 0 |
| Outlay in Rs. Lakhs | 0 | 0 | 0 | 0 |

3. 3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|--|--------------------------|
| Number | | | Rs 4, 85, 000 (Chemistry) Rs 4, 55, 000 (Chemistry) Rs 1, 40, 000 (Bengali) Rs 4, 40, 000 (Physics) Rs 200, 000 (Hindi) | 1 (Political Science) |
| Outlay in Rs. Lakhs | | | Rs 17,20, 000 | Rs 200, 000 |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 19 | 8 | 0 |
| Non-peer Review Journals | 1 | 2 | 5 |
| e-Journals | 1 | 0 | 0 |
| Conference proceedings | 2 | 4 | 1 |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the Funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|--|---|
| Major projects | 0 | 0 | 0 | 0 |
| Minor Projects | 2017-2019 | UGC | Rs 4,85,000 (Chemistry) Rs 4,55,000 (Chemistry) Rs 1,40,000 (Bengali) Rs 4,40,000 (Physics) Rs 200,000 (Hindi) | Rs 3,95,000 (Chemistry) Rs 4,02,500 (Chemistry) Rs 1,20,000 (Bengali) Rs 3,85,000 (Physics) Rs 1,60,000 (Hindi) |
| Interdisciplinary Projects | 0 | 0 | 0 | 0 |
| Industry sponsored | 0 | 0 | 0 | 0 |
| Projects sponsored by the University/ College | 0 | 0 | 0 | 0 |
| Students research projects (<i>other than compulsory by the University</i>) | 0 | 0 | 0 | 0 |
| Any other(Specify) | 0 | 0 | 0 | 0 |
| Total | | | Rs 17,20,000 | Rs 14,62,500 |

3. 7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3. 8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3. 9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3. 10 Revenue generated through consultancy

3. 11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | | 1* | | | |
| Sponsoring agencies | | UGC | | | |

*National Seminar organized by Department of Chemistry on 'Recent Advances in Chemical Science and Applications' held on 6th and 7th January 2017.

3. 12 No. of faculty served as experts, chairpersons or resource persons

3. 13 No. of collaborations International National Any other

* A collaborative research project was begun between our College with the involvement of the Department of Economics on the one hand and the R.A. Podar College of Commerce and Economics, Mumbai, on the other.

3. 14 No. of linkages created during this year

*Dr Deepti Bannerjee is a Referee of the Journal of Applied Optics and Referee of Journal of Optical Society of America. Dr Bannerjee also has a one-year individual membership of Optical Society of America (OSA) and she has full membership of Organization for Women in Science for Developing Country, OWSD (a non-profitable organization).

3. 15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

3. 16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | 0 |
| | Granted | 0 |
| International | Applied | 0 |
| | Granted | 0 |
| Commercialised | Applied | 0 |
| | Granted | 0 |

3. 17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 1 | 1* | | | | | |

*Dr Deepti Bannerjee, Associate Professor, Department of Physics, has been a recipient of the 'Regular Associate of ICTP' award, ICTP (International Centre for Theoretical Physics), Strada Costiera, Trieste, Italy. The award is valid till date.

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

3

4

| Name of faculty who are Ph. D. guides | Research Student | M. Phil/ Ph. D. | Univ. with which registered | Subject |
|---|------------------------|--------------------|-----------------------------|-------------|
| Dr Ashutosh P. Singh, Associate Professor, Department of Hindi (sole guide) | Ms Rudraksha Pandey | Ph. D. (completed) | CU | Hindi |
| | Sri Jayprakash Shaw | Ph.D. (ongoing) | CU | Hindi |
| Dr Deepti Bannerjee Associate Professor, Department of Physics (sole guide) | Shri Dipan Sinha | Ph.D. (ongoing) | CU | Physics |
| Dr Tapan Roy Associate Professor, Department of Mathematics (supervisor) | Ms Ruchira Chakraborty | Ph. D. (completed) | JU | Mathematics |

3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF 0

SRF 0

Project Fellows 0

Any other 0

3.21 No. of students Participated in NSS events:

| | | | |
|------------------|---------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="34"/> | State level | <input type="text" value="0"/> |
| National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |

3.22 No. of students participated in NCC events:

| | | | |
|------------------|--------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="0"/> | State level | <input type="text" value="0"/> |
| National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |

3.23 No. of Awards won in NSS:

| | | | |
|------------------|--------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="0"/> | State level | <input type="text" value="6"/> |
| National level | <input type="text" value="2"/> | International level | <input type="text" value="0"/> |

3.24 No. of Awards won in NCC:

| | | | |
|------------------|--------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="0"/> | State level | <input type="text" value="2"/> |
| National level | <input type="text" value="1"/> | International level | <input type="text" value="0"/> |

3.25 No. of Extension activities organized

| | | | |
|------------------|--------------------------------|---------------|--------------------------------|
| University forum | <input type="text"/> | College forum | <input type="text"/> |
| NCC | <input type="text" value="1"/> | NSS | <input type="text" value="5"/> |
| | | Any other | <input type="text" value="1"/> |

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

Activities undertaken by the NSS UNIT of VCFW in the academic session 2016-2017:

i) A Theatre Workshop By a Socio-Cultural Group, 'Urotaar', with special emphasis on 'Vidyasagar and Women's Empowerment'.

ii) Anti-AIDS Rally on the eve of Anti-AIDS Day.

iii) A Seven-Day Annual Special Camp, from the 13th to the 19th of February, 2017. The highlights of the camp were: a session on female physiology-'Know Yourself'; a session on mental health conducted by clinical psychologist, Dr Chaitali Majumdar; a session on Yoga and Mental Peace,

conducted by Sm Ujjwala Banerjee; Regular interaction with and teaching of slum-dwelling kids by NSS volunteers; a drawing competition for slum-dwelling kids; a drawing competition for NSS volunteers, focusing on the theme 'Environment'; watering of plants by NSS volunteers; a socio-economic survey in the two slums adopted by the NSS Cell of our College; Cultural programme on the eve of closing ceremony of the NSS Camp where both NSS Volunteers and slum-dwelling kids had participated with immense enthusiasm. An outcome of the Camp was a tie-up with Pidilite Industry whereby NSS Volunteers will be given free coaching on garments designing for 12 sessions. After the successful completion of all sessions, they will be given Certificates of Appreciation and the best creations will be given pride of place at the Company's portal and those will be up for sale at prices quoted by the Volunteers.

iv) The NSS also organized a blood-donation Camp where 23 units of blood were collected.

v) The NSS participated in a one-day state-level workshop organized by the NSS Cell, University of Calcutta, on 02.03.2017.

Projects in the offing by the NSS include visit to Amherst Street Women's Police Station and Sarada Pith on the eve of International Women's Day, Tree Plantation, Campus Cleaning, a seminar by CPDRS-Center for Protection of Democratic Rights and Secularism and a Special Presentation and Organic Food Fair by 'Bish Mukto Hat'.

Activities undertaken by the NCC UNIT of VCFW in the academic session 2016-2017:

The students of our College take part in different extension activities led by the NCC. Lt Dr Satya Upadhyay was the NCC In-Charge till 16.12.2016. The NCC Unit of this College is under the name "C" Roy 2nd Bengal Girl's Battalion. They receive training in the defence and disaster management of the country. Regular parades, drills and camps are organized to make the cadets fit for the commissioned ranks.

Sm Atri Saha took over as NCC In-Charge from January 2017.

A health check-up camp for students was held in the New Building prior to the starting of the yoga course in collaboration with the Medical Cell on 16.12.16. The check-up involved examination of height, body weight and level of haemoglobin. A total of 63 students turned up for the check-up.

The Extension Activities Committee of the College has endeavoured to reach out to the underprivileged sections of society, the needy, sick and poor. For the last three years, they have been taking several measures towards this, which includes visiting centres for street children, old age homes, homes for terminally ill patients. They have been also engaged in activities such as planting trees. The year's activity began with a visit to an Adoption Centre in Chingrighata, Kolkata, 'Navajivan' under The Indian Society for Sponsorship and Adoption which members of the Committee visited on 21.04.17. As in the past, they distributed food items, infant care things and stationery items to the children. Funds for buying things were provided by the College.

Criterion – IV

4. Infrastructure and Learning Resources

Provide the details of increase in infrastructure facilities over the last three years, if any:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---|--|--|--|
| Campus area | 60, 000 sq.ft. (Main Campus) 18, 720 sq.ft. (Second Campus VSM) | 15, 000 sq.ft. (Third Campus, the New Building) | College funds, MP LAD fund, RUSA grant and State Govt. grant | 93, 720 sq. ft. (combining the three Campuses)* |
| Class rooms | 29** | 2*** | College funds, RUSA grant and State Govt. grant | 31 |
| Laboratories | 15 | 4**** | College funds, MLA LAD Fund, UGC grant, and RUSA grant | 19 |
| Seminar Halls | 2 ***** | - | RUSA grant | 2 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 275 | 06 | College funds and RUSA grant | 281 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | Rs 14,82,140 | Rs 3,80,000 | College funds and RUSA grant | Rs 18,62,140 |
| Others | Rs 2,35, 117 | Rs 2,28,141 | College funds | Rs 4, 63, 258• |

*The total built-up area in the main campus is 60,000 sq. ft. The second campus at 36 Vidyasagar Street and the adjoining area at 36/1 Vidyasagar Street constitute in total 18, 720 sq ft. The third campus of the College is at 8A Sibnarayan Das Lane which is shared jointly with Vidyasagar Evening College and where the College has 15, 000 sq. ft. of area.

**The College has 15 classrooms (in the Main Building) and 4 classrooms (in the New Building). Besides, the College shares 10 classrooms with Vidyasagar Evening College in the New Building. Due to construction of laboratories and shifting of library some classrooms had to be converted.

*** College has one ICT-enabled classroom since September 2016. One smart classroom has been made ready

****The College has Laboratories of all Science Departments in the Main Building. However, to facilitate longer working hours, modern Laboratories are being built in the New Building.

***** In addition to the Seminar Library in the Main Building, the College Auditorium, built on the 2nd floor of the New Building, was inaugurated on the 9th of May 2016. Complete with all necessary air-conditioning and audio-visual arrangements, it is a multipurpose hall which can be used both as an auditorium and a seminar hall. Audience capacity is 100.

• Amount spent for consumables (chemicals and specimens), components of equipments, glass goods and stationery.

4. 2 Computerization of administration and library

A new terminal together with a printer has been placed in the College office. This terminal is connected to the server-based College network. A new Office Automation software is in the process of being installed. The office staff will be given training in using the software. After installation of the software, there will be a complete database for student-related data in the form of a Student Information System.

The Central Library activities are operated from the Third Campus at 8A Shibnarayan Das Lane for more convenient services. A photocopy machine, printer and scanner have been installed in the Central Library and teachers/ students can avail the facilities. Audio-visual material can be accessed in a separate terminal in the library. The library reading area is wi-fi enabled. There are facilities for accessing online resources from the Central Library. In addition to the Central Library, the College has one Seminar Library in the Main Campus. The Library Committee has decided to open the Seminar Library for digital library services. Bar code printer, scanner, equipments related to digital library services have been purchased from the RUSA funds and the installation process is in progress. The digital library has been planned with 20 terminals, based on an IBM Server. The digital library will give access to e-books and journals/ articles for the faculties and students, with the required subscription being provided by the College.

A new Computer Centre having twenty terminals (Thin-clients) connected to an IBM Server has been constructed adjacent to the newly constructed Central Library, utilizing funds made available by RUSA. The Center has one Server, one UPS and 20 Monitors. The Computer Centre is meant for faculties and students who want to use Internet for their work. The Centre provides support to the newly-established Computer Training Course for the students conducted by Webel Informatics Ltd.

4. 3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|------------|--|-------------|------------------------------------|------------|--|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 5740 | 755951.00 | 101 | 10623.00 | 5864 | 766574.00 |
| Reference Books | 19694 | 2068122.00 | 1350 | 920000.00 | 21044 | 2988122.00 |
| e-Books | 93809 | Rs.5000.00 (Annual Membership of N-List, UGC INFLIBNET) | 52 | 167411.00 | 93681 | 167411.00 |
| Journals | 15 (Title) | Rs.15,000.00 | 0 | 0 | 15 (Title) | Rs.15,000.00 |
| e-Journals | 6247 | Rs.5000.00 (Annual Membership of N-List, UGC INFLIBNET) | 0 | 0 | 6247 | Rs.5000.00 (Annual Membership of N-List, UGC INFLIBNET) |
| Digital Database | 1 | Rs.5000.00 (Annual Membership of N-List, UGC INFLIBNET) | 1 | 257625.00 (3 year Subscription) | 2 | 257625.00 |
| CD & Video | 22 | As Accompanied Materials with Books | 17 | 1700.00 | 39 | 1700.00 |
| Others | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|---|---|---|--|---|--|--|--------|
| Existing | 18 (excluding laptops & departmental computers) | Three (2 nd Campus) and one (3 rd Campus) | Two separate BSNL Broadband connections, one in the Main Campus and another at the 2 nd Campus | One for faculties only (in the Seminar Library in the Main Campus) & one for students at the Central Library | One at the 2 nd campus, having 11 desktops and one at the 3 rd campus with 20 terminals for Maths | Five network terminals, together with TALLY for keeping accounts | 17 Geog: 6 Zool:2 Bot: 1 Physio:1 Physics:5 Chem:1 Electr:1 | |
| Added | 60 | Nil | One in the 3 rd campus | Digital library facility at the Seminar Library for students with 1 server and 20 Thin Clients | One Computer Centre in the 3 rd Campus with 1 server and 20 Thin Clients | Nil | Nil | Nil |
| Two | 78 | Four | Three | Two | Three | Five | | One |

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

Computer: Two separate twenty-terminal server-based networks have been installed, one of them adjacent to the Central Library, and the other one on the third floor of the Main Campus. The first one is primarily meant to be used as a net-surfing centre for faculties and students whereas the second one will be used as a Digital Library. The first one has already started functioning.

The College has started a two-year training course, conducted by WEBEL Informatics Ltd, to familiarize the willing students with various important uses of Information Technology, for a reasonable annual fee. This course is being conducted in the newly constructed Computer Centre adjacent to the Central Library.

Out of RUSA funds, 2 servers, 46 Thin Clients, 1 LED TV, 9 printers, 12 desktops, 8 laptops, 2 photocopy machines, 2 hand scanners, 2 bar code scanners, 2 smart boards and 5 LCDs have been bought.

Internet: The BSNL broadband connection in the Main Campus has been upgraded to a sufficiently high bandwidth to improve the Internet connectivity.

1) For giving the Internet facility uninterruptedly, the Internet bandwidth has been increased from 20 GB to 175 GB per month.

- 2) Wifi-enabled campus networks and its facility will be extended to the students.
- 3) Network and bandwidth management system UTM will be installed.
- 4) Facility of using the digital library will be extended to students by utilizing RUSA funds.
- 5) The E-library, adjacent to the Central Library, offering the students free-browsing experience with Internet connectivity, ensures that students are able to gainfully utilize their free time between classes.

Any other programme for technology upgradation: An ICT-enabled class-room has been constructed on the second floor of the New Building to be used by all Science and Arts faculties. This class-room is equipped with a projection system and a smart-board. A convenient time-table has been formulated, so that the ITC-enabled class-room can be effectively utilized by various Departments throughout the week. A virtual classroom is also in the stage of completion, to facilitate teaching with audio-visual aids. All three campuses of the College are connected by wireless links, with the help of four rooftop Access Points (Transmitter-cum-Receiver).

4.6 Amount spent on maintenance in lakhs :

| | |
|--|-----------------------|
| i) ICT | Rs 500, 000 |
| ii) Campus Infrastructure and facilities | Rs 400, 000 |
| iii) Equipments | Rs 460, 000 |
| iv) Others | Rs 250, 000 |
| Total : | Rs 16, 10, 000 |

Criterion – V

5. Student Support and Progression

5. 1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC enhances awareness about Student Support Services by disseminating necessary information through the website, informing the students about the modalities for getting financial assistance from the government and other agencies. Matters related to the Remedial Coaching course were discussed in the IQAC Meetings dated 28.11.2015 and 20.07.2016. Remedial coaching classes for SC/ST/OBC (Non-Creamy Layer)/ Minority community students under the XIIth Plan started in November for the 1st Year students (Hons. and General) and continued after the publication of the results of the mid-term Examination 2016; the course

for the 2nd year students (Hons. and General) started after the publication of the results of the Part I Examination 2016 and for the 3rd year students (Hons. and General), after the publication of the results of the Part II Examination 2016. The course is run with UGC grants earmarked for the purpose. Matters related to the Entry-in-Services course were discussed in IQAC Meeting dated 20.07.2016. The course provides coaching to students for some competitive examinations. The course is run with UGC funds. The basic objective of the coaching scheme is to prepare students belonging to SC/ST/OBC (non-creamy layer) and minority communities to get gainful employment in Group 'A', 'B' or 'C' Central services, State services or equivalent positions in the private sector. The course began from 23rd September 2016 and continued till 31st March 2017.

IQAC members are also present in the Grievance Redressal Cell. While minor grievances of students are sought to be redressed by the Cell through appropriate measures, a major grievance, if any, is forwarded to the Governing Body by the IQAC.

The IQAC has also taken the initiative to start various short-term skill-development and career-oriented courses for the students with the approval of the Governing Body. These are: a course on Spoken English, a course on computer literacy, a beauticians' course and a yoga course. The student representative in the IQAC plays an important role in motivating the students to join the courses.

The IQAC, in collaboration with the Nari Samsad, organized a 'Medical Awareness Programme' among students and teachers on 24.09.16. Dr Suchanda Goswami, Senior Consultant Oncologist, Apollo Gleneagles Hospital and Sm Priyangi Lahiri, Dietician, Royal Nursing Home were invited speakers. The IQAC, in collaboration with the Nari Samsad, organized a seminar on 'Domestic Violence and Gender Sensitisation' on 17.03. 17. Eminent lawyer, Shri Gitanath Ganguly, graced the occasion as Chief Guest. Prof Nabanita Chatterjee also spoke on issues pertaining to empowerment of women.

The formation of an Anti-Ragging Cell was recommended to the GB by the IQAC following a UGC directive and it was duly passed by the GB. The Anti-Ragging Cell organised an Anti-Ragging Awareness Programme, sponsored by the IQAC of Vidyasagar College for Women, on 23.03.2017. Dr Pranam Dhar, Associate Professor and Head, Department of Commerce and Management, West Bengal State University, Barasat, was the invited speaker. The seminar was attended by students in addition to faculty members and staff. Posters on anti-ragging awareness are displayed on the College Notice Board. Banners are also displayed in the Library, Canteen and Students' Common Room to spread awareness among students.

The College has an ICC, also formed upon the recommendation of the IQAC to the GB, which provides the required support services for students as and when needed.

The IQAC regularly interacts with these Cells.

5. 2 Efforts made by the institution for tracking the progression

A formal mechanism for tracking progression of students has been initiated with some members of the faculty having been placed in charge of documenting information from the Heads of various Departments in this regard.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 1932 | | | |

(b) No. of students outside the state

| |
|---|
| 0 |
|---|

(c) No. of international students

| | | |
|-----|----|---|
| Men | No | % |
| | | |

| | | |
|-------|------|---|
| Women | No | % |
| | 1932 | |

(The College is a Womens' College.)

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1749 | 214 | 17 | 94 | 1 | 2075 | 1622 | 183 | 18 | 104 | 5 | 1932 |

Demand ratio 12:100

Dropout % 8.2%

5. 4 Details of student support services for coaching for competitive examinations, if any:

The Entry-in-Services course provides coaching to students for some competitive examinations. The course is run with UGC funds. The basic objective of the coaching scheme is to prepare students belonging to SC/ST/OBC (non-creamy layer) and minority communities to get gainful employment in Group 'A', 'B' or 'C' Central services, State services or equivalent positions in the private sector. The Competitive Examination Training Course at VCFW started on 23rd September 2016 and continued till 31st March 2017 with 31 students (SC 14, ST 02, OBC 07 and minority 08) of the non-creamy layer. Classes were mainly held on General Intelligence, General Knowledge, Mathematics, History and English.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

No centralised data is available with the College. Some Departments maintain departmental data.

5. 6. Details of student counselling and career guidance:

The Career Counselling Cell (Convener: Dr Arunima Bhattacharya) offers necessary counselling to the students according to their capabilities, orientations and aptitude. The Cell functions in tandem with the Placement Cell. The Career Counselling Cell has organised various programmes and seminars for the students of the College.

| Seminar/ Workshop | Date | Time | Speaker/Organisation |
|---|-----------|----------|---|
| Travel And Tourism Management | 30.8.2016 | 11 am | Mr. A. Mitra of Global Travel Experts |
| Resume Building And Orientation to Group Discussion And Interview | 07.2.2017 | 10.30 am | Mr. Samrat Roy of Endeavor |
| Artist In Me | 13.2.2017 | 10.30 am | Mr. Partha Sarathi Sinha of Pidilite Industries Limited |

The Career Counselling Cell arranged for a seminar and an interactive session on Travel And Tourism Management with the representatives of GTX Academy on 30.08.2016 for the Third Year students of the College. The speaker was Dr. Mitra of the GTX Academy who explained that tourism is one of the fastest growing industries of the present day. As a strategic business unit, GTX is well-versed with all the current trends in the tourism industry and encourages young people to fulfil their mission through practical experience. Its goal is to impart industry-relevant job training to freshers. GTX has a well-researched course content, experienced faculty and interactive training techniques.

A seminar was conducted by the Career Counselling Cell on 07.02.2017. The topic was Resume Building and Orientation to Group Discussion and Interview. The speaker was Mr Samrat Roy of Endeavour Institute. The speaker explained the differences between Bio Data, Curriculum Vitae and Resume. The speaker gave his mail id to the students and told them to write about the topic within 150 words. The students participated actively in the discussion.

Mr. Partha Sarathi Sinha of Pidilite Industries Limited held a workshop on 'Artist In Me' on 13.02.2017. Pidilite Industries have made a commendable contribution in introducing new and innovative craft materials to cater to the needs of aspiring artists through Fevicyl. They have given an opportunity to earn. The creative products can be sold through them by a programme called Art On Sale. The students will be provided with a certificate.

No. of students benefitted

| |
|-----|
| 161 |
|-----|

Job-oriented Courses:

a) A short-term course on 'Improved Communication in English' is conducted by the Institute of English, Calcutta, (Government of West Bengal sponsored). Two classes are held per week (barring holidays) in the New Building. Theoretical and practical tests are conducted at the end of the course. Students who pass the tests are issued certificates from the Institute of English, Calcutta.

No. of beneficiaries (2016): 26

b) A two-year diploma computer training course for students has been started. The training is imparted by Webel Informatics Ltd., a Govt. of West Bengal Undertaking. The course is of 2 years duration @ Rs-2000/- per student payable in 4 instalments, with a rebate for reserved categories. Two classes are held per week (barring holidays) in the Computer Centre in the e-library section of the Central Library in the New Building. Class timings are adjusted within the College routine. After completion of the course, each student will be issued a diploma in Computer Applications by Webel Informatics Ltd. Job assistance is provided by Webel Informatics Ltd

No. of beneficiaries (2016): 351

c) A six-month self-financing Beautician Course was started from 02.09.2016 Initially 53 students enrolled in the course. The required materials for the course were bought from the College fund. The course is of 6 months' duration at a monthly fee of Rs 100 per student. One class of 2 hours' duration (1 hour theory + 1 hour practical) is held per week. The short-term course of six months came to an end in March 2017. A final examination was held and certificates were handed to the

students who had qualified the examination. Considering the popularity of the course, it was decided at an IQAC Meeting that the course would be continued in the next session.

No. of beneficiaries (2016): 50

d) An Entry-in-Services Course has been started for the students belonging to the reserved category to prepare them for various competitive examinations for recruitment in different jobs. The course is sponsored by the UGC.

No. of beneficiaries (2016): 32

Apart from career counselling, personal counselling is also offered to the students by a professional counsellor. A seminar on Mental Health was organised by the Personal Counselling Cell.

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 4 | 350 | 38 | |

The Placement Cell (Convener: Dr Sudipa Pandit) organised an On Campus Placement programme in 2016. Tata Consultancy Service (TCS) conducted a campus placement programme in the VCFW College campus. There were three rounds. A hundred students appeared in the first round, out of which a total of 18 students qualified for the final round and finally 16 students were selected by TCS. The students joined the job after completion of their graduation. The salary offered was Rs. 10,500/- + allowances.

The Placement Cell organised an On Campus Placement in 2017 also. Tata Consultancy Service (TCS) conducted a campus recruitment programme in the VCFW College campus in the month of January. There were four rounds. One hundred and fifty students appeared in the first round MCQ test, out of which 17 students qualified for the final round and seven have been selected till date. The selected students will receive their appointment letters after completion of their final year examination. The salary offered was Rs.12,000/- + allowances.

A campus Interview and recruitment programme was conducted by Technoscope, in the VCFW College campus in January, 2017. The programme included a seminar where the students were intimated about the future openings in the perspective of job as well as higher studies. Technoscope also held a MCQ test for students where a total of 60 students appeared out of whom Technoscope declared the names of the top 10 candidates. These candidates appeared for a personal interview later. The final results are yet to be announced.

Placement Cell also organized a seminar in the month of February, 2017. The speaker was Dr. Abhijit Bhattacharyay, Associate Professor and assistant Dean of Univ. of Arkansas Little Rock, USA. The topic was: Opportunities for studying abroad for Indian students. More than 60 students were present in the seminar. Students were enlightened about the scope of higher studies, and how they could conduct their study abroad. Dr. Bhattacharya also informed how the students can receive financial support for studying abroad. Students were interested and interacted with Dr Bhattacharya.

No bounds Tech, an IT sector company, also held a campus interview of students. A total of 30 students appeared for the interview out of whom 4 were selected and 4 have been empanelled for the next round of appointments. The starting salary offered was Rs 8, 000-Rs 10, 000.

5. 8 Details of Gender Sensitization Programmes

The IQAC, in collaboration with the Nari Samsad and ICC, organized a seminar on 'Domestic Violence and Gender Sensitisation' on 17.03. 2017 in commemoration of International Womens' Day. Eminent lawyer, Shri Gitanath Ganguly, graced the occasion as Chief Guest. Prof Nabanita Chatterjee, GB and IQAC member, also spoke on issues pertaining to empowerment of women.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|----------------|
| Financial support from institution | 86• | Rs 87. 317 |
| Financial support from government | 110 ** | Rs 20, 18, 890 |
| Financial support from other sources | 2 | Rs 14, 600 |
| Number of students who received International/ National recognitions | | |

• The College provides financial aid to such students who, on the basis of available data, appear not to be able to continue their studies without such aid. Such aid generally takes the form of concessions. Students coming from BPL families are granted full concession on their Tuition fees. Differential concessions in College tuition fees are granted to meritorious and economically backward students on the basis of their family incomes. Such concessions range from 75% fee waiver to 50% fee waiver. Concessions are applicable subject to regular attendance and satisfactory results in the class or College examinations. In addition to such aid there is another arrangement by which financial assistance of different kinds—buying books and study material, paying examination fees etc. are given to needy students out of a Student Aid Fund of the Teachers Council specially created for the said purpose out of monthly contributions of teachers.

** The figure given here is valid till date. Financial support from the government is disbursed by schemes like the Hon'ble Chief Minister Relief Fund, Merit-Cum-Means Scholarship of the Government of West Bengal Education Directorate, West Bengal Minority Development and Finance Corporation, Joint Director of Public Instruction West Bengal, Government of India Hindi Scholarship, West Bengal Labour Welfare Board and the Minority Development Talent Support Programme.

5.11 Student organised / initiatives

| | | | | | | |
|-------------|---------------------------|--------------------------------|----------------|--------------------------------|---------------------|--------------------------------|
| Fairs | : State/ University level | <input type="text" value="0"/> | National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |
| Exhibition: | State/ University level | <input type="text" value="0"/> | National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students, if any, redressed

The Grievance Redressal Cell, including two representatives from the IQAC who have been designated as Student Mentors, holds 2-3 Meetings mainly during the full academic session so that students get the opportunity to voice their problems. The Cell also has a Grievance Redressal Box that is placed in the College campus which can be used by the students to state their grievances. The Cell reports the grievances to the Principal. While minor grievances of students are sought to be redressed by the Cell, a major grievance, if any, is forwarded to the Governing Body by the IQAC.

The girls had voiced a grievance about cleanliness of student washrooms and classrooms and the space surrounding the drinking water area and they had also complained about the lack of dustbins. This grievance has been redressed and closed dustbins have been placed mainly in the New Building. A pay-and-use sanitary napkin vending machine has been donated by the Alumni Association which has been placed inside the girls' washroom in the New Building.

Criterion – VI

6. Governance, Leadership and Management

6. 1 State the Vision and Mission of the institution.

Vision of our Institution:

The vision of the College is to foster inclusiveness in access to higher education, irrespective of class or caste and to instil students with positive values and a humanistic spirit of service to the wider community.

Mission of our Institution:

The mission of Vidyasagar College for Women is to provide the best possible conventional education to the students and furthermore, to render socially meaningful education so as to help create a generation of responsible citizens who will contribute to the growth and development of the nation and society of which they are a part. Education here is not confined to regular classroom teaching alone, but includes within its scope an all-round holistic development of students. To this end, the Institution aims:

- To ensure that all students have a personalized learning experience and regular contact with teaching faculty to ensure that students have sufficient academic support
- To improve the quality and range of Student Support Services and conduct special remedial programmes for weaker sections of the students and slow learners
- To introduce vocational, job-oriented courses for skill development amongst students for equipping them to compete in the globalised and diverse employment markets
- To promote inter-disciplinary and multi-disciplinary research and to explore and widen the range of research funding sources
- To rejuvenate the existing infrastructure and create new facilities and integrate Information and Communication Technology (ICT) in its management activities
- To promote training and skill development activities for all teaching and non-teaching staff enabling them to develop their abilities in rendering their duties
- To beautify the campus and provide a clean, healthy learning environment to its constituent members
- To aspire for a friendly environment for persons with different abilities
- To offer academic liberty, allowing our faculty members and students to engage in exchange of ideas on issues of social concern without fear and to motivate students in realizing their potential through creative spaces
- To pursue the goal of social responsibility by contributing through academics, research, extension and collaborations to meet the challenges which mankind is facing in the present century.

6. 2 Does the Institution have a Management Information System?

As of now the College does not have a MIS. The College keeps records of students' profiles, attendance, field work records, workshops and seminars, scholarships, performance in internal and external evaluation, teachers' leave, research studies, assets, appraisals, etc.

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

6.3.1 Curriculum Development

The College is an affiliated institution and follows the curriculum given by Calcutta University. As the College follows the syllabus and curriculum of Calcutta University, there is little scope of internal curricular designing. Teachers, however, participate in workshops for updating the curricula of the UG course of Calcutta University.

Syllabi for all subjects was last updated in 2010 by Calcutta University. A UGC Notice dated 31st January 2017 recommended that the curricula of all academic departments in Universities should be reviewed and revised at least once in every three years, with a focus on the existing and potential demand and supply of skill sets to make the University/ College students employable. In response to this, the University of Calcutta has devised a draft syllabi in certain subjects, such as History, Political Science, English and Sanskrit. The University has also uploaded on its website the draft syllabi to be implemented from the academic session 2017-18, and has invited feedback from the concerned Departments of its affiliated Colleges. By providing feedback on the draft syllabi, affiliated Colleges such as ours have a say in the final formulation and development of the revised curricula in various subjects.

One senior member of the faculty, Dr Ashutosh Prasad Singh, Associate Professor, Department of Hindi, is also a member of the UG Board of Studies under Calcutta University.

6.3.2 Teaching and Learning

The faculties aim to provide an effective teaching-learning process. The faculties of each Department meet before the beginning of each academic session for term-wise allocation of syllabus assignments. The teaching plan is framed keeping in view the syllabi prescribed by the University of Calcutta so as to enable the teachers to complete the syllabus within the stipulated time-frame. The Departments organize students' seminars and Departmental seminars/ workshops with invited speakers. Some Departments also organize quiz sessions and debates. The Department of Political Science organizes an annual Mock Parliament session. The use of the ICT-enabled classroom, with a projection system and smart board, is intended to supplement the conventional 'chalk- and-talk' method of teaching and provide multimedia support for the teaching-learning process. ICT-enabled learning is also facilitated through audio-visual aids and LCD projectors in some Departments. Classroom teaching is also complemented by field surveys, group discussions and project work in some Departments. INFLIBNET, internet facility, question banks and reprographic facilities are provided in the well-stocked Central Library of the College. All the readers have access to e-journals and other digitized information in the library. An e-resource room, adjacent to the Library, offers both students and faculties with free internet-browsing. Students are encouraged to participate in activities such as educational tours, industrial visits and field trips et al. The advanced learners are identified through marks scored in examinations, performance in class and continuous internal assessment. Such students are encouraged to participate in student seminars and annual science and arts exhibitions. Special UGC-sponsored remedial classes are arranged to motivate weak students belonging to reserved categories to perform better academically. A virtual classroom is also in the stage of completion

in the New Building, to facilitate teaching with audio-visual aids. The New Building of the College houses well-equipped laboratories. The UGC has sanctioned funds in the XIIth Plan period for ensuring barrier-free education for differently-abled students. The Entry-in-Services Scheme has been implemented with UGC funds and is meant for the benefit of students belonging to reserved categories.

6.3.3 Examination and Evaluation

The process of conducting final examinations and evaluation is done by the affiliating University through the Colleges. The mid-term Half-Yearly examinations for the First-Year and Second-Year students held in November/December (covering a part of the syllabus) is followed by the pre-final Selection Test examinations (covering the entire syllabus) held from January-March which is taken by the 1st Year, 2nd Year and 3rd Year students. The process followed for the internal mid-term tests and Selection Tests is that the evaluated answer scripts are distributed among the students in the classroom by the respective faculties. The students can see the answer scripts and clarify any queries that they may have. Some Departments also hold class tests. Any issue related to evaluation is addressed by the concerned faculty members. All internal examinations are followed by Result Meetings where the Heads of all Departments report on the performance of their students. The data is recorded in the Register of the Academic Sub-Committee. The College has plans to introduce online MCQ tests from the next session.

The University of Calcutta had initiated certain examination and evaluation-related reforms after the introduction of the 1+1+1 system in the under-graduate courses in 2007. Unlike the previous university examination procedure which required students to appear for the Part I examination after completion of the 2nd year in College and to appear for the Part II examination at the end of the 3rd year, the present reform system requires students to appear for university examinations at the end of each year as Part I & Part II of the earlier system has been bifurcated into Part I, Part II and Part III. The question patterns have changed, such that some of the broad essay-type questions have been replaced by short questions. In most of the Honours subjects, the question paper of 100-marks has been divided into units and modules of 25 or 50 marks. In some subjects like Economics, students are required to write a term paper (a short research paper) as part of their university examination which is guided by the faculty of the Department. The University of Calcutta has also introduced certain reforms with regard to practical examinations; from 2013 onwards, all practical examinations are being conducted by the respective colleges.

6.3.4 Research and Development

A Research Advisory Committee, represented both by faculty members of the Science and Humanities Departments, has been formed by the Governing Body of the College to deal with research projects. All members of the Research Advisory Committee are members of the IQAC. The Research Committee maintains a record of all Minor/Major research projects undertaken by faculty members. Five members of the faculty (2 from Chemistry, 1 from Physics, 1 from Bengali and 1 from Hindi) have been granted Minor Research Projects during this academic session. Institutional support is provided and full autonomy is given to the Principal Investigator for smooth conduct of the research project. Provision of Internet and INFLIBNET facility, a well-stocked Central Library with books and journals, and modern, well-equipped laboratories for the Botany, Zoology and Chemistry Departments in the New Building also aid research work by faculty members. The Committee also encourages faculty members due for promotion to attend Faculty Development Programmes like Orientation Programmes, Refresher Courses etc. Faculty members who wish to avail of the FDP scheme of the UGC are provided the necessary support from the College authorities.

During the current session, the IQAC spearheaded a collaborative research project between VCFW and R.A.Podar College of Commerce and Economics, Mumbai. The research project is entitled 'Investing in Ponzi schemes: A Psychological perspective'. Faculty members of the Department of Economics are the principal participants in the project collaborating with their counterparts in R.A. Podar College, Mumbai. The project is funded by SEBI, Mumbai. At the first stage, the questionnaire was finalized by both the teams through mutual collaboration. The next stage in the collaborative research project is that of field survey and data collection which is being conducted on both sides. This will be followed by data analysis and collaborative report-writing.

The Research Advisory Committee had submitted a proposal to the GB for sanctioning a Faculty Research Fund of Rs 50, 000. The proposal was duly passed by the GB. Out of this, an amount of Rs 15, 000 has been allotted for inter-disciplinary (combining one or two Departments) student research projects of short-term duration. An amount of Rs 5, 000 has been allotted for certain support services like printing and binding etc. to be extended to the research scholars working under the guidance of particular faculty members. An amount of Rs 5, 000 has been allotted for preliminary expenses involved in the collaborative research project mentioned. An amount of Rs 5, 000 has been allotted for supporting the research activities of PPT teachers, contractual teachers and guest lecturers. The remaining amount would be reserved for miscellaneous expenses subject to the discretion of the Research Advisory Committee.

6.3.5 Library, ICT and Physical Infrastructure/ Instrumentation

Library: To cater to the demands of the students of the College, the Central Library has been shifted from the Second Campus (VSM) to the Third Campus (New Building) which is adjacent to the Main Campus of the College. The Central Library with a floor area of 972 sq.ft. has an Open Access Reading Room. The Library has 5864 text books, 21, 044 reference books, 93, 681 e-Books, 15 journals, 6247 e-Journals, 2 Digital Databases and 39 CDs and Videos. The resources of the library also include e-resources, J-Gate Basic Science, ProQuest e-books, referential sites and a collection of old question papers. A photo-copy machine has been installed in the Central Library, to assist faculty members and students. The library is run at present by a qualified librarian. Working Hours are from 8 AM to 2 PM from Monday to Saturday.

In addition to the Central Library, the College has one Seminar Library having floor area of 600 sq. ft. in its Main Campus. The Seminar Library is mainly for the Humanities departments with a good collection of reference books, seven departmental cubicles complete with necessary furnishings, computers with Internet connections and printers. The Library Committee has decided to open the Seminar Library for digital library services. Bar code printer, scanner, equipments related to digital library services have been purchased from the RUSA funds and the installation process is in progress. The digital library has been planned with twenty-terminals, based on an IBM Server. The digital library will give access to e-books and journals, with the required subscription being provided by the College.

For the Science Departments, individual departments have their own seminar libraries maintained by the respective Departments. Students and teachers can borrow reference books for a short period from the Departmental seminar libraries.

To develop and update facilities in the library, ICT and infrastructure, the College has adopted the following strategies:

- (i) Latest books and journals are purchased and subscribed every year. Annual budgetary allocations are made available to each Department for purchasing the latest textbooks and reference books each year;
- (ii) In order to promote research activities for the teachers of the College, from the year 2011 onwards, the College has been subscribing to the MHRD-initiated INFLIBNET programme for e-resource of journals;
- (iii) Partial automation of the library service has been initiated using the UGC-subsidized library automation software SOUL, purchased by the College;
- (iv) Internet facility has been made available to library users in the e-library section;

ICT: Information and Communication Technology (ICT)-enabled classrooms with internet connections are nowadays a basic requirement for academic institutions. Our College has decided to develop an ICT-enabled Classroom on the second floor of the New Building. A team of four faculty members was formed and given charge to look after the functioning of the ICT-enabled classroom. The first meeting of the Committee was held on 23.08.2016 with the IQAC Convener and matters related to infrastructure required for the room were discussed. After the meeting a letter was sent to the Purchase Committee for installation of air conditioner, cupboard and audio amplification system or multimedia box in the ICT room. The room was developed by installing air-conditioner, computer (laptop), smart board, projector, dash board etc. and the room was wi-fi enabled. The newly developed room was inaugurated by President of the Governing Body on 23.08.2016.

Each Department has been allotted 2 to 3 classes per week in the ICT-enabled Classroom by the Routine Committee. After installation of necessary equipment, a notice was issued and faculty members met the Committee in charge of the ICT room on 30.11.2016 for the necessary formal training and technical know-how for proper use of ICT in teaching-learning. As of now regular classes are being taken by the teachers in the ICT room using the facilities available in the room.

The **physical infrastructure** has been developed. In 2014, Vidyasagar College for Women acquired a Third Campus at 8A Sibnarayan Das Lane, Kolkata: 700006. The Third Campus houses the Central Library of the College and exclusive laboratories for the Botany, Zoology and Chemistry Departments (the laboratories in the Main Building are shared by the three Colleges). Annual budgetary allocation is made available to all Science Departments for purchasing laboratory instruments as per the requirements of the Departments. The Third Campus also has an air-conditioned staff room, an IQAC Room and ICT-enabled Classroom, a modern Computer Lab, an Auditorium and several classrooms.

6.3.6 Human Resource Management

The human resources of the College is managed in a democratic manner. For the management of the students' affairs, the College has a Students' Union whose elections are held annually as per the University Statute. The Teachers' Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Faculty members are involved in academic work as well as Committee work. Regular attendance records of teaching and non-teaching staff are maintained. The Principal and Governing Body oversee the overall development of the total human resources of the College. To achieve the goal of human resource development, the College also adopts the strategies of effecting skill-development of students in different sectors and promoting training activities for the office staff; and providing for certain welfare schemes for the faculty, non-teaching staff and students.

6.3.7 Faculty and Staff Recruitment

Faculty and staff are recruited transparently as per Government norms/rules. Vacancies in full-time substantive teaching positions in the College are filled up as per rule by placing requisitions on the basis of 100 point roster (indicating general and reserved posts of different academic Departments) with the West Bengal College Service Commission for their recommendations of fresh incumbents and appointing such recommended incumbents, as such appointments only are duly approved by the office of the Director of Public Instruction, West Bengal. By an order of the Government of West Bengal in August 2010, all part-time teachers were converted into Government-approved PPT (Permanent Part Time) teachers whose salaries were henceforth to be paid by the Government. A Contractual Whole-Time Teacher (CWTT) is recruited by a Selection Committee formed for the purpose which includes the Principal, a subject-expert nominated by the V.C. of Calcutta University, a nominee of the D.P.I., the Head of the concerned Department of the College and a nominee of the Governing Body. Guest lecturers are recruited by the College authorities on temporary basis according to Departmental requirements with the approval of the Governing Body. A duly formed Selection Committee interviews duly qualified candidates who apply for the post. Non-teaching staff members (casual) are recruited by the College authorities through a process of screening by a fair procedure.

6.3.8 Industry Interaction/Collaboration

The efforts towards Industry Interaction / Collaboration that have been undertaken so far are:

(i) With a view to enable students to take up the present-day challenges in career, a computer training course for students has been started. The training is imparted by Webel Informatics Ltd., a Govt. of West Bengal Undertaking. A MOU has been signed by the College with Webel Informatics Ltd. The course is of 2 years duration @ Rs-2000/- per student payable in 4 instalments, with a rebate for reserved categories. Two classes are held per week (barring holidays) in the Computer Centre in the e-library section of the Central Library. After completion of the course, each student will be issued a Diploma in Computer Applications by Webel Informatics Ltd. Job assistance is provided by Webel Informatics Ltd.

(ii) The NSS Unit of the College has secured a tie-up with Pidilite Industries Ltd. whereby NSS volunteers will be given free coaching on garment designing for 12 sessions. After the successful completion of all sessions, they will be given Certificates of Appreciation and the best creations will be given pride of place at the Company's portal and those will be up for sale at prices quoted by the volunteers.

(iii) The Placement Cell organised an On Campus Placement programme in 2016. Tata Consultancy Service (TCS) conducted a campus placement programme in the VCFW College campus. There were three rounds. A hundred students appeared in the first round, out of which a total of 18 students qualified for the final round and finally 16 students were selected by TCS. The students joined the job after completion of their graduation. The salary offered was Rs. 10,500/- + allowances.

Under the aegis of the Placement Cell, Tata Consultancy Service (TCS) conducted another campus recruitment programme in the VCFW College campus in the month of January 2017. There were four rounds. One hundred and fifty students appeared in the first round MCQ test, out of which 17 students qualified for the final round and 7 students have been selected till date. The selected students will receive their appointment letters after completion of their final year examination. The salary offered was Rs.12,000/- + allowances.

A campus Interview and recruitment programme was conducted by Technoscope, in the VCFW College campus in January, 2017. The programme included a seminar where the students were informed about future job openings. Technoscope also held a MCQ test for students where a total of 60 students appeared out of whom Technoscope declared the names of the top 10 candidates. These candidates appeared for a personal interview later. The final results are yet to be announced.

No bounds Tech, an IT sector company, also held a campus interview of students. A total of 30 students appeared for the interview out of whom 4 were selected and 4 have been empanelled for the next round of appointments. The starting salary offered was Rs 8, 000- Rs 10, 000.

6.3.9 Admission of Students

The College adheres to the admission rules and regulations of Calcutta University. The admission procedure begins immediately after the publication of results of the Higher Secondary or equivalent examinations. The admission criteria and other information related to admission are disseminated through the College website. In addition, banners and flexes mounted outside the College gate also display all information pertaining to admission. The College has constituted an Admission Committee and an Online Admission Committee to oversee and to ensure transparency in the admission process. The College strictly follows the online admission procedure as laid down by the Government of West Bengal. There are reservations of seats for SC/ST/OBC-A/ OBC-B and differently-abled students as per the norms laid down by the Government of West Bengal.

All admissions to Honours courses are made strictly on the basis of merit and eligibility criteria as specified by Calcutta University. The applications are scrutinised and the final Merit List of candidates in each Department, as per their rank in the merit list generated electronically by the online admission software handled by an outsourcing agency, is put up on the College notice board and on the website link.

Dates for Call-up of candidates to the College, as per their order of merit, are also uploaded on the College website. Particular dates are allotted to each Department. Candidates are required to bring all their papers in original (marksheet of last examination, certificate of date of birth, caste certificate in case of a candidate seeking admission in reserved category) along with two copies of print-out of the filled-in admission form, for the purpose of verification of all their papers following which admit order is given to the candidate usually by the faculty of the Department she seeks admission to (in case of an Honours discipline) or by any member of the faculty concerned (in case of a candidate seeking admission in the General course).

There is a Help Desk for Students' Admission. If some seats remain vacant in some Departments after the first Call-up session, a second session takes place with due notification. In all cases, the Merit List is strictly followed. All notifications are posted on the website. Bulk SMS is used to communicate with the applicants for delivering notices and information regarding Call-up schedules. The collection of fees and other financial transactions is done through the local branch of the Bank of Baroda.

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | The Employees' Credit Cooperative Society of Vidyasagar Group of Colleges, Provident Fund |
| Non-teaching | The Employees' Credit Cooperative Society of Vidyasagar Group of Colleges, Provident Fund, Group Insurance |
| Students | Concessions in College tuition fees, Government Scholarships (Kanyasree) and other scholarships, Health care facilities, Medical Cell, Subsidized canteen facilities, Student counselling support, Cheap stores within the College premises, Remedial coaching classes and Entry-in-Services classes for students belonging to reserved categories, Awards and Prizes and Annual Excursion. |

Welfare schemes for the teaching faculty: 1) Through the Employees' Credit Cooperative Society of the Vidyasagar Group of Colleges, the teaching faculty of the three Colleges are entitled to low-interest loans as well as high returns against term and recurring deposits.

2) The Principal, faculty and non-teaching staff employed on a full-time substantive basis are entitled to all facilities of Provident Fund including high-interest returns, interest-free loans and, on fulfilling specific conditions, interest-free non-refundable withdrawals.

Welfare schemes for the non-teaching staff: 1) Through the Employees' Credit Cooperative Society of Vidyasagar Group of Colleges, the non-teaching faculty of the three Colleges are entitled to low-interest loans as well as high returns against term and recurring deposits. 2) The non-teaching staff are also entitled to Group Insurance.

Welfare schemes for the students:

1) Concessions in College tuition fees are granted to meritorious and/or economically weak students for which applications are invited during the academic session. For full concession, production of BPL card is mandatory. Concessions are applicable subject to regular attendance, good conduct and satisfactory results in the class/ College examinations. All prescribed concessions and scholarships are available to students belonging to reserved and physically challenged categories as per rule.

2) Government Scholarships (including Kanyasree) are given to deserving students who fulfil the required criteria. Apart from this, the other scholarships provided to eligible and deserving candidates are: Post Matric Scholarship (for SC, ST, OBC students), CM Relief Fund, W.B. Government Merit-cum-Means Scholarship, West Bengal Minority Development and Finance Corporation Scholarship, Minority Development Talent Support Programme Scholarship, Stipend from Matrisangha Janakalyan Ashram, Scholarships from Joint DPI West Bengal, West Bengal Labour Welfare Board and other scholarships (such as Sr Jindal Scholarship Scheme, Government of India Hindi Scholarship, BSF Education Fund and Educational Assistance from CSBF).

3) Health care facilities are available to students in-campus as well as off-campus. In the main campus, annual health camps are conducted by the NSS. Periodic counselling is conducted by a professional counsellor to prepare students to deal with individual problems. Off campus, the Students' Health Service and University Health Centre run by the Board of Health of CU in Goenka Hospital at Muktaram Babu Street, very close to the College, offers specialized medical treatment. The Students' Health Home offers specialized medical treatments to students free of cost on Principal's recommendations at its complex located at 142/2 AJC Bose Road.

4) There is a Medical Cell run by the College which conducts health check-ups for students at regular intervals. The Medical Cell organised a Workshop on 'Stress and Psychological Disorders' on 28.09.2016. Dr Suchismita Sinha, (HOD, Department of Psychology, Sarojini Naidu College for Women, Secretary and Psychologist, Institute of Stress Management) was the chief speaker. She discussed problems related to mental pressure and psychological stress of College-going students and asserted that psychological disorders can be cured after consultation with a Counsellor. Mrs Shyamasree Mukherjee, another speaker, advised our students not to neglect psychological problems.

The Medical Cell also organised a Thalassemia-Anaemia Detection camp on 4.11.2017 with the assistance of The Calcutta School of Tropical Medicine. About 50 students donated blood for the detection of Thalassemia and Anaemia. Ms Madhumita Samanta, Counsellor of Thalassemia Unit, gave a powerpoint presentation to discuss the symptoms, causes and cures for this disease. A post-test camp was held on 28.03.2017. Four students were detected as Thalassemia carrier and they were called along with their parents who were informed about the importance of Thalassemia detection test before the marriage of their daughters. Professionals of the School of Tropical Medicine also detected the haemoglobin concentration of the students by which the nutritional status of the students was assessed. Four students were detected as highly anaemic and they were advised to take protein-rich food and all the students were advised to take a balanced diet.

5) Subsidized canteen facilities: The College provides healthy food at cheaper rates to the students who come to the College at an early hour of the day.

- 6) Student Counselling Support: Apart from a Placement Cell and Career Counselling Cell, personal counselling is also offered to the students by a professional counsellor.
- 7) Cheap stores exist within the College premises to help students buy books at discounted rates.
- 8) The UGC-sponsored Remedial coaching classes and Entry-in-Services classes are held for weak students belonging to the reserved categories.
- 9) Awards and Prizes to the best-performing students are awarded in an annual prize-distribution ceremony which is held along with the Annual College Socials.
- 10) The annual excursion of the students, also held in winter, is once again an event of great interest. The excursion spots are selected in such a way so as to provide students with recreation, entertainment and learning.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done: Yes No

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | | No | |
| Administrative | Yes | | No | |

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

For UG Programmes Yes No

For PG Programmes Yes No

The College is affiliated to Calcutta University which conducts the examinations and declares the results. Hence the College has no control over the date of publication of results. The College takes steps for timely publication of results of internal mid-term and selection tests conducted by the College.

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

The College, being an affiliated one, does not have any autonomy for examination reforms. The College has plans to introduce online MCQ tests for students from the next academic session.

6. 10 What efforts are made by the University to promote autonomy in the affiliated/ constituent colleges?

NA.

6. 11 Activities and support from the Alumni Association

The College has a very rich and distinguished Alumni Association. The Alumni Association of Vidyasagar College for Women was established in February 1987, the Registration No. being S/IL/14617 of 2002-2003. At present the Alumni Association comprises of about 250 Life Members and more than 300 Ordinary Members. The Alumni Association meets at least twice a year.

The Alumni Association organises blood donation camps jointly with the College, and observes Rabindra & Nazrul Jayanti and International Women's Day with a variety of events. The Association arranges for Annual General Meetings with Audit Report as well as Annual Reunions with short dramas, songs, dance, recitations etc. being performed by different members of the alumnus. The Association also observes the Birth Anniversary of Pt. Ishwar Chandra Vidyasagar on 26th September at VSM, the second campus, with students of the College. The Alumni also celebrates Bijoya Sammilani annually after the Pujas. Quite a few members of the alumni are fairly active in interacting with the College authorities and providing the requisite support.

In addition, the Alumni Association organises an academic award by Smt. Basanti Chatterjee and Smt. Manjushree Ghosh to the best student of Physics Honours in the B.Sc. Examination of Calcutta University every year in memory of late Abani Kumar Banerjee and arranges for academic awards to two students of the Institute, one for the best student in the B.A. exam and the other for the best student in the B.Sc. exam of C.U. every year. The Alumni Association has also, as a continuing project, extended financial help to meritorious but needy students.

The Alumni Association also engages in social service with the donation of medicines etc. to a Charitable Dispensary at Sovabazar which is run for the underprivileged and also donates garments to Niharika Rehabilitation Centre for the children of footpath dwellers. The Alumni also observes Independence Day with donations to orphanage students of a Refugee School in Bowbazar. The Alumni observed Childrens' Day by distributing water bottles, exercise books etc. to the children of sex workers at Kanika Ashraya Kendra of S.B. Devi Charity Home. Woollen shawls were distributed to inmates of an Old Age Home at Elliott Road. Future projects of the Alumni include organising anti-pollution campaigns and tree-planting in the College campus.

The IQAC held a Meeting with the Alumni Association on 18.11.16, where certain ideas had been proposed for greater networking with the Alumni: a) Alumni day Celebration: It was decided that the Alumni would hold a one-hour annual cultural program. This program was held on 30.11.16 and the event was marked by recitations, songs and a short one-act play by alumni members; b) Annual Lecture by an alumni member: It was also decided that a member of the Alumni may deliver a lecture on a particular day which would be published in the College academic journal; c) Online registration of Alumni members on the College website: The Alumni has been requested to hand over a copy of the registration form and other details regarding Alumni registration to IQAC so as to initiate the online registration process; d) It was decided that the Alumni would annually submit to the IQAC a detailed report of their activities along with proper documentation; e) It was decided that the IQAC would hold an annual meeting with the Alumni every year.

The Alumni Association also donated a vending machine for the students of the College.

6. 12 Activities and Support from the Parent-Teacher Association

The College does not have any Parent-Teacher Association. However every Department holds annual interactive parent-teacher meetings, to provide parents with feedback about the progress of their wards. Steps have been initiated to form a Parent-Teacher Association from the new session.

6. 13 Development and programmes for the support staff

An annual picnic was organised for the support staff. The staff also attends all the programmes in the College, such as Sports Day and Founders Day Programme, Freshers' Welcome and Saraswati Puja.

6. 14 Initiatives taken by the Institution to make the campus eco-friendly

The Green Club of the College has taken the following steps to make the campus eco-friendly:

- The College campus has been made a no-smoking and plastic-free zone. The Committee completed installation of four 'No Smoking' plates by 14.12.2016.
- LED lights are in the process of implementation since 23.02.2017.
- The students actively participate in activities like tree plantation, campus cleaning etc. These are organized by the Students' Union and the NSS Unit of the College.
- Events which promote environmental preservation such as Earth Day etc. are observed.

Criterion – VII

7. Innovations and Best Practices

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

(i) Biometry was made compulsory for all members of the teaching faculty and non-teaching staff from 19.09.16.

(ii) Academic Audit: The Academic Audit was conducted by two external experts. The Report was placed before the Governing Body of the College by the IQAC. As per the Advisory Note of NAAC dated 13th April 2017, Academic Audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the Institution.

(iii) Administrative Audit: The Administrative Audit was conducted by an external expert. As per the Advisory Note of NAAC dated 13th April 2017, Administrative Audit can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure in the Institution.

Academic and Administrative Audit are interrelated concepts and are related with the quality assurance system and enhancement of the quality of academic activities in Higher Educational

Institutions. These two measures adopted by the College have helped:

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest methods for further improvement.
2. To identify the bottlenecks in the existing system and to identify the opportunities for academic reforms and administrative reforms.

(iv) Green Audit: The Green Audit was conducted by the Green Club of the College.

(v) Book Fair: A Book Fair was held by the Central Library at VSM, the Second Campus, on the occasion of Vidyasagar Birth Anniversary Celebrations. For this purpose, the Central Library networked with some major publishers in Kolkata, such as Orient Longman etc. The Book Fair, therefore, gave the faculty and students an opportunity to browse through and purchase books, fiction and non-fiction, from a wide variety of publishers.

(vi) A collaborative research project was started between VCFW and R.A. Podar College of Commerce and Economics, Mumbai. The research project is entitled 'Investing in Ponzi schemes: A Psychological perspective'. Faculty members of the Department of Economics are the principal participants in the project collaborating with their counterparts in R.A. Podar College, Mumbai. The project is funded by SEBI, Mumbai. At the first stage, the questionnaire was finalized by both the teams through mutual collaboration. The next stage in the collaborative research project is that of field survey and data collection which is being conducted on both sides. This will be followed by data analysis and collaborative report-writing. All these measures and innovations have created a positive impact on the functioning of the institution.

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

Action Recommended–1: To prepare for re-accreditation by NAAC.

Action Taken: Preparation was initiated. A Powerpoint presentation to this effect was given by the IQAC Coordinator and IQAC Seminars were organised for facilitating preparations.

Action Recommended–2: Introduction of academic audit

Action Taken: The format for academic audit was prepared by the IQAC following NAAC criteria. Academic audit was conducted by two external experts from Calcutta University. The academic audit report was placed before the GB by the IQAC for due deliberation.

Action Recommended–3: Introduction of administrative audit

Action Taken: As per the Advisory Note of NAAC dated 13th April 2017, Academic and Administrative Audit (AAA) are interrelated concepts. The format for administrative audit was prepared by the IQAC following NAAC criteria. Administrative audit was conducted by an external expert who was ex-DPI, Government of West Bengal.

Action Recommended–4: Introduction of Green Audit

Action Taken: The Green Audit was conducted internally by the Green Club of the College.

Action Recommended–5: To start Entry-in Service classes with UGC funds

Action Taken: Entry-in-Service classes started in September 2016 and are continuing as per new circular of UGC (F. No. 222-4/2016 FD-I/B).

Action Recommended–6: To utilise the UGC College Development Grant for Barrier Free Education.
Action Taken: The UGC College Development Grant for Barrier Free Education has been utilised for construction of wheel chair ramp and purchasing of one wheelchair for differently-abled students.

Action Recommended–7: To initiate the process of building a Girls’ Hostel from RUSA funds.
Action Taken: In mid-2016, the RUSA Committee undertook a survey at 36/1 Vidyasagar Street campus for construction of Girls’ Hostel and construction was completed by June 2017.

Action Recommended–8: To install an elevator in the New Building from RUSA funds.
Action Taken: An elevator was installed with RUSA funds.

Action Recommended–9: To install a solar panel on the rooftop of the New Building.
Action Taken: The project proposal for solar panel has been submitted to the concerned ministry.

Action Recommended–10: To initiate a Student Information System for maintaining student-related data in a digital database
Action Taken: A new software is in the process of being installed for the purpose.

Action Recommended–11: To construct a gym in fulfilment of the recommendations of the NAAC Peer Team
Action Taken: An open-air stage in the space adjacent to the New Building was built from MP LAD funds. The green room next to the open-air stage will be used as a gym.

Action Recommended–12: To initiate the process of acquiring PG affiliation in one or two subjects
Action Taken: The matter has been referred to the GB by the IQAC.

7. 3 Give two Best Practices of the institution.

Details are attached as Annexure III.

7. 4 Contribution to environmental awareness/protection

The Green Club of the College (Convener: Sm Baisakhi Halder) has taken the following steps to contribute to environmental awareness within the campus:

- The Green Club organized an Awareness Programme on the subject of “Air Pollution” on 29.12.2016. Dr Ujjal Mukhopadhyay, Chief Scientist, West Bengal Pollution Control Board, highlighted the hazardous effects of major air pollutants and outlined the control measures that could be taken to improve air quality in the city.
- The College campus has been made a no-smoking and plastic-free zone. The Green Club completed installation of four ‘No Smoking’ plates by 14.12.2016.
- LED lights are in the process of implementation since 23.02.2017.
- An Awareness Programme on ‘Dengue-mosquito mediated disease’ took place on 27.02.2017. The speaker on this issue was Dr. Sobhona Sahoo, Head of the Department, Physiology, at VCFW. Dr. Sahoo spoke on the symptoms and the preventive measures that can be taken to fight the vector-bound disease. The Programme was followed by an exhibition by the students on the symptoms and treatment of the disease.
- Students of the College actively participate in activities like tree plantation, campus cleaning etc. These are organized by the Students’ Union of the College and the NSS Unit of the College.
- Events which promote environmental preservation such as Earth Day etc. are observed.

7. 5 Whether environmental audit was conducted? Yes No

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

Pl. see Annexure II.

8. Plans of Institution for the next year:

1. Faculty Recruitment (Recommendation of Academic Audit Report): The Department of English needs one substantive post as there are plans for introduction of PG course in English. Departments of Hindi, Chemistry and Mathematics need two more substantive posts as they are all Honours Departments with currently two sanctioned posts. Departments of Journalism, Film Studies and Sociology (all general courses) need one substantive post as they have no sanctioned post at present since they are newly introduced courses. Departments of Education, Electronics and Physiology need one more substantive post each. More guest lecturers are required for some Departments.
2. Non-teaching staff recruitment (Recommendation of Academic Audit and Administrative Audit Report): More recruitment of non-teaching staff on substantive basis as well as contractual basis is called for.
3. A drop-out prevention policy (Recommendation of Administrative Audit): Follow-up measures are to be taken to minimize drop-outs.
4. Introduction of Computer Science and Statistics subjects in general stream as this has already been approved by the GB.
5. Networking by Central Library (Recommendation of Academic Audit Report): MOU is needed between the Central Library and famous libraries like the British Council and American Centre.
6. Ethical Committee (Recommendation of Academic Audit Report): An Ethical Committee is required to oversee matters of ethics in conduct of research etc.
7. New Laboratories: Creation of new laboratories for the Electronics, Geography and Film Studies Departments on the 3rd floor of the New Building (3rd campus) has been proposed. The work is being financed by the RUSA funds.
8. Botany Department: As recommended by the Administrative Audit, College may utilise unused space to raise garden for specimens used by the Botany

Department.

9. Geography Department: As recommended by the Administrative Audit, the Geography Department may create a small weather station.

10. A separate room for NSS-NCC activities: Considering the importance of NSS and NCC Units, a separate room with adequate infrastructure is to be allotted for them.

11. To form a Parent-Teacher Association: A Parent-Teacher Association may be formed. Feedback from parents as important stakeholders may be sought in some matters to improve institutional functioning.

12. To strengthen ICT-enabled teaching: Virtual classrooms in the New Building will strengthen modern technology-enabled teaching-learning processes.

13. Development and maintenance of institutional database through MIS (Management Information System) as recommended by the Administrative Audit Report: The MIS is required for the purpose of maintaining/enhancing the institutional quality.

14. To acquire a separate plot of land for Academic Buildings to make up for the space shortage.

Name Dr Chaitali Basu

Name Dr. Rupali Chandrai

Chaitali Basu

Signature of the Coordinator, IQAC

Rupali Chandrai

Signature of the Chairperson, IQAC

ANNEXURE I

Academic Calendar

| <u>MONTH</u> | <u>EVENTS</u> |
|--------------|--|
| JULY | Admission and commencement of classes |
| AUGUST | Admission Process completed Independence Day Celebrations |
| SEPTEMBER | C.U. Registration along with continuation of classes Teachers' Day Celebrations College Socials Pt. Iswar Chandra Vidyasagar's Birth Anniversary Celebrations Hindi Divas Celebrations |
| OCTOBER | Puja Vacation |
| NOVEMBER | Mid-term examinations |
| DECEMBER | Parent Teacher Meeting Publication of Mid-term results Winter Recess (25 th to 31 st December) |
| JANUARY | Part III College Selection Test Examination Filling up of Part-III C.U. Forms |
| FEBRUARY | Part II College Selection Test Examination Publication of results of Part-III Test Exam Saraswati Puja Annual College Sports Matribhasha Divas Celebrations |
| MARCH | Part I College Selection Test Examination Publication of results of Part-II Test Exam Filling up of Part II C.U. Forms. International Womens' Day Celebrations |
| APRIL | Part III C.U. B.A./B.Sc. Examination Publication of results of Part-I Test Examination Filling up of Part I C.U. Forms. |
| MAY | Part II C.U. B.A./B.Sc. Examination Rabindra Jayanti Celebrations Summer Recess (16 th May to 30 th June) |
| JUNE | Summer Recess (16 th May to 30 th June) Part – I C.U. B.A./B.Sc. Examination Environment Day Celebrations International Yoga Day Celebrations |

Holidays are observed on the occasions of Rathayatra, Id-ul-Fitre, Janmashtami, Id-r:j-Zoha, Gandhi Jayanti, Mahalaya, Jagadhatri Puja, Guru Nanak's Birthday, Fateha-Dohaz-Daham, Swami Vivekananda's Birthday, Netaji's Birthday, CU Foundation Day, Republic Day, Shivratri, Doljatra, Holi, Good Friday, Easter Saturday, Chaitra Sankranti, Bengali New Year's Day, Ramnavami, May Day and Buddha Purnima.

Annexure II **SWOT Analysis**

STRENGTHS

1) Construction of new modern laboratories for Botany, Zoology and Chemistry Departments in the New Building: Resolution was taken by the Laboratory sub-Committee on the process of construction of new laboratories and allotment of rooms to the departments for this purpose. The concerned Departmental heads were asked to submit specifications for workable laboratories. The Departments made instrument lists and copies were submitted to the Committee. The work orders were been given to vendors through proper process. The laboratories are equipped with modern state-of-the-art equipments and instruments.

2) Enhancement of library services: The Central Library located on the ground floor of the New Building, with a floor area of 972 sq.ft., caters not only to the students but also to the research requirements of the faculty. The Library has an Open Access Reading Room. The Library has 5864 text books, 21, 044 reference books, 93, 681 e-Books, 15 journals, 6247 e-Journals, 2 Digital Databases and 39 CDs and Videos as on 30.06.2017. The resources of the library also include e-resources, J-Gate Basic Science, ProQuest e-books, the UGC-subsidized INFLIBNET programme, and a collection of old question papers. A photo-copy machine has been installed in the Central Library, and printing services are provided to faculty members and student community for better utilisation of library resources. As per the recommendation of the Library sub-Committee, Rs 1/- per document is being taken to provide the service. Partial automation of the library service has been initiated using the UGC-subsidized library automation software SOUL, purchased by the College. Internet facility has been made available to library users in the e-library section adjacent to the Central Library which also functions as a Computer Centre for the computer training programme for students conducted by Webel Informatics Ltd. CCTV has been installed in the Central Library for surveillance. Boards have been installed for Information Display (including News paper Clippings) and notifications.

On the occasion of 'Hindi Diwas' the Central Library organised a Book Fair in collaboration with the Hindi Department outside the Auditorium. On the occasion of the annual commemoration of the birth anniversary of Pandit Iswar Chandra Vidyasagar in the 2nd Campus of the College, the Central Library organized a Book Exhibition that involved some major publishers.

In addition to the Central Library, the College has one Seminar Library having floor area of 600 sq. ft. in its Main Campus. The Library Committee has decided to open the Seminar Library for digital library services. Bar code printer, scanner, equipments related to digital library services have been purchased from the RUSA funds and the installation process is in progress. The digital library has been planned with twenty-terminals, based on an IBM Server. The digital library will give access to e-books and journals, with the required subscription being provided by the College.

3) Short-term skill development and job-oriented courses:

With a view to enable students to take up the present-day challenges in career:

i) A computer training course for students has been started. The training is imparted by Webel Informatics Ltd., a Govt. of West Bengal Undertaking. The course is of 2 years duration @ Rs-2000/- per student payable in 4 instalments, with a rebate for reserved categories. Two classes are held per week (barring holidays) in the Vidyasagar College for Women Computer Centre in the e-library section of the Central Library. After completion of the course, each student will be issued a Diploma in Computer Applications by Webel Informatics Ltd. Job assistance is provided by Webel Informatics Ltd.

ii) A Beautician Course was started from 02.09.16 Initially 53 students enrolled in the course. The required materials for the course were bought from the College fund. Students enrolled in the

course are required to pay Rs 100 per month. The classes of this course are scheduled every Friday for one hour, in which half a hour is scheduled for theory and next half-an-hour for practical lessons. The short-term course of six months came to an end in March 2017. A final examination was held and certificates were handed to the students who had qualified the examination. Considering the popularity of the course, it was decided at an IQAC Meeting that the course would be continued in the next session.

iii) There has been a tie-up between NSS with Pidilite Industries Limited whereby NSS Volunteers will be given free coaching on garments designing for 12 sessions. After the successful completion of all sessions, they will be given Certificates of Appreciation and the best creations will be given pride of place at the Company's portal and those will be up for sale at prices quoted by the Volunteers.

iv) An Entry-in-Services course has been started for students belonging to the reserved category to prepare them for various competitive examinations for recruitment in different jobs. The course is sponsored by the UGC.

4) Introduction of KYS: Know Your Student (KYS) has been introduced during this session. Outgoing students fill up these forms which contain all details regarding their academic progress and extracurricular activities.

WEAKNESSES

1) Vacant teaching posts: More substantive posts are required in the Departments of Hindi, Chemistry and Mathematics as they are all Honours Departments with currently two sanctioned posts. Departments of Journalism, Film Studies and Sociology (all general courses) are newly introduced courses and they need one substantive post each as they have no sanctioned post at present since they have been newly introduced. The Departments of Education, Electronics and Physiology need one more substantive post each.

2) Vacant non-teaching posts: Quite a number of non-teaching posts are also lying vacant. Requisitions for filling up the posts have been made to the relevant authorities.

3) Lack of records for vertical movement of the students' achievements: After graduation, the students' progression to employment and the rate of their success in competitive examinations needs to be tracked.

4) Monitoring the issue of drop-outs: Measures are to be taken to curb the problem of drop-outs. A special committee may be formed to monitor the issue.

OPPORTUNITIES

1) To initiate an Automated Student Information System for maintenance of student-related data in a computerized database and to effect its integration with the Office software.

2) The College can strive to provide better infrastructure and facilities for research purposes.

3) The College can further increase its infrastructure in terms of sports facilities.

4) The College can initiate a process to introduce a Permanent Identification Number (PIN) for each student. This would help in tracking the progress of students even after they graduate.

THREATS/ CHALLENGES

1) The College needs to impart more professional training to the non-teaching staff.

2) The Central Library needs more professional staff for backlog processing.

3) To maintain constant vigil over campus cleanliness and the proper maintenance of all infrastructure facilities, particularly in the New Building.

Annexure III

Best Practice I

Title of the Practice– Introduction of Academic Audit

The Objective – To achieve excellence in Higher Education imparted by the College and to understand the existing system and assess the strengths and weaknesses of the Academic Departments and to invite suggestions for overcoming the weaknesses.

The Context – Academic Audit was undertaken by the IQAC as a tool for continuous quality improvement of the academic process as recommended by NAAC.

The Practice – As per the Advisory Note issued by NAAC on 13.04.2017, the set of criteria to be used for AAA (Academic and Administrative Audit) can be decided by the IQAC. NAAC has not prescribed any specific methodology or guidelines for conducting AAA. It is expected that each HEI may evolve its own guidelines and methodology by learning from good practices followed by leading institutions within and outside India. In our case, the format and set of criteria for Academic Audit was prepared by the IQAC following NAAC criteria. Two external experts recommended by the GB were invited for the process. A schedule was agreed upon and the experts conducted the Academic Audit and gave us a Report after a thorough examination of all the documents submitted by the IQAC.

Evidence of Success: The Academic Audit Report was placed before the GB and a plan of action was prepared to implement the suggestions in the Report.

Problems encountered and Resources Required – No additional resources are required.

Best Practice II

Title of the Practice–Introduction of Administrative Audit as Academic and Administrative Audit are interrelated concepts.

The Objective – To achieve excellence in Higher Education imparted by the College since the backbone of a quality education system is a sound administrative set-up and to understand the existing system and assess the strengths and weaknesses of the Administrative Units and to invite suggestions for improvement.

The Context – Administrative Audit was undertaken by the IQAC as a tool for continuous quality improvement of the administrative functions as recommended by NAAC.

The Practice – As per the Advisory Note issued by NAAC on 13.04.2017, the set of criteria to be used for AAA (Academic and Administrative Audit) can be decided by the IQAC. NAAC has not prescribed any specific methodology or guidelines for conducting AAA. It is expected that each HEI may evolve its own guidelines and methodology by learning from good practices followed by leading institutions within and outside India. In our case, the format and set of criteria for Administrative Audit was prepared by the IQAC following NAAC criteria. An external expert/peer was invited for the process. A schedule was agreed upon and the expert concerned conducted the Administrative Audit and gave us a Report after a thorough inspection of all the documents submitted by the IQAC and a visit to the Library, Laboratories and Administrative Office.

Evidence of Success – The Administrative Audit Report was placed before the GB and a plan of action was prepared to implement the suggestions in the Report.

Problems encountered and Resources Required – No additional resources are required.

Annexure IV Feedback analysis In recognition of the fact that feedback is an important part of the learning cycle, students' feedback on teaching is taken annually from the outgoing 3rd Year students. A questionnaire for gaining feedback covering different aspects of the teaching-learning process is distributed among the final-year students of all Departments in the months of January/ February after the 3rd Year Selection Test Examination. The students are briefed by the teacher ahead of time about the purpose of the feedback and the teacher's desire to benefit from their true opinions. Students are given instruction not to put their signatures on the feedback form to maintain confidentiality and so that they may express their opinion fearlessly. Students are asked to assess Subject Knowledge, Communication Skill, Accessibility etc. of the teacher. Feedback is taken from those students who have 75% attendance or more. The teachers use the data and information obtained from the feedback to re-evaluate their teaching methods. The feedback obtained helps in effecting improvements in the teaching-learning process and classroom management as well. From the 2016-17 academic session, the student feedback is analysed by the IQAC. Other means of obtaining feedback are as follows: 1. Most Departments hold interactive parent-teacher meetings after the mid-term examinations for awareness and feedback from the parents. 2. There is a Grievance Redressal Cell which holds periodic meetings with the students and a Grievance Box in which students can post their grievances, incognito if they so wish. The feedback process has opened and strengthened a transparent communication channel between students and teachers.