YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**VIDYASAGAR COLLEGE FOR WOMEN**
• Name of the Head of the institution	**DR RUPALI CHAUDHURI**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03322410345**
• Mobile No:	**9433177591**
• Registered e-mail	**office@vcfw.org**
• Alternate e-mail	**iqac@vcfw.org**
• Address	**39, SANKAR GHOSH LANE & 8A, SHIBNARAYAN DAS LANE, KOLKATA - 700006 & 36/1 VIDYASAGAR STREET, KOLKATA -700009**
• City/Town	**Kolkata**
• State/UT	**West Bengal**
• Pin Code	**700006**
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	**Women**
• Location	**Urban**

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**University of Calcutta**
• Name of the IQAC Coordinator	**Dr Tapan Roy**
• Phone No.	**03322410345**
• Alternate phone No.	**9831087591**
• Mobile	**9051065966**
• IQAC e-mail address	**iqac@vcfw.org**
• Alternate e-mail address	**office@vcfw.org**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://vcfw.org/pdf/yearly-aqars/AQAR_2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://vcfw.org/academic-calendar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.22**	**2012**	**10/03/2012**	**09/03/2017**
Cycle 2	**B++**	**2.79**	**2017**	**30/10/2017**	**29/10/2022**

6.Date of Establishment of IQAC — **23/12/2017**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	Major Research Project	WBDST	2019 -2022	1193000
Faculty	Major Research Project	WBDST	2019 -2022	1500000
Faculty	Minor Research Project	WBDST	2019 -2021	520000
Institutional	Scholarship	Govt. of India and W.B State Govt.	2020-2021	6044000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	6	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Conducting Academic Audit 2020-2021

2. Psychological counselling of students and staff by Counsellor.	
3. Conducting administrative audit 2020-2021	
4. Online IQAC-Students Meeting for taking direct feedback from the students for the Covid -19 Period	

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

Plan of Action	Achievements/Outcomes
A drive for anti-COVID vaccination for both students and staff	Done by Department of Health, Govt. of West Bengal
Sanitization of both new and old building	Done by college with the collaboration of KMC
Subscribing GSUITE for taking online classes and other Academic and Administrative activities.	Subscribed
Recruitment of Group C staff	Recruited
Online IQAC-Students Meeting for taking direct feedback from the students for the Covid -19 Period.	Feedback taken and analysed
Planning Academic audit and administrative audit 2020-2021	Successful conducting of Academic Audit and administrative audit 2020-2021

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the College	11/09/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	27/02/2022

15.Multidisciplinary / interdisciplinary

The college is running Multi disciplinary, UG courses of B.A. B.Sc. and other add-on courses like Computer Training, Beautucian Course and French Language Courses are offered. Both hons. Couses and General Couses are offered for different subjects , like Physics, Chemistry, Mathematics, Bengali, English, Hindi, History, Geography, Philosophy, Political Science,Physiology, Botany, Zoology, Economics as Honours Subjects and Electronics, Sanskrit, Sociology, Journalism, Film Studies as General Subjects.

16.Academic bank of credits (ABC):

The college has no provision for this apart from the credit banking system of the affiliating University, ie., university of Calcutta.

17.Skill development:

The College takes care of Skill Development of students of different Couses as a part of syllabus of each course.. Apart from that. we offer two Computer courses, Basic and Advance Couse in Computer application by Expert trainers from Webel . We also do offer Beautician Course of 6 months by an expert trainer from a reputed training School. There is French Language Couse for students , duration of which is 6 months where an Expert from a reputed University is appointed to train.

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

Teachers do use regional languages like Bengali and Hindi in classroom teaching. We do attract students towards Indian culture , songs, Drama, Poetries etc so that they can connect the essence of their courses with a clear vision of the points of pride of our nation and country. We do focus on each individual student so that no one suffers from barrier of language while understanding the subject.

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

Teachers do emphasize on the outcome of each and every Core Courses and also on Skill enhancement Courses which are introduced in new CBCS system, so that students can comprehend the depth and prospect of the courses that she is undergoing. This brings the ideal attitude of the student towards the course material and to prepare

herself for internal and university examinations.

20.Distance education/online education:

A Mou is done between Indira Gandhi Open University and College where disatance education Courses run in different UG, PG and Diploma and Certificate courses in academic and vocational subjects. This allows an option for pursuing some educational progress for our studentsin different job oriented courses, like Social Work, Masters in Travels and tourism, Rural development, Food and Nutrition, Translation Courses etc. Classes of these courses are held online. Students may appear for their examinations offline but there is an option for appearing online examination , if they opt for ODL mode of education.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**771**

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

2.Student

2.1 Number of students during the year	**1687**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**679**

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

2.3 Number of outgoing/ final year students during the year	**648**

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

3.Academic

3.1	**79**
Number of full time teachers during the year	

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

3.2	**121**
Number of Sanctioned posts during the year	

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

4.Institution

4.1	**61**
Total number of Classrooms and Seminar halls	

4.2	**42.82232**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**102**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution prepares an academic calender as per the master calender of the University of Calcutta.

The institution follows a central routines stringently to ensure completion of the syllabi in the prescribed time.

Periodic internal assessment, tutorials and practical tests are conducted meticulously, the result of which are taken into account for designing learner centric approaches for improvements of the students.

Even during the pandemic when theinstitution remained closed as per Government guidelineCBCS syllabi had been meticulously completed through regular online classes. All the departments formed seperate class specific gropus in various social platforms for easy and effective communication with the students or sharing the study materials.

The IQAC of the instituion held online meetings with all the students of each of the department seperately for collecting their feedback and subsequent improvisation of the system.

The evaluation of the students through the semester end examination were conducted online as per the modus operandi prescibed by the affiliating University with the marks being uploaded in the University database whereas copies were preserved at the college end also.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://vcfw.org/academic-calendar.php]()

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

The Academic Calendar ispublished on a regular basis by the College at the beginning of each academic session in order to give students an idea of the upcoming major curricular, co-curricular and extra-curricular activities in advance. TheAcademic Calendar adhering to the calender of the afiliating university,outlines the tentative dates of (a)commencement of classes for each semester and orientation programme(b) dates of Tutorial submissions, (c)dates of Internal Assessments, (d) dates of University Examinations,(d) list of holidays, (e) major College events, like Annual Sports, annual Prize distribution, Intra- and Inter College Competition, exhibition and other Cultural events. The College makes every effort to ensure maximum compliance to the schedule mentioned in this Academic Calendar. Besides the Tutorial and Internal Assessments that are a part of theCBCS-based Term-End Examinations, individual teachers

take revision tests, quizzes, assignments in order to evaluate the understanding of students on topics taught. Remedial Classes are arranged for students to improve their performance. During Mentorship classes too, students approach their mentors to seek advance references, clarify doubts. Thus, every pro-active effort is made to create an ambience in which students can constantly interact with all teachers to enrich the teaching-learning process.

File Description	Documents
Upload relevant supporting documents	[View File](View_File)
Link for Additional information	https://vcfw.org/academic-calendar.php

1.1.3 - Teachers of the Institution participate in **B. Any 3 of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

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

1.2 - Academic Flexibility

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

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

34

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

1

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

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

19

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

19

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The College lays emphasis upon imparting holistic education to its students. The teaching-learning process is further enriched by

laying emphasis upon incorporating discourses on Ethics, Gender sensitivity, importance of conservation of Environment and the need for Sustainability.The Nari Samsad cell arranges seminars for the awareness among the students regarding gender sensitivity and women empowerment. Apart from Core courses related to the mentioned topics some departments have opted for Discipline Specific Electives and skill enhancement courses that have the afore-mentioned points directly as part of the CBCS curriculum. The departments organize seminars/webinars, lectures, that impart knowledge about the afore-mentioned values. Green club proactively organize enviroment oriented awareness activities. College maintains a rain water harvesting unit to environment friendly campus. E-garbage is disposed through professional agencies.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

481

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	[View File]
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File]
Any additional information(Upload)	**No File Uploaded**

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://vcfw.org/pdf/IQAC/feedback-2020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1424

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

123

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

2.2 - Catering to Student Diversity

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

Advanced learners are continually motivated to enhance three 'P's- perseverence, performance and pro-activity. Students performing exemplarily at examinations, the rank holders, are awarded at Annual Prize distribution ceremonies. The institution now mulls over the idea of introducing special classes for advanced learners. They might also be inspired to share their expertise and excellence with their average peers at peer-teaching sessions the college plans to introduce shortly.

Slow learners are identified (usually on the basis of marks obtained at internal assessment examinations and, overall class performances) and motivated to closely adhere to two 'P's- perseverence and pro-activity as pre-requisites for slowly building their confidence before focusing on their performance-based evaluative outcomes. Special remedial classes are often designed by departmental faculties to address the special needs of slow learners; closely following the high ideals of 'gyan, tyag , seva' as propagated by one of the greatest stalwarts of Renaissance Bengal, Pandit Iswar Chandra Vidyasagar, such special classes are often utilized to address non-academic, psychological issues of the smarting student

since mental well-being is tantamount to a steady performance and tenacity. To clog the lacuna and lack of confidence among slow learners, classified tasks like assignments, conceptualizing and writing articles, reading newspapers et al,are often assigned to them. These tasks are then corrected, discussed, clarified , built upon by the teachers. The Institution meticulously adheres to its vision of ensuring over-all holistic development of students even beyond college hours.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
1687	**79**

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

2.3 - Teaching- Learning Process

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

Experiential learning or, learning through experiments or experience, is thoroughly encouraged as all Science Departments conduct course-related and allied experiments at well-stocked laboratories of the College. They also conduct field visits to zoological gardens , botanical gardens (as the case may be) for aquainting the students with experiential knowledge.The Department of Films Studies conducts study tours to Satyajit Roy Film and Television Institute to provide first-hand knowledge of the nuances of film-making. Regular classes are curated by teachers in such a way that students can be involved in participative learning through class seminars, debates, participation in exhibitions. Field visits and study tours are also conducted by Humanities' Departments, to places of syllabi-specific/multi-discplinary interest to complement pedantic theoretical lectures with practical encounters.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**https://vcfw.org/pdf/Career_Counselling_2020_2021.pdf**

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

The college has one ICT-enabled smart classroomand one virtual classroom to facilitate experential teaching-learning process through power-point presentations, short-clippings and movies. Graphic or pictorial analyses of lessons makes learning interesting and captivating, complementing dry pedantics with audio-visual simulations. This comes in handy particularly for Science-based departments requiring extensive experiments. Audio-visual aids for teaching have acquired an added emphasis for slow-learners, particularly for dissemination of slightly complicated or intriguing lessons. Use of ICT tools have assumed an important dimension for students of English language, required to understand Rhetotic and Prosody for proper intonation and pronunciation. Department of FIlm Studies does organize a few film screening sessions of film-classics;

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

78

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

85

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

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

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

50

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

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

2.4.3.1 - Total experience of full-time teachers

790

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

2.5 - Evaluation Process and Reforms

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

The College is policy-bound by the Academic Calendar published by the University of Calcutta; hence, dates of internal assessments and related logistics are earmarked by the affiliating University. Since the University follows CBCS mode of courses, internal assessments are usually held in the second half of the fifth month, followed by tutorials/practicals and theoretical examinations. All the scripts of internal exams are meticulously examined by the duty-bound faculty and are uploaded thereafter, within the stipulated timeframe. The faculty conducts special classes to iron out any queries, doubts the students might have regarding the questions of internal assessments. The general trend of marks is taken due naote of and discussed later, in Academic Sub-Committee meetings. Policy decisions regarding modalities of upcoming examinations are often ramified at such meetings to cater to the dynamic demands of variegated student demography. Changes to the modes of teaching and learning to be adapted from the forthcoming sessions , are also decided upon in such meetings. THe fabric of teaching , learning and evaluation is constantly put under the scanner to make it more learner-friendly and flexible.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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

The College tries to maintain a trajectory of discipline, punctuality, regularity and flexibility. Hence there have not been any major issues regarding internal examinations. Even when there was , the complaint drop box in front of College Central library is often made use of by the students to vent their grievances; students

also voice their grievances at special classes conducted after internal examinations. Grievances thus received, are duly discussed at departmental meetings and academic-subcommittee meetings to arrange for redressal of the same. Policy-decisions are taken to pre-empt recurrence of such grievances in future.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme and Course outcomes are institution-specific, drafted and implemented by the said institution. Before the start of any academic session, the departments prepare the list of such outcomes and discuss the same at Orientation Courses, held at the start of any academic session. The College also intends to include the list of programme outcomes in its Vision and Mission shortly. Such a list aptly foregrounds the goal or objective behind the inclusion of chosen texts as part of syllabi.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://vcfw.org/pdf/Program%20outcome_VCFW-F.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

Attainment of Programme outcomes becomes evident with the publication of Semester-end results by the University. The results are then discussed at Academic Sub-Committee meetings and, Teachers'-Council meetings, if required. Changes in logistics of teaching and learning are suggested to accommodate the needs of slow-learners; learner-friendly reformsare introduced/ramified to cater to variegated needs of heterogenousdemography of learners. However, entire mode of teaching-learning and evaluation has been curated keeping in view varying demands of both slow and advanced learners;

advanced learners are continually motivated to participate in seminars, conferences, debates, exhibitions, youth parliament competitions, submit articles, to broaden their horizon and hone their academic skills further. Slow learners, on the other hand, are provided with simplified materials in Tutorial classes; they are given extra tasks to gauge the depth of their understanding. They are also encouraged to attend Seminars as listeners to broaden their horizon of knowledge. Surprise class tests are also conducted by certain departments; all such measures are curated to fulfil the projected course and programme outcomes.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional information	<u>https://vcfw.org/results/Results-Part-III-Hons-Gen-Students-2020.pdf</u>

2.6.3 - Pass percentage of Students during the year

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

455

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

2.7 - Student Satisfaction Survey

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

<u>https://vcfw.org/pdf/IQAC/feedback-2020-2021.pdf</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

3.76111

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	<u>https://www.vigyansathi.in/</u>

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

06

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

21

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

3.3 - Extension Activities

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

Extension Activity: The college NCC and NSS organizes several value-creating activities to spread social activities. Apart from these two wings Green Club organizes activities of environmental

awareness. Due to pandemic situation throughout 202-21, many of the activities were done on digital platform and were limited to college campus and adjacent places. The college has also organizes Covid protection activities by distributing masks and sanitizers to the school children. The motto of the extension activity is to enrich students to develop the heart to help the community and to maintain cleanliness of the environment.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

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

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

11

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has two well developed and well equipped campusesfor Academic and Administrative purposes. There are sufficient number of class rooms, laboratories, Computer Laboratories, office rooms compliance with CBCS curriculumfor smoothly running of classes, examinations, co-curricular activities etc. All the departmental laboratories in the new building and old buildingare equipped with necessary instruments, chemicals, softwares, computers for the interest of the students in resonace with current curriculum (CBCS system). All the laboratories in new building are fully air conditioned. Many class rooms in new building are air conditioned.ICT enabled class room, SMART and Virtual classrooms facilities are available in this collegeto support modern teaching learning process. Computer Centres, WiFi enabled campus and digital library facility with reprographic and printing, scanning services help students, faculty members to maintain uninterrupted connection with digital world.College Library is committed to providing quality collections, outstanding services and excellent user education to students, faculty and staff to support the college's mission. The library manages and provides seamless access to both print and online scholarly information, offers reference services, research consultations and information literacy consultations. To meet the mission and vision of the institution, the library utilizes different software and newer technological tools and techniques, uses cloud services like KOHA ILMS with WebOPAC platform, library blogs. Library and Information Services window at Institutional website (http://vcfw.org).The college has licencedSophos firewall to protect our internet web-network from outside attack.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://vcfw.org/facilities.php

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

The college has well-equipped and modern Auditorium for conducting different cultural activities such as celebrating Rabindra Jayanti, Birth Anniversary of Pt. Iswar Chandra Vidyasagar, Prize distribution etc.Amidst the pandemic situation, students organized cultural programs virtually to celebrate Rabindra Jayanti, Birth anniversary of Pt. Iswar Chandra Vidyasagar and Netaji Subhash Chandra Boseetc. DIfferent departmental and inter-disciplinary seminar are conducted in this auditorium in regular basis. We also have an Open Air Stage (Sister Nivedita Open Air Stage) for conductiong different cultural, sports and book fare etc. We use Hrishikesh Park with permission from appropriate authority to conduct college annual sports every year. Different Sports equipments such as Short Put Ball, Javelin Throw items, Carom Board, Rackets and feathers cork for Badminton are provided by the College authority. The college has a Yoga committee which conducts Yoga classes on regular basis and also celebrates "International Yoga Day' successfully.

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

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

College campus is Wi-Fi enabled.

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1 seminar hall has ICT facility.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

5.5

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

Library is a vital part of our institution as learning resource centre. Library supports the academic needs of users by offering a rich collection of knowledge, providing innovative ways of user service, utilizing leading technology for information access.The Library manages and provides seamless access to both print and online scholarly information, offerreference services, research consultations and information literacy consultations.

Our Library is situated in our college campus in the ground floor of annex building and another wing seminar library is situated in the 2nd floor of the main building. It houses more than 25,000 printed books and other documents. Our library follows open access facility. Our library functions are automated through the Open Source Software KOHA version 19.05.07.000 and Cloud Hosted KOHA platform is

subscribed for 24*7 services. Library catalogue can access throughOPAC/WebOPAC under Wi Fi environment. Barcoding system is used for circulation.Library advocates on behalf of students to maintains a pleasant physical space for learning and scholarly activities. Library maintain a e-zone comprises of 20no of computers for internet surfing and consultation onlinedocuments. Users are enjoying 'Internet Surfing' 'Downloading and Printing facility in this library.Online resources through N-LIST of INFLIBNET are also available in our college.Library Blogis available tocommunicate usersbeyond the regular hours of the Library.Very recently, VCFW Library takes initiative with QR Code technology for Library Web OPAC and online digital content.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://vcfw.org/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **B. Any 3 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

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

4.3 - IT Infrastructure

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

Both the campus of the college are well connected with network. Campus network are connected with high speed ethernet links operating over optical fibre. Each room of the college is also connected with LAN. Both the campus is fully wifi enabled. Internet facilities are accessed thorugh a secure firewall Sophos. The college hasinitially17 Access Point (APs) to make campus wifi enabled. During this year APs have been increased by 3 to extend the facilities of accessing wifi on the third floor of the building (New Building). The college regulary updates it IT facilities as and when required. The campus is also fully secured with CC cameras. The college increases number of CC Cameras as ans when required.Faculty and Students can avail the Wi-Fi facilities 24x7, 365 days with a common user-Id.

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

4.3.2 - Number of Computers

Desktop 93 and Laptop 24

File Description	Documents
Upload any additional information	View File
Student – computer ratio	**No File Uploaded**

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

5.761655

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

SMART classrooms are used to support ICT enabled teaching learning programme and college has maintained required equipments. G Suite was subsribed as online platform. New syllabus oriented text books were purchased from college fund. E-books and e-journals were

accessed through INFLIBNET - N-LIST consortium by students and teachers. Computers and internet facility is provided to the teachers and students. College campus is Wi-Fi enabled.Because of the closure due to Pandemic, online Teaching-learning, exams related works using latest technologies.Auditorium, canteen facilities are maintained by college.The Institution has been sanitised.Sanitizer machines have been installed strategically in the campus to maintain hyzine.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://vcfw.org/facilities.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

383

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

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

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

21

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File]()

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

E. none of the above

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

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

0

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

0

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

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

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

236

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

3

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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

Students union of the college is involved in multiple committees of the college. They are members of the committees as follows:

1. Student representative in Governing Body of the college

2. Member of IQAC

3. Member of Scholarship & Kanyashree Committee

4. Member of Sports committee

5. Member of student activity committee

6. Member of students' concession committee

7. Member of students' magazine committee

8. Member of Internal Complaint Cell

9. Member of canteen committee

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

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

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

24

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

5.4 - Alumni Engagement

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

The Alumni Association is a registered body. Registration No. S / IL/ 14617 of 2002-2003. Around 263 alumni are members of the Association.

The Association has a close connection with the Institution, Principal, VCFW is the President of the Association, Alumni Association and College jointly organize various cultural programmes such as Fete, Inter- College Competition and Welfare Programmes.

The Association is involved in Various philanthropic activities. They are associated with member of NGOS in Kolkata like "S. B. Devi Charity Home", "Konica Ausroy Kendra", All Bengal Women's Union", "and Refugee".

Alumni Association gives full encouragement to the meritorious students of the college by providing prize money to the top scorer in both humanities and Science stream.

Due to pandemic situation no physical program has been organized in this year.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   `E. <1Lakhs`

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Institution, bearing the kindred legacy of one of the greatest stalwarts of Renaissance Bengal, Pandit Iswar Chandra Vidyasagar, tries to staunchly adhere to the three ideals of 'Gyan, Tyag, Seva', subsuming all-round holistic development of young women, empowering them to take up the challenges of life, effectively and extensively. The governance of this reputed Institute is managed by the Governing Body with the President and the Principal at its helm, and,a pro-active IQAC , monitoring and implementing quality initiatives, strategizing future plans and overseeing smooth functioning of the College's teaching-learning and allied mechanism. The IQAC functions effectively with the assistance of Committees formed by the IQAC; such Committees are formed keeping in view over-all growth and development of the College and its students. A College-appointed in-house psychological counselor addresses psychological issues plaguing young women-students of this College, if and when consulted and, tries to redress the same. The College takes upon itself the prerogative of adequately grooming its students for tackling the challenges thrown up by the academic and professional arena; career counselling sessions, some offering opportunities of post-session campusing, are ornanized by the Career Counseling Cell .During pre-Covid times, many students have successfully landed themselves lucrative professional openings at such campusing sessions.

Besides academic tutelage and professional guidance, the College plays a significant role in instilling the noble qualities of compassion, empathy and self-less service into the impressionable minds of young women, by its pro-active NSS and NCCunits, thoroughly in consonance with her vision, 'Gyan, Tyag, Seva'.

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

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

Proper and effective functioning of any Institution necessitates coordination among various stakeholders. To necessitate such coordination, power to run the Institution has been disseminated among her stakeholders. At the helm is the Governing Body of the College presided over by the President and the Principal (who happens to be the ex-officio Secretary of the Governing Body) of the College. The Governing Body is constituted with teacher-representatives, non-teaching representatives, University nominee, Government Nominee, Parents of guardians and Secretary of the Students' Union, all of whom participate in meeting deliberations and policy making with unparalled gusto. The IQAC of the College too, has been constituted by teacher-members, MPs, College alumni members and secretary of the students' union. The IQAC has furthermore decentralized supervision of proper functioning of the College among various Committees having teachers, non-teaching staff and students(in some Committees) as members.

File Description	Documents
Paste link for additional information	https://vcfw.org/institutional-committees.php
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For effective and smooth running of an institution that shares its campus with two other Colleges, tactful strategization is the key to implement perspective plans and policy decisions. The College is administered by the Governing Body, a pro-active IQAC and, by several Committees formed by IQAC and, later ratified by the Governing Body in its meeting. Strategization includes decentralization of duties and responsibilities , among all stakeholders of the College. Activities of all Committees are

thoroughly monitored by the IQAC and, reports are asked for at frequent intervals. The IQAC , in its meetings, holds discussions on activities of all Committees and, charts out a list of prospective targets to be achieved. However,dissemination of duties and proper effectuation of the same, necessitates availability of fund. However, as the world was smarting under an unprecedented crisis, all decisions were taken in online meetings, in some cases, a few members of college teaching and non-teaching fraternity had met under controlled circumstances, to supervise meticulous implementation of strategic decisions taken in course of virtual meetings.The College authorities frame strategic policies for optimum resource mobilization and judicious implementation of resources in college campus shared by other two colleges.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The College concurs with the norms laid down by the UGC and Higher Education Dept., Govt of West Bengal, in matters of administrative hierarchy, helmed by the Governing Body, in conjunction with the IQAC, in conjunction with the various Committees formed by IQAC. The College, sharing its campus with two other Colleges, heavily banks on effective and tactful strategization to manage its infrastructural and monetary resources. The vission and mission of the College are meticulously adhered to, while forming Committees and drafting policies to govern the effective functioning of such Committees. The Academic and administrative rubric of the College remains functional by dint of consistent effort put in by teaching and non-teaching members of concerned Committees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The College takes serious note of holistic health of all its employees, hence effective implementation of all Government schemes is strictly ensured. All employees working on substantive posts, may avail the benefit of West Bengal Health Schemes. Almost all teaching and non-teaching staff are members of Vidyasagar Co-Operative Credit Society from where they may avail loan facilities at lesser rates of interest. The Teachers' Council, through proper resolution, accords help to group D staff, as and when, requested for in times of dire fibnancial crunch.However, no such assistance was sought during 2020-2021.Being the state-government employee, all the teaching and nonteaching staff of the college avail the General Provident Fund (GPF) scheme which presently gives 7.1% interest on the savings. If necessary, employees can take loan or may withdraw money from this account on non-refundable basis

File Description	Documents
Paste link for additional information	https://wbhealthscheme.gov.in/
Upload any additional information	**No File Uploaded**

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

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

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

The College follows two-fold appraisal system for teachers. Personal diaries are provided to teachers for recording academic and administrative activities of the College that they might have performed on a single day. At the end of the month, academic diaries are to be counter-signed by the Head of the Dept. of the concerned department before being authenticated by the Principal.This has assumed an added significance with the introduction of PBUS system of promotion for teachers, as they need to furnish these data for the purpose of promotion. Howver, during the unforeseen scenario triggered by the raging Pandemic, teachers have maintained their personal records. However, all service-related details of teachers are recorded in Teachers' Service Books by the Service Book Committee members.

As such, no formal system of self-appraisal is in place for non-teaching employees. However, their indisciplined/no activity vould be taken note of, by the heads of concerned departments and, the same could be reported to the Principal who may take disciplinary action against such an employee.

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

6.4 - Financial Management and Resource Mobilization

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

Being a Govt.-aided College, the financial audit of the College is done by an external auditor designated by the Govt. After repeated scrutiny and verification, the auditor submits his audit report.However, during the Pandemic, no audit could be concucted for obvious reasons.

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

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

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

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

Effective strategization is the key to performing to the optimum

potential, particularly in trying times that the college has gone through during Covid. Under usual circumstances, funds are allocated to various Committees for proper functioning, by IQAC. However, in 2020-2021, almost all events/activities were held online, hence, funds hitherto lying unutilized, were used for helping people in need. For the purpose, a Covid Care Team was activated to cater to those suffering from Covid or, those diagnosed with comorbidity. Volunteers of NSS had donated food packets and medicines to nearby slums. Funds were also utilized for proper sanitization and cleaning of college campuses.

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

6.5 - Internal Quality Assurance System

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

Since the entire nation was smarting under the impact of a massive holocaust, the physical and mental health of students bore the brunt of a locked-up life cut off from the outer world. The IQAC of Vidyasagar College for Women took serious cognisance of the prevailing unforeseen scenario and designed teaching-learning mechanism to be conducted on online mode, accordingly. For the purpose, a master schedule for classes was drawn up and circulated; the routine was scheduled in such a way that the students might not feel overburdened or unnecessarily stressed, at the same time, college timings were adhered to , to lessen any inconveniences to either teachers or students. Classes of laboratory-based/practical-oriented departments were conducted through simulations, virtual experimentations, playing of video-clippings from Youtubeand, posting of e-content on Google classrooms. At the behest of our pro-active IQAC, the College had purchased a g-suite platform to facilitate a wider presence at online Webinars andlarger classes, as in AECC Classes, LCC Classes, GE Classes of certain disciplines. Some of the Committees line the NSS, Green Club, Nari Samsad had organized extension lectures and inter-College competitions on virtual mode, to keep the students engaged and also, to affirm the feel of a throbbing campus. Examinations were also conducted online as per the directives issued in this regard, by the University of Calcutta (our affiliating University). To overcome psychological issues students face at puberty, the college organizespersonal

counseling sessions by an external counselor who was available for consultation even during the Pandemic.

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

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

Self-introspection and subsequent progressivemeasures undertaken by the IQAC reflect on the program and course outcomes of the institution. After the publication of results, a meeting of Academic Sub-Committee would be convened to discuss the general trend of results obtained by students at the previous examination. Any lacuna/shortcoming, if pointed out, would be fixed through proper planning and implementation of the revised mehcanism of teaching and learning. Slow learners would often be identified and special mentoring classes would often be organised by almost all departments to listen to their problems on one-to-one basis.They would sometimes, be given special tasks to solve. Some of the departments conducted meetings with parents on online mode and addressed the student-specific issues directly. Many Committees were made more functional and, were also encouraged to organize webinars, competitions and lectures.Students were also encouraged to provide their feedback on over-all institutional performance by clicking on the link for feedback. Feedback thus received, are duly analysed by the feedback committee and also, shared with the Principal. Full analysis of feedback from all stakeholders had already been posted on College Website.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for   **B. Any 3 of the above**

**improvements Collaborative quality initiatives
with other institution(s) Participation in NIRF
any other quality audit recognized by state,
national or international agencies (ISO
Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	https://vcfw.org/pdf/Annual_Reports/VCFW_AR_2020_21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

An awareness webinar on "Women and Bone Health" was organised on December 02, 2021, to safeguard women against potential bone disease and health hazards. Gender Cell (Nari Sansad) of the college in association with IQAC invited Dr. G. Shashikanth, Senior Consultant Orthopaedic Surgeon and Traumatologist, Yashoda Hospitals, Hyderabad to address our students. The webinar was successfully organised on online mode.

1. **Our college has appointed well-trained female security guard for safety and security of girl students.**
2. **College hostel has appointed a vigilant caretaker for students.**
3. **There has been installation of CCTV cameras in strategic locations of the campus.**
4. **Our building is equipped with fire extinguisher to control fire.**
5. **Students are allowed to enter college only on production of valid ID cards issued by college authority.**
6. **A Grievance Redressal committee and anti-ragging committeeare there to address and monitor student grievances, if any.**
7. **Personal Counselling Cell of the college organised a webinar**

on "Mental Health Issues of Covid 19 Survivors and their Family Members" on July 26, 2021 to maintain the well-being of our students during the pandemic.

Report of the Carrear counselling and personal counselling is provided through the weblink.

File Description	Documents
Annual gender sensitization action plan	https://vcfw.org/pdf/IQAC/seminar_2020_2021/narisangsad.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://vcfw.org/pdf/Personal_Counseling_2020_21.pdf, https://vcfw.org/pdf/Career_Counselling_2020_2021.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid Waste Management---

Dustbins and trash cans have been placed at suitable corners for collecting solid wastes. Solid waste is collected by the Kolkata Municipal Corporation and disposed off properly at KMC dumping yard. Wastes like plastic, papers, newspapers, metals, glass are properly collected, segregated and sold to respective vendors for recycling.

Liquid waste management:

Liquid waste released from toilets and canteen is collected in waste chamber through proper drainage system. All liquid wastes are passed through a well- maintained drainage system, that is connected to the main drain of KMC.

E waste management---

E waste materials like non-functioning desktops, UPS, motherboards, hard drives, calculators, cartridge, photocopying machines, old fans and lights are stored in a separate place till they are disposed off through e-waste management system. Renewal of contract with Hulladek, an organisation in Kolkata which disposes E-waste, with whom the college had a contract, could not be renewed in 2020-21 due to the outbreak of Covid 19.

Bio-medical waste Management—

At regular intervals, the liquid and chemical wastes of the college, that are toxic in nature are collected separately in a container and disposed in a near sewerage canal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.

D. Any 1 of the above

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

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

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

Inclusion is an effort to make sure that diverse learners – those with physical disabilities, different languages and cultures, different homes and family backgrounds, different interests and ways of learning – irrespective of their strengths and weaknesses will be part of mainstream education. A good inclusive education, which our institution practices is one that allows all the students to participate in all aspects of curricular and every year. During 20-21 online inter college competition including cultural programmes to celebrate Vidyasagar Bicentenary was successfully organized. International Mother Language Day, Yoga Divas, Womens' Day, Teachers' Day, Annual Sports, College Social, Freshers Welcome, Farewell programmes are organized every year to promote unity in diversity but due to pandemic these programmes could not be organised.

We at Vidyasagar College for Women, believe in this credo of Unity in Diversity. That is whyour students respect the difference and uniqueness of religions, languages and cultures.

A distinguished feature of our institution is that the college has 4 language departments: English, Bengali, Hindi, Sanskrit, as well as an add on course for French language, which is a pointer to its linguistic and cultural diversity.

Motivational lectures are arranged where eminent resource persons from various fields enthuse students for their holistic

development.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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

The college works tenaciously towards inculcating values for being responsible citizens as reflected in the Constitution of India among all stakeholders: students, teachers and other staff members.

- **To respect the National Flag and National Anthem we celebrate Independence Day.**
- **We motivate our students to cast their vote because voting is both a right and responsibility.**
- **We motivate our students and staff to keep the environment clean, work for NCC, NSS, conserve water, electricity and natural resources and protect all institutional properties.**
- **To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities.**
- **To renounce practices derogatory to the dignity of women.**
- **To value and preserve the rich heritage of our composite culture.**
- **Various activities like campus cleaning drives, health check up camps, blood donation camps, outreach programmes through NCC and NSS.**
- **To develop the scientific temper, humanism and the spirit of inquiry and reform.**
- **To safeguard public property and to abjure violence.**
- **To strive towards excellence in all spheres of individual and collective activity, so that the nation constantly rises to higher levels of endeavour and achievement.**
- **We sensitize our students to Rights against Exploitation.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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

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

Our Institution organizes national and international commemorative days, events and festivals throughout the year to inculcate values and morals in the students and to build a strong cultural belief in them.

1. Celebration of 74th Independence Day (Online Event, uploaded on you tube) on 15.08.2020.
2. Year-long bicentenary celebration of Pandit Ishwar Chandra Vidyasagar was a flagship programme of the institution.On September 26, 2020, Sri Jawhar Sircar and Dr. Krishna Ray were the eminent speakers of the Vidyasagar memorial lectures at our college. An Inter College Online Competition featuring

short story writing, songs, dance, poster and debate were held to commemorate the grand event.

3. To commemorate the bicentenary of Akshay Kumar Dutta and Iswar Chandra Vidyasagar on 03.09.2020 and 04.09.2020 an International Webinar on "Deliberations on Akshay Kumar Dutta and Vidyasagar: Their Contemporary Relevance",was organised by Department of Bengali.

4. World Environment Day on June 05, 2021 was celebrated online as a day-long webinar on "Ecorestoration and Environmental Awareness in Crisis Management". NCC students uploaded video on digital forum.

5. Celebration of Commemorative Days by our college NCC cadets like Kargil Vijay Divas, World Yoga Day, Blood Donation Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 1.

1.Title of the Practice: Personal Counselling to cater to mental health of students during the COVID 19 pandemic.

Details available in the uploaded file

Best Practice 2.

2.Title of the Practice:Formation of a Covid Care Team by the IQAC;

Details available in the uploaded file

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

In the year, 2020-21, faced with the Covid-19 pandemic, NCC cadets of Vidyasagar College for Women participated in various online and offline activities obeying Covid protocols.

N.C.C Day was celebrated by the uploading of an article by a cadet. N.C.C unit of VCFW had organised a rally on Covid precautions.

N.C.C cadets participated in the rally for "Atulya Ganga:Gomukh to Gangasagar".N.C.C cadets participated in the "Indian Army slogan Competition".

On International Yoga Day, video, posters, article were uploaded onthe digital forum and the cadets also participated in a webinar. The cadets of our college bagged first prize from Kol B on "International Day against DrugAbuse and Illicit Trafficking" by making a 3-minute video. Cleaning of the statue of Vidyasagar at Vidyasagar Smriti Mandir and College campus were done on "Kargil Vijay Divas" .

On "Swarnim Vijay Diwas"cadets participated in an online painting competition. Cadets participated in Blood donation camp on Youth Day.

To celebrate "International Tiger Day" cadets uploaded posters in the digital forum. Articles were uploaded on digital forum on "Child Labour Day". "Azadi Ka Amrit Mahotsav" was celebrated through poster making anduploading on Digital Forum.

Further programme details available in the uploaded file

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution prepares an academic calender as per the master calender of the University of Calcutta.

The institution follows a central routines stringently to ensure completion of the syllabi in the prescribed time.

Periodic internal assessment, tutorials and practical tests are conducted meticulously, the result of which are taken into account for designing learner centric approaches for improvements of the students.

Even during the pandemic when theinstitution remained closed as per Government guidelineCBCS syllabi had been meticulously completed through regular online classes. All the departments formed seperate class specific gropus in various social platforms for easy and effective communication with the students or sharing the study materials.

The IQAC of the instituion held online meetings with all the students of each of the department seperately for collecting their feedback and subsequent improvisation of the system.

The evaluation of the students through the semester end examination were conducted online as per the modus operandi prescibed by the affiliating University with the marks being uploaded in the University database whereas copies were preserved at the college end also.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://vcfw.org/academic-calendar.php

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

The Academic Calendar ispublished on a regular basis by the College at the beginning of each academic session in order to give students an idea of the upcoming major curricular, co-curricular and extra-curricular activities in advance. TheAcademic Calendar adhering to the calender of the afiliating university,outlines the tentative dates of (a)commencement of classes for each semester and orientation programme(b) dates of Tutorial submissions, (c)dates of Internal Assessments, (d) dates of University Examinations,(d) list of holidays, (e) major College events, like Annual Sports, annual Prize distribution, Intra- and Inter College Competition, exhibition and other Cultural events. The College makes every effort to ensure maximum compliance to the schedule mentioned in this Academic Calendar. Besides the Tutorial and Internal Assessments that are a part of theCBCS-based Term-End Examinations, individual teachers take revision tests, quizzes, assignments in order to evaluate the understanding of students on topics taught. Remedial Classes are arranged for students to improve their performance. During Mentorship classes too, students approach their mentors to seek advance references, clarify doubts. Thus, every pro-active effort is made to create an ambience in which students can constantly interact with all teachers to enrich the teaching-learning process.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://vcfw.org/academic-calendar.php

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

34

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

1

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

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

19

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

19

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The College lays emphasis upon imparting holistic education to its students. The teaching-learning process is further enriched by laying emphasis upon incorporating discourses on Ethics, Gender sensitivity, importance of conservation of Environment and the need for Sustainability.The Nari Samsad cell arranges seminars for the awareness among the students regarding gender sensitivity and women empowerment. Apart from Core courses related to the mentioned topics some departments have opted for Discipline Specific Electives and skill enhancement courses that have the afore-mentioned points directly as part of the CBCS curriculum. The departments organize seminars/webinars, lectures, that impart knowledge about the afore-mentioned values. Green club proactively organize enviroment oriented awareness activities. College maintains a rain water harvesting unit to environment friendly campus. E-garbage is disposed through professional agencies.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

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

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

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

481

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://vcfw.org/pdf/IQAC/feedback-2020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1424

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

123

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

2.2 - Catering to Student Diversity

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

Advanced learners are continually motivated to enhance three 'P's- perseverence, performance and pro-activity. Students performing exemplarily at examinations, the rank holders, are awarded at Annual Prize distribution ceremonies. The institution now mulls over the idea of introducing special classes for advanced learners. They might also be inspired to share their expertise and excellence with their average peers at peer-teaching sessions the college plans to introduce shortly.

Slow learners are identified (usually on the basis of marks obtained at internal assessment examinations and, overall class performances) and motivated to closely adhere to two 'P's- perseverence and pro-activity as pre-requisites for slowly building their confidence before focusing on their performance-based evaluative outcomes. Special remedial classes are often designed by departmental faculties to address the special needs of slow learners; closely following the high ideals of 'gyan, tyag , seva' as propagated by one of the greatest stalwarts of Renaissance Bengal, Pandit Iswar Chandra Vidyasagar, such special classes are often utilized to address non-academic, psychological issues of the smarting student since mental well-being is tantamount to a steady performance and tenacity. To clog the lacuna and lack of confidence among slow learners, classified tasks like assignments, conceptualizing and writing articles, reading newspapers et al,are often assigned to them. These tasks are then corrected, discussed, clarified , built upon by the teachers. The Institution meticulously adheres to its vision of ensuring over-all holistic development of students even beyond college hours.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
1687	**79**

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

2.3 - Teaching- Learning Process

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

Experiential learning or, learning through experiments or experience, is thoroughly encouraged as all Science Departments conduct course-related and allied experiments at well-stocked laboratories of the College. They also conduct field visits to zoological gardens , botanical gardens (as the case may be) for aquainting the students with experiential knowledge.The Department of Films Studies conducts study tours to Satyajit Roy Film and Television Institute to provide first-hand knowledge of the nuances of film-making. Regular classes are curated by teachers in such a way that students can be involved in participative learning through class seminars, debates, participation in exhibitions. Field visits and study tours are also conducted by Humanities' Departments, to places of syllabi-specific/multi-discplinary interest to complement pedantic theoretical lectures with practical encounters.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	[https://vcfw.org/pdf/Career_Counselling_2020_2021.pdf]()

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description

in maximum of 200 words

The college has one ICT-enabled smart classroomand one virtual classroom to facilitate experiential teaching-learning process through power-point presentations, short-clippings and movies. Graphic or pictorial analyses of lessons makes learning interesting and captivating, complementing dry pedantics with audio-visual simulations. This comes in handy particularly for Science-based departments requiring extensive experiments. Audio-visual aids for teaching have acquired an added emphasis for slow-learners, particularly for dissemination of slightly complicated or intriguing lessons. Use of ICT tools have assumed an important dimension for students of English language, required to understand Rhetotic and Prosody for proper intonation and pronunciation. Department of FIlm Studies does organize a few film screening sessions of film-classics;

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

78

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

85

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

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

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

50

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

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

2.4.3.1 - Total experience of full-time teachers

790

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

2.5 - Evaluation Process and Reforms

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

The College is policy-bound by the Academic Calendar published by the University of Calcutta; hence, dates of internal assessments and related logistics are earmarked by the affiliating University. Since the University follows CBCS mode of courses, internal assessments are usually held in the second half of the fifth month, followed by tutorials/practicals and theoretical examinations. All the scripts of internal exams are meticulously examined by the duty-bound faculty and are uploaded thereafter, within the stipulated timeframe. The faculty conducts special classes to iron out any queries, doubts the students might have regarding the questions of internal assessments. The general trend of marks is taken due naote of and discussed later, in Academic Sub-Committee meetings. Policy decisions regarding modalities of upcoming examinations are often ramified at such meetings to cater to the dynamic demands of variegated student demography. Changes to the modes of teaching and learning to be adapted from the forthcoming sessions , are also decided upon in such meetings. THe fabric of teaching , learning and evaluation is constantly put under the scanner to make it more learner-friendly and flexible.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

The College tries to maintain a trajectory of discipline, punctuality, regularity and flexibility. Hence there have not been any major issues regarding internal examinations. Even when there was , the complaint drop box in front of College Central library is often made use of by the students to vent their grievances; students also voice their grievances at special classes conducted after internal examinations. Grievances thus received, are duly discussed at departmental meetings and academic-subcommittee meetings to arrange for redressal of the same. Policy-decisions are taken to pre-empt recurrence of such grievances in future.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme and Course outcomes are institution-specific, drafted and implemented by the said institution. Before the start of any academic session, the departments prepare the list of such outcomes and discuss the same at Orientation Courses, held at the start of any academic session. The College also intends to include the list of programme outcomes in its Vision and Mission shortly. Such a list aptly foregrounds the goal or objective behind the inclusion of chosen texts as part of syllabi.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://vcfw.org/pdf/Program%20outcome_VCFW-F.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

Attainment of Programme outcomes becomes evident with the publication of Semester-end results by the University. The results are then discussed at Academic Sub-Committee meetings and, Teachers' -Council meetings, if required. Changes in logistics of teaching and learning are suggested to accommodate the needs of slow-learners; learner-friendly reformsare introduced/ramified to cater to variegated needs of heterogenousdemography of learners. However, entire mode of teaching-learning and evaluation has been curated keeping in view varying demands of both slow and advanced learners; advanced learners are continually motivated to participate in seminars, conferences, debates, exhibitions, youth parliament competitions, submit articles, to broaden their horizon and hone their academic skills further. Slow learners, on the other hand, are provided

with simplified materials in Tutorial classes; they are given extra tasks to gauge the depth of their understanding. They are also encouraged to attend Seminars as listeners to broaden their horizon of knowledge. Surprise class tests are also conducted by certain departments; all such measures are curated to fulfil the projected course and programme outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://vcfw.org/results/Results-Part-III-Hons-Gen-Students-2020.pdf

2.6.3 - Pass percentage of Students during the year

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

455

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://vcfw.org/pdf/IQAC/feedback-2020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

3.76111

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	https://www.vigyansathi.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards	

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

06

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

21

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

3.3 - Extension Activities

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

Extension Activity: The college NCC and NSS organizes several value-creating activities to spread social activities. Apart from these two wings Green Club organizes activities of environmental awareness. Due to pandemic situation throughout 202-21, many of the activities were done on digital platform and were limited to college campus and adjacent places. The college has also organizes Covid protection activities by distributing masks and sanitizers to the school children. The motto of the extension activity is to enrich students to develop the heart to help the community and to maintain cleanliness of the environment.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

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

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

11

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<u>View File</u>

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has two well developed and well equipped campusesfor Academic and Administrative purposes. There are sufficient number of class rooms, laboratories, Computer Laboratories, office rooms compliance with CBCS curriculumfor smoothly running of classes, examinations, co-curricular activities etc. All the departmental laboratories in the new building and old buildingare equipped with necessary instruments, chemicals, softwares, computers for the interest of the students in resonace with current curriculum (CBCS system). All the laboratories in new building are fully air conditioned. Many class rooms in new building are air conditioned.ICT enabled class room, SMART and Virtual classrooms facilities are available in this collegeto support modern teaching learning process. Computer Centres, WiFi enabled campus and digital library facility with reprographic and printing, scanning services help students, faculty members to maintain uninterrupted connection with digital world.College Library is committed to providing quality collections, outstanding services and excellent user education to students, faculty and staff to support the college's mission. The library manages and provides seamless access to both print and online scholarly information, offers reference services, research consultations and information literacy consultations. To meet the mission and vision of the institution, the library utilizes different software and newer technological tools and techniques, uses cloud services like KOHA ILMS with WebOPAC platform, library blogs. Library and Information Services window at Institutional website (http://vcfw.org).The college has licencedSophos firewall to protect our internet web-network from outside attack.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	https://vcfw.org/facilities.php

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

The college has well-equipped and modern Auditorium for conducting different cultural activities such as celebrating Rabindra Jayanti, Birth Anniversary of Pt. Iswar Chandra Vidyasagar, Prize distribution etc.Amidst the pandemic situation, students organized cultural programs virtually to celebrate Rabindra Jayanti, Birth anniversary of Pt. Iswar Chandra Vidyasagar and Netaji Subhash Chandra Boseetc. DIfferent departmental and inter-disciplinary seminar are conducted in this auditorium in regular basis. We also have an Open Air Stage (Sister Nivedita Open Air Stage) for conductiong different cultural, sports and book fare etc. We use Hrishikesh Park with permission from appropriate authority to conduct college annual sports every year. Different Sports equipments such as Short Put Ball, Javelin Throw items, Carom Board, Rackets and feathers cork for Badminton are provided by the College authority. The college has a Yoga committee which conducts Yoga classes on regular basis and also celebrates "International Yoga Day' successfully.

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

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

College campus is Wi-Fi enabled.

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1 seminar hall has ICT facility.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

5.5

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	**No File Uploaded**

4.2 - Library as a Learning Resource

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

Library is a vital part of our institution as learning resource centre. Library supports the academic needs of users by offering a rich collection of knowledge, providing innovative ways of user service, utilizing leading technology for information access.The Library manages and provides seamless access to both print and online scholarly information, offerreference services, research consultations and information literacy consultations.

Our Library is situated in our college campus in the ground floor of annex building and another wing seminar library is situated in the 2nd floor of the main building. It houses more than 25,000 printed books and other documents. Our library follows open access facility. Our library functions are automated through the Open Source Software KOHA version 19.05.07.000 and Cloud Hosted

KOHA platform is subscribed for 24*7 services. Library catalogue can access throughOPAC/WebOPAC under Wi Fi environment. Barcoding system is used for circulation.Library advocates on behalf of students to maintains a pleasant physical space for learning and scholarly activities. Library maintain a e-zone comprises of 20no of computers for internet surfing and consultation onlinedocuments. Users are enjoying 'Internet Surfing' 'Downloading and Printing facility in this library.Online resources through N-LIST of INFLIBNET are also available in our college.Library Blogis available tocommunicate usersbeyond the regular hours of the Library.Very recently, VCFW Library takes initiative with QR Code technology for Library Web OPAC and online digital content.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://vcfw.org/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

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

4.3 - IT Infrastructure

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

Both the campus of the college are well connected with network. Campus network are connected with high speed ethernet links operating over optical fibre. Each room of the college is also connected with LAN. Both the campus is fully wifi enabled. Internet facilities are accessed thorugh a secure firewall Sophos. The college hasinitially17 Access Point (APs) to make campus wifi enabled. During this year APs have been increased by 3 to extend the facilities of accessing wifi on the third floor of the building (New Building). The college regulary updates it IT facilities as and when required. The campus is also fully secured with CC cameras. The college increases number of CC Cameras as ans when required.Faculty and Students can avail the Wi-Fi facilities 24x7, 365 days with a common user-Id.

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

4.3.2 - Number of Computers

Desktop 93 and Laptop 24

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

5.761655

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

SMART classrooms are used to support ICT enabled teaching learning programme and college has maintained required equipments. G Suite was subsribed as online platform. New syllabus oriented text books were purchased from college fund. E-

books and e-journals were accessed through INFLIBNET - N-LIST consortium by students and teachers. Computers and internet facility is provided to the teachers and students. College campus is Wi-Fi enabled.Because of the closure due to Pandemic, online Teaching-learning, exams related works using latest technologies.Auditorium, canteen facilities are maintained by college.The Institution has been sanitised.Sanitizer machines have been installed strategically in the campus to maintain hyzine.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://vcfw.org/facilities.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

383

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

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

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

21

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

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

E. none of the above

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

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

0

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

0

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

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

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

236

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

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

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

3

File Description	Documents
Upload supporting data for the same	[View File]
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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

Students union of the college is involved in multiple committees of the college. They are members of the committees as follows:

1. Student representative in Governing Body of the college

2. Member of IQAC

3. Member of Scholarship & Kanyashree Committee

4. Member of Sports committee

5. Member of student activity committee

6. Member of students' concession committee

7. Member of students' magazine committee

8. Member of Internal Complaint Cell

9. Member of canteen committee

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

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

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

24

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

5.4 - Alumni Engagement

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

The Alumni Association is a registered body. Registration No. S / IL/ 14617 of 2002-2003. Around 263 alumni are members of the Association.

The Association has a close connection with the Institution, Principal, VCFW is the President of the Association, Alumni Association and College jointly organize various cultural programmes such as Fete, Inter- College Competition and Welfare Programmes.

The Association is involved in Various philanthropic activities. They are associated with member of NGOS in Kolkata like "S. B. Devi Charity Home", "Konica Ausroy Kendra", All Bengal Women's Union", "and Refugee".

Alumni Association gives full encouragement to the meritorious students of the college by providing prize money to the top scorer in both humanities and Science stream.

Due to pandemic situation no physical program has been organized in this year.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Institution, bearing the kindred legacy of one of the greatest stalwarts of Renaissance Bengal, Pandit Iswar Chandra Vidyasagar, tries to staunchly adhere to the three ideals of 'Gyan, Tyag, Seva', subsuming all-round holistic development of young women, empowering them to take up the challenges of life, effectively and extensively. The governance of this reputed Institute is managed by the Governing Body with the President and the Principal at its helm, and,a pro-active IQAC , monitoring and implementing quality initiatives, strategizing future plans and overseeing smooth functioning of the College's teaching-learning and allied mechanism. The IQAC functions effectively with the assistance of Committees formed by the IQAC; such Committees are formed keeping in view over-all growth and development of the College and its students. A College-appointed in-house psychological counselor addresses psychological issues plaguing young women-students of this College, if and when consulted and, tries to redress the same. The College takes upon itself the prerogative of adequately grooming its students for tackling the challenges thrown up by the academic and professional arena; career counselling sessions, some offering opportunities of post-session campusing, are ornanized by the Career Counseling Cell .During pre-Covid times, many students have successfully landed themselves lucrative professional openings at such campusing sessions.

Besides academic tutelage and professional guidance, the College plays a significant role in instilling the noble qualities of compassion, empathy and self-less service into the impressionable minds of young women, by its pro-active NSS and NCCunits, thoroughly in consonance with her vision, 'Gyan, Tyag, Seva'.

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

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

Proper and effective functioning of any Institution necessitates coordination among various stakeholders. To necessitate such coordination, power to run the Institution has been disseminated among her stakeholders. At the helm is the Governing Body of the College presided over by the President and the Principal (who happens to be the ex-officio Secretary of the Governing Body) of the College. The Governing Body is constituted with teacher-representatives, non-teaching representatives, University nominee, Government Nominee, Parents of guardians and Secretary of the Students' Union, all of whom participate in meeting deliberations and policy making with unparalled gusto. The IQAC of the College too, has been constituted by teacher-members, MPs, College alumni members and secretary of the students' union. The IQAC has furthermore decentralized supervision of proper functioning of the College among various Committees having teachers, non-teaching staff and students(in some Committees) as members.

File Description	Documents
Paste link for additional information	https://vcfw.org/institutional-committees.php
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For effective and smooth running of an institution that shares its campus with two other Colleges, tactful strategization is the key to implement perspective plans and policy decisions. The College is administered by the Governing Body, a pro-active IQAC and, by several Committees formed by IQAC and, later ratified by the Governing Body in its meeting. Strategization includes decentralization of duties and responsibilities , among all

stakeholders of the College. Activities of all Committees are thoroughly monitored by the IQAC and, reports are asked for at frequent intervals. The IQAC , in its meetings, holds discussions on activities of all Committees and, charts out a list of prospective targets to be achieved. However,dissemination of duties and proper effectuation of the same, necessitates availability of fund. However, as the world was smarting under an unprecedented crisis, all decisions were taken in online meetings, in some cases, a few members of college teaching and non-teaching fraternity had met under controlled circumstances, to supervise meticulous implementation of strategic decisions taken in course of virtual meetings.The College authorities frame strategic policies for optimum resource mobilization and judicious implementation of resources in college campus shared by other two colleges.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The College concurs with the norms laid down by the UGC and Higher Education Dept., Govt of West Bengal, in matters of administrative hierarchy, helmed by the Governing Body, in conjunction with the IQAC, in conjunction with the various Committees formed by IQAC. The College, sharing its campus with two other Colleges, heavily banks on effective and tactful strategization to manage its infrastructural and monetary resources. The vission and mission of the College are meticulously adhered to, while forming Committees and drafting policies to govern the effective functioning of such Committees. The Academic and administrative rubric of the College remains functional by dint of consistent effort put in by teaching and non-teaching members of concerned Committees.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	<u>View File</u>
Any additional information	<u>View File</u>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

The College takes serious note of holistic health of all its employees, hence effective implementation of all Government schemes is strictly ensured. All employees working on substantive posts, may avail the benefit of West Bengal Health Schemes. Almost all teaching and non-teaching staff are members of Vidyasagar Co-Operative Credit Society from where they may avail loan facilities at lesser rates of interest. The Teachers' Council, through proper resolution, accords help to group D staff, as and when, requested for in times of dire fibnancial crunch.However, no such assistance was sought during 2020-2021.Being the state-government employee, all the teaching and nonteaching staff of the college avail the General Provident Fund (GPF) scheme which presently gives 7.1% interest on the savings. If necessary, employees can take loan or may withdraw money from this account on non-refundable basis

File Description	Documents
Paste link for additional information	https://wbhealthscheme.gov.in/
Upload any additional information	**No File Uploaded**

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

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

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

The College follows two-fold appraisal system for teachers. Personal diaries are provided to teachers for recording academic and administrative activities of the College that they might have performed on a single day. At the end of the month, academic

diaries are to be counter-signed by the Head of the Dept. of the concerned department before being authenticated by the Principal.This has assumed an added significance with the introduction of PBUS system of promotion for teachers, as they need to furnish these data for the purpose of promotion. Howver, during the unforeseen scenario triggered by the raging Pandemic, teachers have maintained their personal records. However, all service-related details of teachers are recorded in Teachers' Service Books by the Service Book Committee members.

As such, no formal system of self-appraisal is in place for non-teaching employees. However, their indisciplined/no activity vould be taken note of, by the heads of concerned departments and, the same could be reported to the Principal who may take disciplinary action against such an employee.

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

6.4 - Financial Management and Resource Mobilization

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

Being a Govt.-aided College, the financial audit of the College is done by an external auditor designated by the Govt. After repeated scrutiny and verification, the auditor submits his audit report.However, during the Pandemic, no audit could be concucted for obvious reasons.

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

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

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

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

Effective strategization is the key to performing to the optimum potential, particularly in trying times that the college has gone through during Covid. Under usual circumstances, funds are allocated to various Committees for proper functioning, by IQAC. However, in 2020-2021, almost all events/activities were held online, hence, funds hitherto lying unutilized, were used for helping people in need. For the purpose, a Covid Care Team was activated to cater to those suffering from Covid or, those diagnosed with comorbidity. Volunteers of NSS had donated food packets and medicines to nearby slums. Funds were also utilized for proper sanitization and cleaning of college campuses.

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

6.5 - Internal Quality Assurance System

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

Since the entire nation was smarting under the impact of a massive holocaust, the physical and mental health of students bore the brunt of a locked-up life cut off from the outer world. The IQAC of Vidyasagar College for Women took serious cognisance of the prevailing unforeseen scenario and designed teaching-learning mechanism to be conducted on online mode, accordingly. For the purpose, a master schedule for classes was drawn up and circulated; the routine was scheduled in such a way that the students might not feel overburdened or unnecessarily stressed,

at the same time, college timings were adhered to , to lessen any inconveniences to either teachers or students. Classes of laboratory-based/practical-oriented departments were conducted through simulations, virtual experimentations, playing of video-clippings from Youtubeand, posting of e-content on Google classrooms. At the behest of our pro-active IQAC, the College had purchased a g-suite platform to facilitate a wider presence at online Webinars andlarger classes, as in AECC Classes, LCC Classes, GE Classes of certain disciplines. Some of the Committees line the NSS, Green Club, Nari Samsad had organized extension lectures and inter-College competitions on virtual mode, to keep the students engaged and also, to affirm the feel of a throbbing campus. Examinations were also conducted online as per the directives issued in this regard, by the University of Calcutta (our affiliating University). To overcome psychological issues students face at puberty, the college organizespersonal counseling sessions by an external counselor who was available for consultation even during the Pandemic.

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

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

Self-introspection and subsequent progressivemeasures undertaken by the IQAC reflect on the program and course outcomes of the institution. After the publication of results, a meeting of Academic Sub-Committee would be convened to discuss the general trend of results obtained by students at the previous examination. Any lacuna/shortcoming, if pointed out, would be fixed through proper planning and implementation of the revised mehcanism of teaching and learning. Slow learners would often be identified and special mentoring classes would often be organised by almost all departments to listen to their problems on one-to-one basis.They would sometimes, be given special tasks to solve. Some of the departments conducted meetings with parents on online mode and addressed the student-specific issues directly. Many Committees were made more functional and, were also encouraged to organize webinars, competitions and lectures.Students were also encouraged to provide their feedback on over-all institutional

performance by clicking on the link for feedback. Feedback thus received, are duly analysed by the feedback committee and also, shared with the Principal. Full analysis of feedback from all stakeholders had already been posted on College Website.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://vcfw.org/pdf/Annual_Reports/VCFW_AR_2020_21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

An awareness webinar on "Women and Bone Health" was organised on December 02, 2021, to safeguard women against potential bone disease and health hazards. Gender Cell (Nari Sansad) of the college in association with IQAC invited Dr. G. Shashikanth,

Senior Consultant Orthopaedic Surgeon and Traumatologist, Yashoda Hospitals, Hyderabad to address our students. The webinar was successfully organised on online mode.

1. Our college has appointed well-trained female security guard for safety and security of girl students.
2. College hostel has appointed a vigilant caretaker for students.
3. There has been installation of CCTV cameras in strategic locations of the campus.
4. Our building is equipped with fire extinguisher to control fire.
5. Students are allowed to enter college only on production of valid ID cards issued by college authority.
6. A Grievance Redressal committee and anti-ragging committeeare there to address and monitor student grievances, if any.
7. Personal Counselling Cell of the college organised a webinar on "Mental Health Issues of Covid 19 Survivors and their Family Members" on July 26, 2021 to maintain the well-being of our students during the pandemic.

Report of the Carrear counselling and personal counselling is provided through the weblink.

File Description	Documents
Annual gender sensitization action plan	https://vcfw.org/pdf/IQAC/seminar_2020_2021/narisangsad.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://vcfw.org/pdf/Personal_Counseling_2020_21.pdf, https://vcfw.org/pdf/Career_Counselling_2020_2021.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

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

Solid Waste Management---

Dustbins and trash cans have been placed at suitable corners for collecting solid wastes. Solid waste is collected by the Kolkata Municipal Corporation and disposed off properly at KMC dumping yard. Wastes like plastic, papers, newspapers, metals, glass are properly collected, segregated and sold to respective vendors for recycling.

Liquid waste management:

Liquid waste released from toilets and canteen is collected in waste chamber through proper drainage system. All liquid wastes are passed through a well- maintained drainage system, that is connected to the main drain of KMC.

E waste management---

E waste materials like non-functioning desktops, UPS, motherboards, hard drives, calculators, cartridge, photocopying machines, old fans and lights are stored in a separate place till they are disposed off through e-waste management system. Renewal of contract with Hulladek, an organisation in Kolkata which disposes E-waste, with whom the college had a contract, could not be renewed in 2020-21 due to the outbreak of Covid 19.

Bio-medical waste Management—

At regular intervals, the liquid and chemical wastes of the college, that are toxic in nature are collected separately in a container and disposed in a near sewerage canal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit	E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Inclusion is an effort to make sure that diverse learners – those

with physical disabilities, different languages and cultures, different homes and family backgrounds, different interests and ways of learning – irrespective of their strengths and weaknesses will be part of mainstream education. A good inclusive education, which our institution practices is one that allows all the students to participate in all aspects of curricular and every year. During 20-21 online inter college competition including cultural programmes to celebrate Vidyasagar Bicentenary was successfully organized. International Mother Language Day, Yoga Divas, Womens' Day, Teachers' Day, Annual Sports, College Social, Freshers Welcome, Farewell programmes are organized every year to promote unity in diversity but due to pandemic these programmes could not be organised.

We at Vidyasagar College for Women, believe in this credo of Unity in Diversity. That is whyour students respect the difference and uniqueness of religions, languages and cultures.

A distinguished feature of our institution is that the college has 4 language departments: English, Bengali, Hindi, Sanskrit, as well as an add on course for French language, which is a pointer to its linguistic and cultural diversity.

Motivational lectures are arranged where eminent resource persons from various fields enthuse students for their holistic development.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

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

The college works tenaciously towards inculcating values for being responsible citizens as reflected in the Constitution of India among all stakeholders: students, teachers and other staff members.

- To respect the National Flag and National Anthem we celebrate Independence Day.
- We motivate our students to cast their vote because voting

is both a right and responsibility.

- We motivate our students and staff to keep the environment clean, work for NCC, NSS, conserve water, electricity and natural resources and protect all institutional properties.
- To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities.
- To renounce practices derogatory to the dignity of women.
- To value and preserve the rich heritage of our composite culture.
- Various activities like campus cleaning drives, health check up camps, blood donation camps, outreach programmes through NCC and NSS.
- To develop the scientific temper, humanism and the spirit of inquiry and reform.
- To safeguard public property and to abjure violence.
- To strive towards excellence in all spheres of individual and collective activity, so that the nation constantly rises to higher levels of endeavour and achievement.
- We sensitize our students to Rights against Exploitation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Our Institution organizes national and international commemorative days, events and festivals throughout the year to inculcate values and morals in the students and to build a strong cultural belief in them.

1. **Celebration of 74th Independence Day (Online Event, uploaded on you tube) on 15.08.2020.**
2. **Year-long bicentenary celebration of Pandit Ishwar Chandra Vidyasagar was a flagship programme of the institution.On September 26, 2020, Sri Jawhar Sircar and Dr. Krishna Ray were the eminent speakers of the Vidyasagar memorial lectures at our college. An Inter College Online Competition featuring short story writing, songs, dance, poster and debate were held to commemorate the grand event.**
3. **To commemorate the bicentenary of Akshay Kumar Dutta and Iswar Chandra Vidyasagar on 03.09.2020 and 04.09.2020 an International Webinar on "Deliberations on Akshay Kumar Dutta and Vidyasagar: Their Contemporary Relevance",was organised by Department of Bengali.**
4. **World Environment Day on June 05, 2021 was celebrated online as a day-long webinar on "Ecorestoration and Environmental Awareness in Crisis Management". NCC students uploaded video on digital forum.**
5. **Celebration of Commemorative Days by our college NCC cadets like Kargil Vijay Divas, World Yoga Day, Blood Donation Day etc.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice 1.

1.Title of the Practice: Personal Counselling to cater to mental health of students during the COVID 19 pandemic.

Details available in the uploaded file

Best Practice 2.

2.Title of the Practice:Formation of a Covid Care Team by the IQAC;

Details available in the uploaded file

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

In the year, 2020-21, faced with the Covid-19 pandemic, NCC cadets of Vidyasagar College for Women participated in various online and offline activities obeying Covid protocols.

N.C.C Day was celebrated by the uploading of an article by a cadet. N.C.C unit of VCFW had organised a rally on Covid precautions.

N.C.C cadets participated in the rally for "Atulya Ganga:Gomukh to Gangasagar".N.C.C cadets participated in the "Indian Army slogan Competition".

On International Yoga Day, video, posters, article were uploaded onthe digital forum and the cadets also participated in a webinar. The cadets of our college bagged first prize from Kol B on "International Day against DrugAbuse and Illicit Trafficking" by making a 3-minute video. Cleaning of the statue of Vidyasagar at Vidyasagar Smriti Mandir and College campus were done on "Kargil Vijay Divas" .

On "Swarnim Vijay Diwas"cadets participated in an online painting competition. Cadets participated in Blood donation camp on Youth Day.

To celebrate "International Tiger Day" cadets uploaded posters in the digital forum. Articles were uploaded on digital forum on "Child Labour Day". "Azadi Ka Amrit Mahotsav" was celebrated through poster making anduploading on Digital Forum.

Further programme details available in the uploaded file

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To introduce employability-oriented certificate courses and courses on competitive exams.

2. Collaboration/linkages for Faculty Exchange and Students Exchange Programmes with neighbouring colleges.

3. To introduce Soft Skills Training Programmes.

4. To start certificate course on English Language and Communication in collaboration with a reputed institute.

5. To introduce Green Audit conducted by certified auditors.

6. To start outreach programmes and extension programmes in collaboration with NGOs.

7. To procure more e-journals, e-books and e-resources in the library.