



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	VIDYASAGAR COLLEGE FOR WOMEN
• Name of the Head of the institution	DR SUTAPA RAY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03322410345
• Mobile No:	7890955777
• State/UT	West Bengal
• Pin Code	700006
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• 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.	03366182740
• Alternate phone No.	03322410345
• 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_2021-22.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
Zoology Sudakshina Ghosh	Genetic Diversity, Population Structure of aedes mosquito and analysis of Genotype diversity and evolution of Dengue virus	WBDSTBT	2 (ongoing)	376111
Zoology Anasuya Majumder	Genetic Diversity, Population Structure of aedes mosquito and analysis of	WBDSTBT	5 (ongoing)	453400

	Genotype diversity and evolution of Dengue virus			
Zoology Amit Mahata	Spatial distribution & physical chemical characteristics of the breeding habitats of Aedes aegypti in southern parts of West Bengal	WBDSTBT	2 (ongoing)	224000
Zoology Sanjib Saha	Diversity and impact of zoonotic strains of Vibrio Sp. In Aqua culture Scylla serrata In West Bengal	WBDSTBT	2 (ongoing)	230000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	7
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> 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
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Arranging Seminars and workshops on NAAC Accreditation and designing all activities and documentations on the basis of guidance given by state govt. selected mentors	
2. Organizing State level and National level Conferences in collaboration with NAAC	

3. Setting up of ICT enabled class rooms in the new building and set up of new lab of Geography Department

4. Introduction of add on courses and establishment of Incubation Centre

5. MOU with various colleges and institutions

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
Organizing inter-college job fest to promote opportunities to the young talents related to recruitment as evidenced from the earlier IQAC, VCFW organized	Successfully done and few student recruited
Nari Sansad Committee was directed to organize workshop for entrepreneurship for better and vivid idea related to jobs and recruitment.	Handicraft exhibition was organised and explain the way to earn out of handicraft.
Organizing Science and Arts fair to enhance participatory and experiential learning by students.	Successfully done in collaboration with other colleges
Initiating MoUs with the colleges in the ensuing year to foster understanding and alignment for better articulation of goals.	a good number of MOUs are signed with other colleges and related institutions and a number of activities were done
Completion of Academic and Administrative Audit.	Successful conducted of Academic Audit and administrative audit 2022-2023
Increased number of ICT enabled classrooms in the new building campus of VCFW.	Successfully done and Students are receiving benefit from new smart classes
Organizing State Level Seminar in collaboration with other colleges and institutions.	Successfully organised Seminars with other colleges, institutions and NAAC
Developing Knowledge Incubation Centre.	Perusing teacher student research project for social benefit and earning from Mushroom cultivation, Cake Baking etc

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	18/07/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	17/03/2023

15. Multidisciplinary / interdisciplinary

According to syllabus prescribed by university there is no scope for interdisciplinary studies other than language studies and environmental studies in CBCS system. According to NEP newly introduced in the year 2023 the institution offers interdisciplinary courses in various subjects, such as, Philosophy, Library science, Electronics, Environmental Science, History, Chemistry, Economics etc. It also includes multi-disciplinary courses in various subjects.

16. Academic bank of credits (ABC):

No system of academic bank of credits is introduced yet.

17. Skill development:

The College takes care of Skill Development of students through different programs as a part of syllabus (SEC paper) of each course. Apart from that, we offer two Computer courses, Basic and Advance Course in Computer application by Expert trainers from Webel at a very low fees. We also offer Beautician Course of 30 hours or more by an expert trainer from a reputed training School. The College also offers French Language Course for students, duration of which is 6 months where an Expert from a reputed University is appointed to train. We also provide self defense course of 30 hours conducted by a trainer. To enhance home making skills and encourage entrepreneurship, college arranges certificate course on baking. For physical well being of students, add on course on Yoga training has been incorporated to enhance the physical fitness of students. We organize competitions and exhibitions to enhance skills latent among students. Science and arts exhibition has been organized where each department presented models and charts that have helped them to develop their all-round skills. A craft exhibition was curated where students showcased their skills of handicraft which may help develop their confidence and employability. Student seminars are organised to enhance a better level of interaction and communication.

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

Teachers use regional languages like Bengali and Hindi for classroom teaching. We encourage our students towards Indian values through songs, drama, poetry so that they may inculcate the essence of Indian culture and Indianness. We focus on each individual student so that no one suffers from barrier of language while understanding their subject. Bengali and Hindi are offered as Honours subjects and Sanskrit is offered as a general subject. College encourages the practice of screening Indian films that foster feelings of unity in diversity, introducing them to the vernacular, and helping them to connect to their roots. We celebrated Vidyasagar birth anniversary where an eminent personality delivered the Vidyasagar Memorial Lecture, on a topic that focused on the valuable aspects of our culturally and intellectually rich Bengali culture.

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

In the newly implemented CBCS system, teachers place a strong emphasis on the outcomes of Core Courses and Skill Enhancement Courses, ensuring students grasp the full scope and potential of their studies. This approach fosters an ideal mindset towards course materials, equipping students for both internal and university examinations. Utilizing modern tools such as Microsoft Word and PowerPoint, alongside video lectures from globally recognized universities help to enhance the learning experience of the students. Teachers, guided by the University Board of Studies, tailor their methods to maximize the desired outcomes for each student by the course's completion. Proactively, students engage in their education, positioning themselves for advanced studies and employment opportunities. The acquired knowledge instills confidence and skills to navigate future challenges. This systematic process ensures a comprehensive educational experience, preparing students for success beyond the classroom.

20.Distance education/online education:

According to State Government's directive, the college teaching - learning system is mainly offline. However, few departments arrange online seminars/webinars. Teachers also participate in online FDPs and other short-term courses. A Mou has been signed between Indira Gandhi National Open University and our College for academic collaboration where various UG, PG, Diploma and Certificate courses are offered on distance mode. Such a collaboration provides an opportunity to the students of our college to pursue job- oriented courses, like Masters in Social Work, Library Science, Travels and Tourism, Rural development, Food and Nutrition, Translation Courses, and others at the IGNOU Study Centre (LSC 28162). Classes of all of these courses are held online.

Extended Profile

1.Programme

1.1	Number of courses offered by the institution across all programs during the year	772
File Description		Documents
Data Template		View File
2.Student		
2.1	Number of students during the year	1369
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	513
File Description		Documents
Data Template		View File
3.Academic		
3.1	Number of full time teachers during the year	67
File Description		Documents
Data Template		View File
3.2	Number of Sanctioned posts during the year	121
File Description		Documents
Data Template		View File
4.Institution		

4.1	63
Total number of Classrooms and Seminar halls	
4.2	113.43916
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	103
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 calendar as per the master calendar of the University of Calcutta. The institution follows a central master routine and departmental routines stringently to ensure completion of the syllabi in the prescribed time. Periodic internal assessment (IA) and tutorial tests are conducted meticulously, the result of which are taken into account for designing learner-centric approaches for improvements of the students' examination results and their learnings. All the departments formed separate class-specific groups in various social platforms for easy and effective communication with the students for sharing the study materials. The institution held meetings with all the students of each of the departments separately for collecting their feedback and subsequent improvisation of the system. The evaluation of the students through the semester-end examinations were conducted as per the modus operandi prescribed by the affiliating University with the marks being uploaded in the University Examination Portal where copies were preserved at the college end also.

Link for Academic Calendar: <https://vcfw.org/academic-calendar.php>

Link for Routine: https://vcfw.org/master_routine_for_graduation.php

Link for Examination routine: <https://vcfw.org/cu-exam2022.php>

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

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

The Academic Calendar is published on a regular basis by the College at the beginning of each academic session in order to give students. Annual Qua

Assurance Report of VIDYASAGAR COLLEGE FOR WOMEN an idea of the upcoming curricular, co-curricular and extracurricular activities in advance. The Academic Calendar adhering to the calendar of the affiliating 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 with the schedule mentioned in this Academic Calendar. Besides the Tutorial Internal Assessments that are a part of the CBCS-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 cell meetings, 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.

Link for Academic Calendar: <https://vcfw.org/academic-calendar.php>

Link for Routine: https://vcfw.org/master_routine_for_graduation.php

Link for Examination routine: <https://vcfw.org/cu-exam2022.php>

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://vcfw.org/master_routine_for_graduation.php

<p>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</p>	<p>A. All of the above</p>
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File Description	Do
Details of participation of teachers in various bodies/activities provided as a response to the metric	
Any additional information	

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course 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 Upl
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 year: (As per Data Template)

10

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

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

642

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

642

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

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human 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 Samiti 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 El

and skill enhancement courses that have the afore-mentioned points dire part of the CBCS curriculum. The departments organize seminars/webinars lectures, that impart knowledge about the aforementioned values. Green proactively organize enviroment oriented awareness activities. College maintains a rain water harvesting unit to environment friendly campus. garbage is disposed through professional agencies.

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

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

15

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

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

833

File Description	Document
Any additional information	No Uplc
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View

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)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

A. Feedback collected, analyzed action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vcfw.org/pdf/IQAC/feedback-2022-2023

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

119

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 Programs for advanced learners and slow learners

The classes resumed in the offline mode strictly adhering to the college routine. Slow and advanced learners were identified by the teachers based on their interaction during the class hours avoiding any discriminatory approach.

Result of the previous semesters were also taken into consideration for advanced semester students. Remedial classes as per requirement were arranged for the slow learners. Individual face to face interaction sessions are conducted as per need to address the strength and weakness of the learners.

Advanced learners are encouraged and motivated to take part in various seminars and workshops that enabled them to listen to eminent scholars of the related fields to supplement their thirst of knowledge and skill. The students are also encouraged to participate in various intra- and inter-college symposium competition and exhibitions. Several inter-college exchange programmes are enabled exposure to diverse aspects of learning. Advanced learners were provided with additional resource materials such as research articles, book chapters etc. to meet their curiosity of knowledge.

All the students are required to participate in the student seminars either individually or in small groups by preparing some lecture presentations on contemporary topics related to the subject and to present the same. Field excursion and onsite visit to various locations or institutions acted as stimuli that acted as a source of motivation for both the slow as well as advanced learners.

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
1369	67

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 methodologies are used for enhancing learning experiences

Field trips and educational tours are organized by several departments of the college as per the syllabus defined by the affiliating University. It provides students a scope of experiential learning. Department of Zoology, Botany, Geography, Physiology organized field trip/excursions as part of Experiential learning. Students Magazine "Lakkho" was published in 2022. Bengali department magazine "Hathe Khori" was published. Students of English department participated in Debate and paper presentations in other institutions. In Arts and Science Fair and exhibitions, students showcase all departments their talents,

For participative learning students' seminars are conducted by all departments of the college. Students are mandatorily required to make some power

presentation related to their subject, participation of every students events are ensured by the faculties.

The NSS unit of the college also organized different activities like te slum kids.

For problem solving methodologies different assignments, project report based on field visits, report writing etc were provided to enhance the thinking, analytical assessment and the thinking ability of the student Students regularly participate in Drama Competition as part of their dr activity.

File Description	Documents
Upload any additional information	View Fil
Link for additional information	Nil

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

The college is very well equipped with organized ICT resources. The Com lab, smart classrooms and other audio-visual resources make the teachin learning process more attractive and effective. All the departments hav dedicated Whatsapp groups for every class of students for sharing soft of the study materials, audio clips, video links and other learning res All the teachers facilitated the teaching learning process more effecti using computers, laptops, LCD projectors and other facilities available institution. Uniform allocation of smart classrooms to all the classes students was ensured by incorporating such rooms in the college routine boards, smart classrooms and other audiovisual resources were utilized maximum potential for effective teaching. Several lab based departments equipped with Laptops, LCD projectors that makes the learning process v effective. The college library supplemented the learners and the teache providing internet facilities for accessing e-journals, e-books, and va other online learning materials.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://vcfw.org/facilit

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

2.3.3.1 - Number of mentors

63

File Description	Docume
Upload, number of students enrolled and full time teachers on roll.	Vie

Circulars pertaining to assigning mentors to mentees	View
mentor/mentee ratio	View

2.4 - Teacher Profile and Quality

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

67

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.S 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 D.Litt. during the year

49

File Description	Docume
Any additional information	No Up]
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

2.4.3 - Number of years of teaching experience of full time teachers in the same institutor the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

831

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

2.5 - Evaluation Process and Reforms

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

A robust mechanism of Internal Assessment abiding the regulations laid the affiliating University is prevalent in the institution. The interna assessment in the current CBCS mode students are given weightage over t components - Attendance and Project/ short format tests including MCQs

students are informed well in advance about the schedule and are also present as required. The students are informed periodically about their attendance in the classes. The Internal assessments of all the core courses are conducted strictly according to the schedule published by the affiliating University. Modalities are decided beforehand in the meetings of the Academic Subcommittee. Internal assessments are held half-yearly and semester wise. All the teaching faculties are allocated assessment duties according to the course/paper in the departmental meetings. The evaluated scripts are preserved for five years and the marks obtained by the students are uploaded in the University portal. Students are encouraged to share their academic problems with their mentors so that their doubts can be resolved. The sphere of their improvement in writing, presentation skill etc. were communicated individually during the evaluation of assignments, class tests etc. such that errors can be rectified.

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

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

There is an efficient mechanism to deal with examination related grievances at the institution. Wherever permissible by the affiliating University scrutiny is shown to the students. List of eligible candidates for a particular semester examination are informed to the students timely and on finding any discrepancy they are taken care of by the teachers and the administrative staffs of the college and are resolved in due course of time. Whenever a difference is reported between the result and the performance of a student in the class, the teachers attempt to find out the cause and discuss the matter. The academic committee of the college hold meetings to discuss and analyze the results at each semester. Proper documentation of the class attendance as well as scripts of Internal Assessment is maintained by the respective departments. Grievances related to the external examinations are placed before the Controller's office of the affiliating University within the stipulated time and updates of which are communicated to the incumbents. There exists a smooth coordination between the concerned departments and the office in the care of the grievances of the students.

File Description	Documents
Any additional information	View File
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.

During the first few Orientation classes newly admitted students are informed clearly about the content, scope and limitations of the programme and course. Each department of the college communicated all the students about the

outcomes and the programme outcomes; the future possibilities of opportunity or scope pertaining to each course and programmes are discussed thoroughly with the students during the classroom teaching. Course outcomes of all the courses and the programme outcomes are made accessible to the students by uploading them on the institutional website. This enables the entry-level student to make a decision of her choices before enrolment to a particular subject. The college also motivated and sent teachers to attend special workshops, seminars on course development and its implementation such that a better outcome is achieved. Faculty members of the departments meet periodically in the departmental meetings to assess and plan the outcomes followed by revision, allocation, internalization of the same and necessary modification of teaching learning approaches in a more specific and structured manner.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://vcfw.org/academi
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

Every department of the college meticulously followed a well structured plan for teaching and learning developed before the commencement of each semester. Student's progress is also continuously assessed through various kinds of evaluations like short format tests, interactions in the classroom, etc. Constant monitoring of the completion of the syllabus according to allow within the stipulated timeframes is done at the departmental level. Mentorship sessions are also organized regularly, need based personal counselling are provided to the students with the help of college designated person counsellor. The Principal and the IQAC meet the students of every class to listen to their viewpoints regarding teaching learning process. In addition the institution also has its own feedback collecting mechanism with specific questions related to teaching learning process. After analysis of the reports received necessary measures were taken to resolve the issues. Every department of the college maintains the records of their students' vertical progress. The departments perform a comprehensive analysis of the results of every semester, the report of the same are presented in the departmental and subcommittee meetings.

The college has also a proactive career counselling cell which organizes workshops and seminars on job opportunities and also arranges campus placements. Mentoring of students for suitable placement in jobs and higher education is also done periodically.

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

2.6.3 - Pass percentage of Students during the year

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

377

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	https://vcfw.org/pdf/Annual_Reports/VCFW_AR_2022-2023.pdf

2.7 - Student Satisfaction Survey

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

<https://vcfw.org/pdf/IQAC/IQAC-sss-2022-2023.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 and 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 and endowments in the institution during the year (INR in Lakhs)

13.32855

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

01

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://dstbt.bangla.gov.bd/

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

17

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

17

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

3.2.2 - 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 published in national/ international conference proceedings during the year

78

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

3.3 - Extension Activities

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

A Committee of extension activity is involved in creating an awareness about selfless service to the community to upgrade the same to the era of hope and cooperation. In this regard the committee sketches some plans to conduct

such activities with student volunteers . In this year the group of stu with the leadership of the Convener Dr Atri Saha and other teachers vis Old age Home and gifted the residents some milk biscuits tea and tea po to show them the respect and concern for them. Another endeavor done is visit Sundarban area and tp meet the widows and their children whose hu are vicitim of tiger attack. This creates a feeling of empathy and help among students .

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

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

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

13

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

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 awar Gender issues etc. and/or those organized in collaboration with industry, community and N during the year

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

10

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collabo with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross:

etc., during the year

290

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

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

01

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View
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, universities, industries, corporate houses etc. during the year

24

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Classroom:

There are 63 spacious, well-equipped classrooms available for holding theoretical sessions. All class rooms have internet connectivity. College building class rooms are well-equipped with ICT facilities. Air-conditioning facilities are available in few class rooms.

Laboratories:

There are sufficient numbers of laboratories equipped with facilities for conducting practical as per the need of curriculum. The air conditioning is adequate to cool down the laboratories of the new campus.

Computing Equipment:

Students have access to computers and other peripheral equipment to meet the syllabus requirements. Centralized computer center supports teachers and students to do their day to day work with printing facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vcfw.org/facilities.p

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

Cultural Activities: Institute acknowledges that cultural experiences enable students to develop their personalities and communication abilities. Institute assists students to develop themselves in a desired field and also help improve skills such as organizational, presentation, leadership and interpersonal communication skills by participating in campus student seminars, inter college debate, quiz and other art and culture related events. Students use the well-equipped, air-conditioned auditorium with Greenroom and Open Stage for extracurricular, recreational, and cultural events. Students are encouraged by the Institute to take part in various cultural events including college social "Ichhe-Dana", 'Agamani' Freshers and Fare Well Events among them organized off-campus. Institute supports 'Drama Club' also for their campus events. **Sports Facilities:** Sports are important because they help students to learn discipline and teamwork. Students have access to indoor and outdoor sports facilities at institutes. Students are trained to participate in different inter-college, inter-university sports events. Every year, many sporting events are held, including the Annual Sports Meet. Yoga Day is celebrated by students, teachers, staff every year enthusiastically.

Gymnasium: A well-equipped gymnasium is provided for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vcfw.org/facilities.p

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

63

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vcfw.org/facilit
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)

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

55.29697

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

4.2 - Library as a Learning Resource

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

Vidyasagar College Library is automated by using cloud hosted open source software KOHA (Version 19.05.07.000). The library has automated circulation system with a barcode enabled student ID cum Library Card. Barcode scanner and printer are used and customized circulation report is generated from KOHA database. It helps to maintain the record of issue and return of books. Fine payment receipts are provided to the users. The OPAC module of the software allows for a full search of the library database by entering keywords, making information retrieval a seamless process. WebOPAC is intranet for remote accessing of library. Students can also access information for academic pursuits through internet and e-resources such as N-LIST and C-ERESources. Educational resources. Wi-Fi facility is available to provide access to digital resources. Students and teachers can access latest Newspapers, Magazine and Journals in periodical section. Sufficient numbers of computers have been installed for the students and faculty. Central library is fully air conditioned.

Name of ILMS software: KOHA Nature of automation: Partial Version: 19.05.07.000
Year of Automation: 2017

File Description	Documents
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Upload any additional information	View File
Paste link for Additional Information	https://vcfw-opac.l2c2.co.i
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	Do
Upload any additional information	
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- during the year (INR in Lakhs)	
3.99	
File Description	Document
Any additional information	View
Audited statements of accounts	No Upl
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data 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	
8337	
File Description	Documents
Any additional information	View
Details of library usage by teachers and students	View
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
The college provides required IT infrastructure to the teachers, studen continuing ICT enabled teaching environment. Digital infrastructure suc separate computer centre, Wi-Fi enabled campus, Internet browsing, prin facilities help them access innovative educational resources, acquisiti technological knowledge. Teachers use of SMART Board, Dash Board, Proje	

facilitate effective learning. The college regularly updates IT facilities when required. Both the campus of the college are well connected with network. Campus network are connected with high speed ethernet links operating on optical fibre, UTM switches with more than 50 mbps. Internet facilities accessed through a secure firewall Sophos and Anti virus mechanism is used. The college has initially 17 Access Point (APs) to make campus Wi-Fi enabled. The campus is also fully secured with Close Circuit cameras. The college increases number of CC Cameras as and when required. Faculty and Students can avail the Wi-Fi facilities 24x7, 365 days with a common user. For regular maintenance of network switches, access points, computers, printers and photocopy machines, local vendor has been given the AMC. The software KOHA is upgraded regularly and maintained in cloud Platform through AMC.

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

4.3.2 - Number of Computers

103

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

4.3.3 - Bandwidth of internet connection in the Institution

A. \geq 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)

58.14218

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

The Institute ensures that available resources are allocated and utilized optimally for smooth running of academic activities. Laboratory attendants maintain a record of instruments and equipment maintenance, which is overseen by department heads and laboratory sub-committee. Computers, printers, CCTV are inspected and maintained by college office with help of service providers. AMC of the appropriate service providers is used to maintain Wi-Fi, LAN, Network connectivity and College Website, Office Software. AMC support maintain physical facilities watercoolers, photocopiers, Generator, air condition machines, Lift facilities. Plumbing, electrical maintenance, and other building maintenance works are done regularly.

In a library, remedial procedures like as pest controlling, repairing books, pages, cleaning, and so on are performed on a regular basis under the supervision of librarians. On a daily basis, a proper record of visitor (students and teachers) is kept. The AMC of the appropriate service provider is used for cloud hosting of library software.

The sports infrastructure is inspected and maintained by sports committee on a regular basis.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

481

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

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

35

File Description	Doc
Upload any additional information	
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Data Template)	

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

A. All of the above

File Description	Docu
Link to institutional website	
Any additional information	View
Details of capability building and skills enhancement initiatives (Data Template)	View

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

1195

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

1195

File Description	Doc
Any additional information	
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of

A. All of the above

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	View File

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

90

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 JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations during the year

14

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.

25

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative curricular and extracurricular activities (student council/ students representation on various boards) 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 Committee 9. Member of canteen committee 10. Member of Nari Samsad 11. Member of Admission Core Committee 12. Member of Online Admission Committee 13. Member of Anti-Ragging Committee

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

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

4

File Description	Documents
Report of the event	No Up
Upload any additional information	No

	Up
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

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

Registration of Alumni Association is under process.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

The College abides by the kindred attributes of inclusivity, accessibility, approachability, subsuming female candidates from all sections of the society and chiselling them into educated, confident and compassionate individuals who can face the stormy currents of life with steel grit, boundless resilience and undaunted perseverance.

Mission:

'Gyan, Tyag, Seva'- the three edicts promulgated by the founding father of the great Renaissance stalwart, Pandit Isvar Chandra Vidyasagar, exemplify the mission that Vidyasagar College for Women tries to envisage;

- Imparting knowledge in a comprehensive and lucid manner, through PPT simulations, experiments, educational excursions, classroom-seminars, invited talks, student exchange programmes, Arts and Science fairs, College competitions, with special care for slow-learners and, class tasks for advanced learners.
- Encouraging participation in add-on, job-oriented courses for honing employability skills.

- Motivating the students to participate in co-curricular and extra-curricular activities like the NSS, NCC, to instil confidence and compassion in young minds, helping them to develop holistically.

The teaching-learning mechanism has seamlessly amalgamated both academic non-academic paradigms, driven by the ulterior objective of empowering empathy.

The Institutional mission and vision are also evinced by the overall po of transparency, robustness, decentralization of administrative and dec making power involving almost all stake-holders.

File Description	Documents
Paste link for additional information	https://vcfw.org/vision-mission.
Upload any additional information	View File

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

Effective leadership of our College stringently follows the principles transparency, robustness, decentralization of power and inclusivity, to optimum participation of all stakeholders in both academic and administ rubrics of the College. The Governing Body, spearheaded by the Presiden the Principal(ex-officio Secretary of the Governing Body), along with representations from teaching and non-teaching faculties, industrialist nominees and student representative, remains at the helm of College aff duly aided by the IQAC that oversees the implementation of quality init in all sectors of the College. Besides several Committees/Cells that are operational, the Governing Body, on the recommendation of I.Q.A.C., has a NAAC Steering Committee to supervise preparedness of the College for imminent NAAC visit and coordinate workings of several Committees workin the auspices of the Steering Committee. The Steering Committee not only track of the progress of work undertaken by several Committees but also collects all data collated by all Committees and drafts the SSR. To ens transparency further and expedite work organized by Committees, one ext member has been included in each Committee. Students too form a signific of the over all institutional operative mechanism and several committee IQAC, Students' Activity Committee, Personal Counseling Cell , Students Magazine Committee and other such Committees have representations from Students' Union.

File Description	Documents
Paste link for additional information	https://vcfw.org/organogram.p
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Given the fact that the college shares its campus with two other Colleges, effective and judicious strategizing holds the key to optimum usage of available infrastructural resources without compromising on quality enhancement initiatives and advancement of teaching and learning mechanism. The IQAC, apex body for framing and implementing policies (after due ratification by the Governing body), had a significant role to play in matters of meticulous optimum strategization; the strategies thus framed, primarily focus on the objectives of ensuring academic enrichment and psychological well-being of students; the College strives to ensure holistic growth and development of students who will be well-equipped enough to face the challenges of life. At the same time, every effort is made to instil the qualities of empathy and kindness among them by encouraging them to participate in extra-curricular activities like NCC, NSS etc. The students are furthermore encouraged to participate in academic activities, to hone their writing skills and sports abilities. The College has also undertaken infrastructural augmentation during the session as it strives to offer required resources to its students for intellectual enrichment and development of critical acumen. Since the College prepares for an elaborate and slightly sinuous mechanism for its third NAAC Accreditation, two significant and relevant State-level and National Seminars were organized in collaboration with Naac, Bangalore, focusing on variegated nuances and meticulous strategizations for effectively facing

File Description	Document
Strategic Plan and deployment documents on the website	View
Paste link for additional information	N
Upload any additional information	View

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

An effective and successful leader is one who leads; at the same time, with the flow. Although the Governing Body is at the pinnacle of all administrative and academic activities, power is dissipated among several committees, cells and clubs democratically at the behest of IQAC. The IQAC remains at the helm and all committees and cells conduct their activities duly informing the IQAC. It must be noted that all duties are assigned to the Principal and Secretary of the college, after consultation with the IQAC. All stakeholders also get to fill in the feedback form wherein they are given a platform to voice their opinions about the academic proficiency and administrative functioning of the college. Teachers too are regularly motivated to publish their research articles, take part in projects or present papers at seminars for augmentation of their knowledge. Students too are motivated to part in extra-curricular, co-curricular, N.S.S and N.C.C activities. As far as appointment and service rules are concerned, the College stringently adheres to the service rules laid down by the affiliating University and, the Govt of West Bengal.

File Description	Documents
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Paste link for additional information	https://vcfw.org/institutionalcommittees.php
Link to Organogram of the Institution webpage	https://vcfw.org/organogram.ph
Upload any additional information	View File

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

A. All of the above

File Description	Do
ERP (Enterprise Resource Planning) Document	
Screen shots of user interfaces	
Any additional information	
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	

6.3 - Faculty Empowerment Strategies

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

WELFARE MEASURES FOR TEACHING STAFF:- 1) VIDYASAGAR COLLEGES' EMPLOYEES' COOPERATIVE CREDIT SOCIETY- The Society offers long/short term saving facilities, fixed deposit facilities, recurring deposit facilities and offers shares for purchase. Members can also apply for long term/specia from cooperatives in cases of dire need as such loans, if approved, are disbursed at the earliest with low rates of interest compared to other financial institutions. 2) Treatment at subsidised rates, is available employees on substantive posts, under West Bengal Health Scheme in case hospitalization 3) A fund has been created with recurring contribution e month, from all members of the Teachers' Council, to meet any unforesee expenditure or to provide help to any teaching/non-teaching faculty in need. 4) Loan applications from the Provident Fund are promptly processed Provident Fund Committee for necessary action and quick disbursement. 5) T joining on substantive posts, are paid a part of their salaries in adva before their fixation of pay.

WELFARE MEASURES FOR NON-TEACHING STAFF:- All non-teaching employees oc substantive posts, may seek membership of the Cooperative Society by fi the joining form. 2) Loan applications from the Provident Fund are prom processed by the Provident Fund Committee for necessary action and quic disbursement. If so required, they may also appeal to the Teachers' Council financial help.

File Description	Documents
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Paste link for additional information	Nil
Upload any additional information	View File
6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops towards membership fee of professional bodies during the year	
6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops towards membership fee of professional bodies during the year	
12	
File Description	Documents
Upload any additional information	No Uploads
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File
6.3.3 - Number of professional development /administrative training programs organized by institution for teaching and non-teaching staff during the year	
6.3.3.1 - Total number of professional development /administrative training Programmes or 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 Uploads
Reports of Academic Staff College or similar centers	No Uploads
Upload any additional information	No Uploads
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No Uploads
6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes during the year (Professional Development Programmes, Orientation / Induction Programme Refresher Course, Short Term Course etc.)	
6.3.4.1 - Total number of teachers attending professional development Programmes viz., O / Induction Programme, Refresher Course, Short Term Course during the year	
31	
File Description	Documents
IQAC report summary	

Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	
Upload any additional information	
Details of teachers attending professional development programmes during the year (Data Template)	

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

Performance Appraisal of teachers is obtained from academic diaries where to-day activities of all teachers are recorded. These diaries are forwarded to the Principal of the College after due ratification by the HOD who ensures all information entered by the concerned teacher is correct to the best of his knowledge and ability. However, it is only during Career Advancement Scheme that a meticulous report of all academic and administrative works of each teacher is generated. All teachers appointed on substantive posts, have to prepare self-appraisal documents after 4/5/6 years of completion of service before promotion from stage 1 to stage 2. Such documents are then verified by the IQAC Coordinator before being approved and forwarded for further necessary action. Students' feedback too is accepted as a parameter for appraisal of teachers. An analysis report of such a feedback is generated and uploaded on College website for perusal. Students' feedback on non-teaching faculty plays a crucial role in self-appraisal of all non-teaching staff. Feedback analysis of all feedback thus received, is uploaded on College Website. The Principal, along with the IQAC Coordinator, may choose to discuss with any teaching/non-teaching faculty who might not have received a favourable feedback and, advise him/her to rethink, re-calibrate and re-work on his interaction with students.

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

6.4 - Financial Management and Resource Mobilization

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

Internal and External financial audits are regularly conducted to assess the financial health of our institution. Internal audits are conducted by an auditor selected by the HOI, in consultation with the Governing Body of College. External auditor is recommended by the Govt. of West Bengal. The Financial Audit for F.Y. 2022-23 is under process by Pusty Audit Firm (independent auditor) and Prashant Kumar (Govt. appointed auditor).

File Description	Documents
Paste link for additional information	Nil

Upload any additional information	No File Uploaded
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6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

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

0

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

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

Effective strategization and judicious spending are the keys to optimal utilization of funds available to this grants-in-aid College. Yearly internal and external financial audit verify all financial transactions and hand the Audit Certificate. Regular and yearly auditing is essential for ascertaining the financial rubric of the Institution. Salaries of all teaching and non-teaching staff are paid from the Govt. Exchequer and, day to day expenditure is meted out from fund obtained from fees paid by students, sale of scrap materials including old newspapers and payment received from hostel boarders and fines collected by the College Central library from defaulting students. Bank interests from fixed deposits and savings accounts are also utilized to meet regular expenditure of the College like maintenance/upgradation/ extension of infrastructural resources, payment of AMC's, payment for security guards, payment of electricity bills and broadband connection, payment of annual subscription for online resources and news upkeep and upgradation of the college library, payment for casual staff and payment for cleaning staff and other miscellaneous expenses.

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

6.5 - Internal Quality Assurance System

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

STRATEGY

DEPLOYMENT

1) Augmentation of knowledge in areas of research and critical perspectives. Teachers are continuously encouraged to present papers at conferences and publish papers in UGC-Care listed journals. 2) To develop critical acumen among students. Organizing class seminars, webinars, talks by invited speakers. 3) Complementing theoretical knowledge with practical accountability. Organizing educational/study tours. 4) Fostering group learning and a sense of camaraderie among students. Inter and intra-college science and arts exhibitions. 5) Encouraging community enrichment programmes. Such programmes like blood camps, donation of dresses/blankets, drawing competitions usually under the N.S.S. and NCC Units of the College. 6) Instilling kindness and compassion among her students. Donating blankets, dresses, dry food to the tiger wildlife in Maipeth and the downtrodden section of Ushuldunri. 7) Enriching employability of students. Certificate and add-on courses were conducted like French Course, Beautician Course, a Course in self-defence and others. 8) Ensures inclusiveness and togetherness. Activities undertaken by Committees through decentralization and constant supervision. 9) Fostering intellectual enrichment through e-resources. Access to J-Gate, ProQuest, N-List, E-Resources through Institutional Library account.

File Description	Documents
Paste link for additional information	https://vcfw.org/library-resources
Upload any additional information	View File

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

The teaching-learning mechanism of the College meticulously ensures effective dissemination of knowledge through a comprehensive, student-friendly teaching learning mode that seamlessly blends conventional chalk-and-duster mode of imparting knowledge along with smart devices and interactive podiums. This mechanism is updated on a regular basis as latest pedagogical innovations are incorporated to ensure learning through power point presentations, simulation projects, including talks on personal grooming, confidence building, writing resume; Career counselling sessions provide employment opportunities to students through campus interviews. To address the issue of tottering mental health of our students, the IQAC, along with Personal Counselling Cell, organized Personal Counseling sessions for our students. To corroborate the kindred ideals of 'Gyan, Tyag, Seva', participation of students in social initiatives through NSS and NCC, is highly encouraged; the College meticulously takes care of the holistic needs of our students, setting up the podium to address student-specific needs. The Academic Sub-Committee convenes each examination and makes a detailed analysis of results of students suggesting corrective measures for their improved performance in the future. Parents'-teachers' meet is convened once/twice a year to discuss the academic progress of students, their attendance and also to address issues/clarifications of guardians. Feedback provided by students and other stakeholders serves as an authentic yardstick to meticulously analyse the teaching and learning mechanism. Academic and Administrative audit too play a vital role.

ascertaining the parameters of excellence through meticulous analysis of learning outcomes.

File Description	Documents
Paste link for additional information	https://vcfw.org/pdf/IQAC/feedback-2022-2
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://vcfw.org/pdf/Annual_Reports/VCFW_AR_2022
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender cell organised a series of events for students between December March 2023 and the efforts of the students were recognised by way of prizes awards and certificates on the day of International Woman's Day celebration. The different activities of the series include a) Article writing competition on " An ideal woman in your eyes" (24.09.2022). b) Debate competition collaboration with Activism Social Science Club, Kolkata (07.01.2023) c) exhibition of gorgeous handcrafted items made by the students (24.03.2023)

The Cell organised a talk on 24th March, delivered by Dr Susmita Bhatta Department of Sociology, Calcutta University. Political Science Department organised a one day National Level Seminar on "Refugee Problem:Then and Now" on 15th May 2023 with three eminent speakers from different national institutions.

(https://vcfw.org/pdf/gender_cell_nari_samsad/report-2023-revised-nari-samsad.pdf)

- Safety and Security measures are maintained in the campus for girls
- CCTV cameras at strategic positions in the College and Hostel premises provide 24x7 security to all stakeholders.
- The college has a common room for recreational activities.
- The college has sanitary napkin vending machine installed in the toilet
- Grievance Redressal committee and anti-ragging committee address student grievances.
- Personal and Career Counselling Cell organises webinars and counselling sessions.

File Description	Documents
Annual gender sensitization action plan	https://vcfw.org/pdf/gender_cell_nari_samsad/2023-revised-nari-samsad.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_2022_

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 chemical radioactive waste management

There has been efforts to grow consciousness among the students and the faculty for generating less waste.

Solid Waste Management---

Wastes like plastic, papers, newspapers, metals, glass are collected and sent to respective vendors for recycling. The college has functional MOU with vendor Vital Waste in this regard. Efforts have been made to restrict use of plastic on campus.

Liquid waste management:

All liquid wastes are passed through a well- maintained drainage system 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, non-functional electronic instruments, old fans and lights are stored in a separate place they are disposed off through e-waste management system. The institute with Vital Waste for recycling of the E-Waste as per guidelines of the Pollution Control Board.

Hazardous Chemicals and Radioactive Waste:

The campus is completely free from any kind of radioactive waste, as no radioactive materials are used anywhere on the campus. The current CBCS curriculum lays stress on green chemistry and common forms of chemical like heavy metals, corrosive liquids, and organic solvents are no longer in the laboratories.

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

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	D. Any 1 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View
Any other relevant information	View

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows:	A. Any 4 or All of the above
<ol style="list-style-type: none"> 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 Upload

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

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

A. Any 4 or all of the above

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

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

C. Any 2 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 Upload
Details of the Software procured for providing the assistance	No File Upload
Any other relevant information	No File Upload

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 (200 words).

The constant endeavour of the college is to ensure that diverse learners from those from different socio-economic strata, with different interests and

of learning -will be part of mainstream education.

The college celebrated International Mother Language Day on 21.02.23. The importance of preserving our traditional knowledge and cultures was emphasized by various speakers. Hindi Department celebrated Hindi Divas. Debate, writing, drama, dance and vocal music competitions were successfully organized on the occasion of celebration of the Birth Anniversary of Pandit Ishwar Chandra Vidyasagar. Besides, National Science Day, Rabindra Jayanti, Women's Day, Teachers' Day, Annual Sports, College Social, Freshers Welcome Farewell Programmes are organized every year to promote unity in diversity. This year a Science and Arts Fair was held on 4th May 2023.

We believe in this credo of Unity in Diversity. That is why our students respect the difference and uniqueness of all religions, languages and cultures.

Our college has 4 language departments: English, Bengali, Hindi, Sanskrit, 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	Documer
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View
Any other relevant information	No Upl

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

- Our College celebrates Independence Day.
- The Electoral Literacy Club of the College carries out various activities to create an understanding among the students about their rights and responsibilities through Legislative Assembly visits, participation in youth parliament, street play, etc.
- We motivate our students to work for NCC, NSS, conserve water, electrical natural resources and protect all institutional properties. Our two volunteers, Durba Naskar and Payal Dutta received the Kanyashree award from the Govt. of West Bengal at a special event on 14.08.2022 for their outstanding work during the Covid pandemic period.
- To promote harmony and the spirit of common brotherhood amongst all 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 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 endeavor and achievement.

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
Any other relevant information	No I Uplo

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	Docurr
Code of ethics policy document	Vie
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	Nc Up.
Any other relevant information	Nc Up.

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

The college celebrated national and international commemorative days, e and festivals such as, International Yoga Day; Independence Day; Interna Women's Day; National Science Day; Mother Language Day; Hindi Diwas; Rabi Jayanti; Teachers day; Swaraswati Puja and Vidyasagar Birth anniversary.

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

7.2 - Best Practices

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

Best Practice 1: Title of the Practice: Arts and Science fair.

[Link:

https://vcfw.org/pdf/report_arts_science_fair/report_arts_science_fair_
]

Best Practice 2: Title of the Practice: NOT ME, BUT YOU' -SERVING COMMUN
THROUGH 'GYAN, TYAG, SEVA

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Upload

7.3 - Institutional Distinctiveness

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

Year-long bicentenary celebration of Pandit Ishwar Chandra Vidyasagar i
flagship programme of the institution. The Bengal luminary's bicentena
whom our institution is named, did seek to achieve a viable diffusion o
values infused in the thinking and work of Vidyasagar in contemporary s
Events that outlined the grand celebrations, engaged with the literary,
educational, scientific, and philosophical dimensions of his works. Ran
from his commitment and intellectual investment in projects of social r
and women's empowerment, the year-long celebrations highlighted Vidyasa
the pioneer in transforming the crusade against child marriage and othe
atrocities against women in society. We did hope to span the whole gamu
issues tackled by Vidyasagar's keen intelligence and his deeply sensiti
that touched the chord of every beating heart in his native land. On 26
September, 2022, Sri Vivek Gupta, President of the Governing Body of ou
college graced the occasion. Prof. Chinmoy Guha delivered the Vidyasaga
Memorial Lecture. Dr. Kamal Kishore Misra, head, Sanskrit Department, C
University, was an invited speaker. Inter College Competition featuring
Creative Writing, Drama and Debate were organized as part of experienci
learning.

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

7.3.2 - Plan of action for the next academic year

Plan of Action

1. Organizing Job Fair (inter college job fest) for students.
2. Workshop for entrepreneurship for better job opportunities.

3. Science and Arts fair for participatory and experiential learning of students.
 4. To initiate MOUs with two colleges in the ensuing year.
 5. Academic and administrative audit.
 6. ICT enabled classroom in maximum no. of rooms in New Building.
 7. To organize State Level Seminar in collaboration with other college institutions.
 8. To Strengthen and develop knowledge Incubation Center.
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