

**The Annual Quality Assurance Report
(AQAR) of the IQAC
2014-15**



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

**The Annual Quality Assurance Report (AQAR)
2014-15**

Submitted by
Internal Quality Assurance Cell (IQAC)
VIDYASAGAR COLLEGE FOR WOMEN
39, SANKAR GHOSH LANE
KOLKATA, WEST BENGAL-700006

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

Contents

Part–A	Page No.
1. Details of the Institution	3
2. IQAC Composition and Activities	6
Part–B	
3. Criterion–I: Curricular Aspects	10
4. Criterion–II: Teaching, Learning and Evaluation	11
5. Criterion–III: Research, Consultancy and Extension	14
6. Criterion–IV: Infrastructure and Learning Resources	20
7. Criterion–V: Student Support and Progression	23
8. Criterion–VI: Governance, Leadership and Management	27
9. Criterion–VII: Innovations and Best Practices	35
10. Annexures	39

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2014-15

1. Details of the Institution

1.1 Name of the Institution

VIDYASAGAR COLLEGE FOR WOMEN

1.2 Address Line 1

39, SANKAR GHOSH LANE, KOLKATA

Address Line 2

WEST BENGAL.PIN-700006

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700006

Institution e-mail address

office@vcfw.org

Contact Nos.

033-2241-8887/8889

Name of the Head of the Institution:

Dr Rupali Chaudhuri

Tel. No. with STD Code:

033-22418887/033-2241-0345

Mobile:

9433177591

Name of the IQAC Co-ordinator:

Dr Chaitali Basu

Mobile:

9836008693

IQAC e-mail address:

iqac@vcfw.org

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

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

1.5 Website address:

www.vcfw.org

Web-link of the AQAR:

http://vcfw.org/yearly-aqars/AQAR_2014-15.pdf

1.6 Accreditation Details

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

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

28. 07. 2014

1.8 AQAR for the year

2014-15

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

- i. AQAR 2011-12 submitted to NAAC on 03.06.2016 (DD/MM/YYYY)
- ii. AQAR 2012-13 submitted to NAAC on 03.06.2016 (DD/MM/YYYY)
- iii. AQAR 2013-14 submitted to NAAC on 03.06.2016 (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University NA State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women
Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF CALCUTTA

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IOAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No. International National State Institution Level

(ii) Themes

- 1) Seminar on 'Quality Assurance in Higher Educational Institutions and Preparation for NAAC Re-accreditation'.
- 2) Workshop on 'Matters Related to Career Advancement Scheme (CAS)'.

2.14 Significant activities and contributions made by IQAC

The IQAC has formulated a comprehensive plan for adopting quality-improvement measures in various academic, administrative and other aspects of functioning of the College. The IQAC is helping the College to take all necessary steps for further quality improvement, taking into account the observations and recommendations made by the NAAC Peer Team in 2012. The IQAC has sought to motivate the College to prepare for re-accreditation by NAAC. Some members of the IQAC are also members of the NAAC Committee and they are supervising the preparation of the Self-Study Report (SSR) following the revised guidelines of NAAC. The IQAC is committed to taking new initiatives for further quality improvement and to monitor the sustenance of quality improvements and implementation of quality measures. The IQAC has also monitored the progress in Career Advancement Scheme of teachers due for promotion and organised a workshop with an invited expert on 'Matters Related to Career Advancement Scheme (CAS)'. The IQAC has also collaborated with the RUSA Committee on preparation of the Institutional Development Plan (IDP) for the RUSA grant. The IQAC wrote the Vision Document for the proposed Vidyasagar Research Centre which has been conceptualised in fulfilment of the NAAC Peer Team Recommendations. The IQAC recommended the formation of several new sub-Committees to the Governing Body for quality enhancement and smooth functioning of the College administration and to involve as many members of the faculty, non-teaching staff and students with the quality assurance system as possible. The sub-Committees recommended by the IQAC were approved and formed by the Governing Body. The sub-Committees thus constituted will look after diverse aspects of academic, extra-curricular and extension activities of the College. One of the important Committees formed was the Nari Samsad to deal with gender sensitization issues and to organise programmes on women empowerment.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Inauguration of the New Building at the Third Campus of the College in 8A Shibnarayan Das Lane.	The New Building was inaugurated by the Hon'ble Chief Minister, Smt Mamata Bannerjee, and MP Shri Sudip Bandopadhyay on 16.7.15.
2. To start a Centre for Studies named after the founder of the College, named the Vidyasagar Research Centre for Studies in Education and Society.	A Vision Document was prepared for the Centre by the IQAC.
3. To recommend the formation of several new sub-Committees to oversee diverse aspects of institutional functioning and to work towards quality enhancement.	The Committees were recommended by the IQAC and approved and formed by the Governing Body.
4. To initiate the practice of maintaining Academic Diaries by all faculty members.	Academic Diaries were conceptualised and designed by the IQAC and printed and distributed among all teachers.
5. To organize seminars on quality-related themes.	IQAC organized a seminar on the theme of 'Quality Assurance in Higher Educational Institutions' and a Workshop on 'Matters Related to Career Advancement Scheme'
6. To redesign/ upgrade the College website with professional help.	Tenders were called for from web designers through advertisements.
7. To reinvigorate the practice of putting up Wall Magazines by students.	Eight wall magazine cases were purchased by the College and students were motivated to put up posters and articles on important issues.
8. Shifting of the Central Library from VSM (Second Campus) to the New Building (Third Campus).	The process of shifting of the Central Library was initiated.

*Academic Calendar of the year 2014-15 is attached as Annexure 1**

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

Provide the details of the action taken.

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

The Governing Body of the College also approved the AQAR 2014-15 and recommended the same for sending to the NAAC office.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	20			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				1 (Spoken English)
Others				
Total	20			1
Interdisciplinary	The compulsory course on Environmental Studies involves faculty members from different Departments of the College.			
Innovative	At the Second Campus of the College at VSM, a learners' support centre of IGNOU has been established which hosts at present 24 activated programmes. These include some job-oriented programmes in Social Work (BSW/MSW), Tourism Study (BTS/MTM), Rural Development (MARD), 8 certificate courses (CAFÉ, CES, CNCC, CFN, CHR, CIT, CRD, CTS) and 4 Diploma courses and a degree course in BCA (Bachelor in Computer Applications).			

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

i) The College mainly offers undergraduate degree courses in Honours and General curricula in both Science and Humanities stream. Of the core options, the College offers BA in Humanities Honours in English, Bengali, Hindi, History, Philosophy, Political Science, and Geography. BSc in Science Honours are offered in Physics, Chemistry, Mathematics, Botany, Physiology, Zoology and Economics. All of the subjects are available in elective mode. The students have the choice to select specified elective subjects with their Honours subjects. In addition to the above Honours courses, General courses are also offered in both BA and BSc in which in addition to the above subjects, Sanskrit, Sociology, Education, Film Studies, Journalism and Electronics can also be taken. Environment Studies is compulsory for all students.

Of the open options, the College offers an optional short-term certificate course in Spoken English at a nominal cost to the students.

The University of Calcutta does not allow choice-based credit system.

ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	Yes

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

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

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

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

The College is an affiliated College and follows any revision/update of syllabi as prescribed by the University of Calcutta from time to time. Syllabi for all subjects was last updated in 2010 by Calcutta University.

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

None.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	60	30	19	NA	6 PPT* 1 Libn.* 4 GLI*

* Permanent Part-time Teacher

* Librarian

* Graduate Laboratory Instructor

2.2 No. of permanent faculty with Ph.D.

32

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
8	13	0	4	0	0	0	1 (GLI) 3 (PPT) 1 (CWTT)	8	22

2.4 No. of Guest and Visiting faculty and Temporary faculty

G-31	V-0	T-2
------	-----	-----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	25	5
Presented papers	6	16	3
Resource Persons	0	0	0

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

- i) LCD projectors and audio-visual teaching aids are used for enhancing the quality of the teaching-learning process.
- ii) Invited lectures by eminent scholars and teachers of other reputed Colleges and Universities are organised by many Departments.
- iii) Students are given Internet access in the Computer Lab under the supervision of the teachers.
- iv) Project work and group discussions are held in some Departments.
- v) Student seminars are held in most Departments.

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

187

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

None

The College follows the Examination System formulated by Calcutta University. Recently the Calcutta University has introduced the 1+ 1+ 1 new system of evaluation. Following the introduction of this system, the College examination system for evaluation of students has also been revised thoroughly.

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

None	None	None
------	------	------

2.10 Average percentage of attendance of students

75%

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

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bachelor of Arts	405 (Hons. and Gen.)		3.08% (H)	69.75% (H)	NA (H)	72.83% (H)
			0.41% (G)	6.17% (G)	26.33% (G)	32.92% (G)
Bachelor of Science	265 (Hons. and Gen.)		25.49% (H)	51.63% (H)	NA (H)	77.12% (H)
			17.85% (G)	58.92% (G)	10.71% (G)	87.5% (G)

Data given is on the basis of B.A./ B. Sc. Part III final University examinations.

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

The IQAC in its meeting with faculty members advises them to convene Annual Plans at the beginning of each academic session in accordance with the Academic Calendar, to keep all records of Departmental Meetings and to keep a strict watch on students' attendance in class. Faculty members are also requested to conduct student seminars and to arrange for seminars by invited speakers for the benefit of the students. The IQAC also collects annual reports from the various sub-Committees to assess their progress and to address any problems faced by particular Committees. Recommendations from any Committee for the betterment of Institutional functioning are forwarded to the Governing Body for due consideration.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	Nil
Orientation programmes	1
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	2
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	9	None	None
Technical Staff	18	5	None	None

Criterion – III

3. Research, Consultancy and Extension

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

A Research Committee, represented both by faculty members of the Science and Humanities Departments, has been formed by the Governing Body of the College to deal with research projects. All members of the Research Committee are members of the IQAC. The Research Committee motivates the teachers to apply for different research projects funded by the UGC and other funding agencies. The Committee provides all support required by faculties pursuing research: full autonomy is given to the Principal researcher for smooth conduct of the research project: funds sanctioned by the different agencies are released without delay as and when required by the researcher: the College provides infrastructural facilities like library, laboratory, computer and Internet facilities to faculty members to facilitate their research work. Necessary arrangements are made to enable teachers to avail of the FIP scheme of the UGC for their doctoral research as per statutory provisions. The IQAC, in collaboration with the Research Committee, supervises matters related to facilitating, monitoring and documenting different aspects of research activities of faculty members.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	1
Outlay in Rs. Lakhs	0	0	0	Rs 646, 100

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			2	
Outlay in Rs. Lakhs			Rs 2, 00, 000 (Political Science) & Rs 4,92, 117 (Botany)	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	10	0
Non-peerReview Journals	0	3	0
e-Journals	0	2	0
Conference proceedings	0	3	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the Funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	2015-2017	UGC	Rs 2,00,000 (Political Science) & Rs 4,92,117 (Botany)	Rs 1,65,000 (Political Science) & Rs 4,29,617 (Botany)
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (<i>other than compulsory by the University</i>)	0	0	0	0
Any other(Specify)	0	0	0	0
Total		UGC	Rs 6,92,117	Rs 5,94,617

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

3.8 No. of University Departments receiving funds from

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

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3. 11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies					

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

3. 13 No. of collaborations International National Any other

*Dr Maitrayee Basu Roy, Assistant Professor, Department of Chemistry, is engaged in Protein-drug interaction study in collaboration with Emeritus Professor of Chemistry, Dr Sanjib Ghosh, of Presidency University, Kolkata.

3. 14 No. of linkages created during this year

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

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

From Funding agency	<input type="text" value="Rs 6,92,117"/>	From Management of University/College	<input type="text" value="0"/>
Total	<input type="text" value="Rs 6,92,117"/>		

3. 16 No. of patents received this year

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

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

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

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

**Dr Ajanta Mitra, Associate Professor, Department of Bengali, was a recipient of the Hello Kolkata Award for research work in Bengali literature at the Kolkata Book Fair in January 2015.

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

(List attached)

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="25"/>
National level	<input type="text" value="4"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>
NCC	<input type="text" value="5"/>	NSS	<input type="text" value="16"/>
		Any other	<input type="text" value="0"/>

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

The students of our College take part in different extension activities led by the NCC and NSS. The NCC In-Charge is Lt Dr Satya Upadhyay. The NCC Unit of this College is under the name "C" Roy 2nd Bengal Girl's Battalion. They receive training in the defence and disaster management of the country. Regular parades, drills and camps are organized to make the cadets fit for the commissioned ranks. During the academic year 2014-15, the NCC has observed Anti-tobacco Day with a rally, World Aids Day, NCC Day, World Yoga Day, World Environment Day and has done volunteer work during the Pulse Polio drive.

The Convener and Programme Officer of NSS is Prof Keka Das. The main object of the NSS is to motivate students for undertaking various social services. Activities undertaken by the NSS in the academic year 2014-15 included a rally on the eve of Anti-AIDS Day on 19th December, a rally on the occasion of World Youth Day, first-aid training, garments distribution among the poor and needy, serving energy drinks like Glucon-D to traffic sergeants during hot and parched summer noons, a visit to Amherst Street Women's Police Station and feeding stray dogs and cats. The NSS also observed World Environment Day on 5th June, Raksha Bandhan Utsav, Teachers' Day, Childrens' Day by spreading happiness among destitute and poor children, and organized a 7-days' special camp. On the opening day of the camp, a cultural programme was organized and presented by the N.S.S. volunteers showcasing folk cultures of different provinces of our nation. The women and children of the two slums adopted by the NSS also participated in the program. The children were taught by NSS volunteers at the camp. This year, the objective of the special camp was cleanliness and sanitation. On the closing day of the camp, prizes were declared for award winners of a drawing competition

among the children. A health camp on Thalassemia awareness was conducted by the N.S.S. in association with the Department of Chemistry. In the health camp, a team of three doctors demonstrated to NSS volunteers basic first-aid measures to be adopted during any medical emergency. A special workshop on “Female Reproductive Cycle and Obesity” was organized by the NSS in collaboration with the Department of Physiology. Dr Deblina Ball, Department of Physiology, was the chief speaker. A health-related workshop was also organized on the benefits of wheatgrass. A Special Session for NSS volunteers was conducted by Prof. Atri Saha on “The Status of Women in the arena of Politics”.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	60, 000 sq.ft. (Main Campus) 18, 720 sq.ft. (Second Campus VSM)	15, 000 sq.ft. (Third Campus, the New Building)	College funds, MP LAD fund, RUSA grant and State Govt. grant	93, 720 sq. ft. (combining the three Campuses) *
Class rooms	15	7 + 10**	College funds, RUSA grant and State Govt. grant	32
Laboratories	8	0	College funds, MLA LAD Fund, UGC grant, and RUSA grant	8
Seminar Halls	1	0	RUSA grant	1
No. of important equipments purchased (\geq 1- 0 lakh) during the current year.	205	61	UGC grant, College funds and RUSA grant	266
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs 3,70,181 -	Rs 10,62,398	UGC grant, College funds and RUSA grant	Rs 14,32,579
Others	Rs 54, 974 -	Rs 1, 80, 143	College funds	Rs 2,35,117

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

**The College has 15 classrooms (in the Main Building) and 7 classrooms (in the New Building). Besides, the College shares 10 classrooms with Vidyasagar Evening College in the New Building.

4. 2 Computerization of administration and library

The College administration is only partially automated. Full office-automation has not been possible till now, mainly due to lack of adequate manpower. The accounting software TALLY ERP9 has been upgraded to the multiuser version, to facilitate audit-related data-entry. Now all the major purchases and expenditures by the College are entered in TALLY, to build up a convenient database.

The Central Library is in the process of being shifted from the Second Campus (VSM) to the Third Campus (New Building, Ground Floor). The work on library automation is progressing, using the UGC-subsidized library automation software SOUL, purchased by the College. A barcode-printer has been purchased for this purpose.

4. 3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5040	665951.00	700	90000.00	5740	755951.00
Reference Books	19293	2030622.00	401	37500.00	19694	2068122.00
e-Books	93809	Rs.5000.00 (Annual Membership of N-List, UGC INFLIBNET)	0	0	93809	Rs.5000.00 (Annual Membership of N-List, UGC INFLIBNET)
Journals	15 (Title)	Rs.15,000.00	0	0	15 (Title)	Rs.15,000.00
e-Journals	6247	Rs.5000.00 (Annual Membership of N-List, UGC INFLIBNET)	0	0	6247	Rs.5000.00 (Annual Membership of N-List, UGC INFLIBNET)
Digital Database	1	Rs.5000.00 (Annual Membership of N-List, UGC INFLIBNET)	0	0	1	Rs.5000.00 (Annual Membership of N-List, UGC INFLIBNET)
CD & Video	15	As Accompanied Materials with Books	7	0	22	As Accompanied Materials with Books
Others						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	18 (excluding laptops & departmental computers)	One (at VSM, having 11 desktops)	Two separate BSNL Broadband connections, one in the main campus and another at the 2nd campus.	One for faculties only (in the Seminar Library in the main campus) & one for students at the Central Library at VSM	One at the 2nd campus, having 11 desktops.	Five network terminals, together with TALLY for keeping accounts.	Should be supplied by the individual Departments.	Installation of SOUL (subsidised by UGC) in the College server, for Library Automation
Added	Nil	One Computer Lab at 3 rd Campus having 1server + 20 thin clients, 1 Smart Board,)	Nil		Nil	Nil		Nil
Total	18	Two	Two	Two	One	Five		One

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

Computer: A new twenty-terminal server-based Computer Lab was constructed on the second floor of the New Building, utilizing funds made available through the Local Area Development Scheme of the Hon'ble MLA Smt. Smita Bakshi (Jorasako Assembly) under BEUP Work. The Computer Lab is meant for the Mathematics Department, for conducting compulsory programming/project classes as prescribed in the University syllabus. The Lab is fully equipped with computers and all necessary equipments and accessories as well as a projection system and a smart-board.

Internet access: The Computer Lab has been provided with a new BSNL Broadband connection for full Internet connectivity. Students may access the Internet in the Computer Lab under the supervision of teachers.

Any other programme for technology upgradation: The new campus has been connected to the old campus by a wireless link, supported by two roof-top Access-Points (Transmitter-cum-Receiver). This enables one to access both the new servers and also the old server from the same network terminal (Thin-client).

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs 94, 000
ii) Campus Infrastructure and facilities	Rs 6, 50, 000
iii) Equipments	Rs 21, 965
iv) Others	Rs 1, 00, 000
Total :	Rs 8, 65, 965

Criterion – V

5. Student Support and Progression

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

The Vidyasagar College Students' Union plays a significant role in assisting the IQAC members to interact with the students and motivate them to participate in various quality-enhancement activities undertaken by the IQAC. The General Secretary of the Students' Union is a member of the IQAC and acts as a medium between the IQAC and the student community. She helps in enlisting student participation in the various short-term job-oriented courses recommended by the IQAC and approved by the Governing Body (in pursuance of NAAC Peer Team Recommendations). The IQAC also enables students to state their grievances in periodic meetings of the Grievance Redressal Cell which is headed by a member of the IQAC; any major grievance which requires the intervention of the Governing Body is forwarded to the GB by the IQAC. The IQAC, which also oversees the updating of the College website, posts any notice necessary for enhancing awareness about Student Support Services.

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

Though there is no formal mechanism for tracking the progression of students, information in this regard is disseminated informally by the faculty of various Departments and the alumni. A concerted effort is now being made to give this interaction a formal shape.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2068			

(b) No. of students outside the state

(c) No. of international students

Men	No	%

Women	No	%
	2068	

(The College is a Womens' College.)

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1712	116	18	22	-	1868	1807	173	18	70	-	2068

Demand ratio 4:1

Dropout % 8%

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

There is no formal mechanism for coaching for competitive examinations. However, members of the faculty offer valuable guidance in course of classroom teaching and also advise students on how to prepare themselves for some competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

No data is available with the College.

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

The College has a Career Counselling Cell and offers necessary counselling to the students, according to their capabilities, orientations and aptitude. The Cell functions in tandem with the Placement Cell. The Career Counselling Cell has organised various programmes and seminars for the career guidance of the students of the College. A seminar was organised on Opportunities of Remote Sensing and GIS (Geographic Information Systems) with the use of latest information technologies and software tools. The speakers were Dr. Jayanta Sen and Smt. Swarnali Chatterjee of RS GIS Institute. They inaugurated the seminar with the foundations of remote sensing and described GIS as a broader spectrum to store remote sensing data. In India and specially in West Bengal, several Universities and institutes also opened up short and long term courses like IIRS, NRSC, IIT Roorkee, IBM, Vidyasagar University, NATMO, Presidency College, Jadavpur University. The website and contact numbers were also provided by the speakers.

Seminar/Workshop	Date	Time	Speakers/Organization
Techniques in Remote Sensing	14.01.2015	11 am	Dr. Jayanta Sen and Smt. Swarnali Chatterjee

No. of Students Benefitted:

82

5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	5 out of 8*

*The first interview of the students through the Placement Cell was off campus, with a private financial consultancy firm, "Value You", located in Kolkata. The interview was conducted in their office where altogether eight Third-year students from VCFW appeared. Two members of the Placement Cell accompanied the students to the venue of the interview. However, though five students were selected by the Company for the job, none of them accepted the offer as they found the terms and conditions unsuitable.

5. 8 Details of gender sensitization programmes

The College has a Nari Samsad that conducts programmes for gender sensitisation and awareness about women empowerment etc. The Nari Samsad observed International Womens' Day on 8th March with a seminar that was widely attended by students and members of faculty and non-teaching staff.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	79	Rs 1, 18, 250
Financial support from government	16	Rs 81, 600
Financial support from other sources		
Number of students who received International/ National recognitions		

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

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

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

5. 13 Major grievances of students, if any, redressed

There is an active Grievance Redressal Cell that addresses grievances of the students. The Cell has a Grievance Redressal box that is placed in the College campus. This box can be used by the students to state their grievances. The grievances are redressed after discussion with the Principal and the authorities.

Shifting of Central Library from the Second Campus (VSM) to the Third Campus (New Building):
Students had voiced their grievance for some time regarding difficulties faced by them in going to the Central Library which is situated in the Second Campus at 36, Vidyasagar Street which is some distance away from the Main Campus. Students were facing problems in going to the Central Library after College hours. Hence the Grievance Redressal Cell forwarded the matter to the Governing Body. After due deliberations, the Governing Body decided to shift the Central Library from the Second Campus to the New Building (that is, the Third Campus) which is situated adjacent to the Main Building and is easier for the students to access at all times and in their free time in between classes. In this way, a major grievance of the students was redressed.

Criterion – VI

6. Governance, Leadership and Management

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

Vision of our Institution:

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

Mission of our Institution:

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

- To ensure that all students have a personalized learning experience and regular contact with teaching faculty to ensure that students have sufficient academic support

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

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

As of now the College does not have a MIS. The College keeps records of students' attendance, scholarships, performance in internal and external University examinations, teachers' leave, research projects, laboratory equipments and assets etc.

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

6.3.1 Curriculum Development

The College is an affiliated institution and follows the curriculum given by Calcutta University. The University provides an annual general academic calendar with details about the final exams and practical tests which is adhered to by the College. Every Department has its own academic calendar. The teachers plan their lessons based on this. The syllabus is divided among the faculty members by the Head of the Department.

6.3.2 Teaching and Learning

The strategies planned by the College towards the goal of academic excellence are to infuse best skills among students and to adopt innovations in classroom teaching. Faculty members are encouraged to use ICT in their teaching methods like making use of PPT's, videos, documentaries etc. This is often found to be more effective than the 'chalk and talk' method of teaching. The aim is to enhance the students' satisfaction with regard to the delivery of learning resources.

6.3.3 Examination and Evaluation

The process of conducting final examinations and evaluation is done by the affiliating University through the Colleges. The process followed for the internal mid-term tests and selection tests is that the evaluated answer scripts are distributed in the classroom by the respective faculties. The students can see the answer scripts and clarify any queries that they may have. Any issue related to evaluation is addressed by the concerned faculty members. All internal examinations are followed by Result Meetings where faculty members of all Departments report on the performance of their students. The data is recorded in the Register of the Academic Sub-Committee.

6.3.4 Research and Development

The Research Committee, with members from both the Science and Humanities Departments, provides the necessary support to faculty members to undertake and complete major and minor research projects. The Committee records the developments in research in the College. Faculties are given due leave to attend and present papers at national and international seminars and to attend faculty development programmes like Orientation Programmes, Refresher Courses etc. These programmes help the faculties to stay updated about the latest research trends in their subjects. From time to time, teachers working for a Ph.D. degree are enabled to avail of the FIP scheme of the UGC by due procedure.

6.3.5 Library, ICT and Physical Infrastructure/ Instrumentation

The Central Library of the College is in the process of being shifted to the Third Campus (8A, Shibnarayan Das Lane). Students and teachers can read and borrow books from the library, subject to due regulations. The resources of the library also include J-Gate Basic Science, ProQuest e-books, referential sites and a collection of old question papers. The library is run by a qualified librarian.

In addition to the Central Library, the College has one seminar library having floor area of 600 sq. ft. in its Main Campus. This library is mainly for the humanities departments having about 1000 reference books, seven departmental cubicles, computers with Internet connections and printers.

For the Science departments, each individual department has its own departmental library. Students and teachers can borrow reference books from the departmental libraries.

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

- i) Annual budgetary allocation is made available to each Department for purchasing the latest text books and reference books every year.
- ii) Partial automation of the library service has been initiated using the UGC-subsidized library automation software SOUL, purchased by the College.
- iii) Internet facility has been made available to library users.
- iv) In order to promote research activities for teachers, from the year 2011 onwards, the College has been subscribing to the MHRD-initiated N-List Inflibnet programme.
- v) ICT upgradation is done as per the requirements of the College for which the UGC XI Plan grant has been utilised.
- vi) The physical infrastructure has been developed. The New Building at the Third Campus of the College has seven classrooms, and an air-conditioned staffroom. In addition, ten classrooms are shared with the Evening College.
- vii) Annual budgetary allocation is made available to all Science Departments for purchasing laboratory instruments as per the requirements of the Department.
- viii) The College undertakes maintenance and enhancement of infrastructural facilities and annually evaluates the pace of infrastructure development.

6.3.6 Human Resource Management

The human resources of the College is managed in a democratic manner. For the management of the students' affairs, the College has a Students' Union whose elections are held annually as per University Statutes. The Teachers' Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. The Principal and Governing Body oversee the management of the total human resources of the College. The Principal keeps close contact with the academic Departments, Office & Library and assesses the man power. If any shortage is found, then the Management is informed and necessary steps are taken for early recruitment. To achieve the goal of human resource development, the College also adopts the strategies of effecting skill-development of students in different sectors and promoting training activities for the office staff; and providing for certain welfare schemes for the faculty, non-teaching staff and students.

6.3.7 Faculty and Staff Recruitment

Faculty and staff are recruited transparently as per Government norms/rules. Vacancies in full-time substantive teaching positions in the College are filled up as per rule by placing requisitions on the basis of 100 point roster (indicating general and reserved posts of different academic Departments) with the West Bengal College Service Commission for their recommendations of fresh incumbents and appointing such recommended incumbents, as such appointments only are duly approved by the Director of Public Instruction West Bengal.

Permanent part-time appointments are made on the basis of recommendations of the Selection Committee formed for the purpose of such selections which includes a subject-expert nominated by the V.C of Calcutta University, a nominee of the D.P.I. , the Head of the concerned Department of the College, a nominee of the Governing Body and the Principal. A contractual teacher is recruited by an Expert Committee which includes a University nominee and a subject expert. Guest lecturers are recruited by the College authorities according to Departmental requirements by interviewing duly qualified candidates who apply for the post. Non-teaching staff members (casual) are recruited by the College authorities through a process of screening according to the statutory procedure.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

The process of admission is completely transparent. Admission Information is disseminated through the College website. Applications are invited from students who have passed their +2 Board exams. Applications for admission to First Year Honours and General courses are submitted online. All admissions to Honours and General courses are made strictly on the basis of merit and eligibility criteria as specified by Calcutta University. The applications are all scrutinised and the final list of selected students in each Department, based on merit, is put up on the College notice board and on the website link. There are reservations of seats for minority sections like SC/ST/OBC-A/ OBC-B and differently abled students as per the Govt norms. Counselling is held in all subjects Particular dates are allotted to each Department for or counselling students for admission as per their merit, choice and opportunities. There is a Help Desk for Students' Admission. If some seats remain vacant in some Departments after the first counselling session, a second counselling session takes place. In all cases, the Merit List is strictly followed. All notifications are posted on the website and SMS is used to communicate with the applicants for delivering notices and information regarding counselling schedules. The collection of fees and other financial transactions is done through the local branch of the Bank of Baroda.

6.4 Welfare schemes for

Teaching	The employees' Credit Cooperative Society of Vidyasagar Group of Colleges
Non-teaching	The employees' Credit Cooperative Society of Vidyasagar Group of Colleges, Group Insurance
Students	Concessions in College tuition fees, Institutional scholarships and Government Scholarships (Kanyasree), Health Care, Subsidized canteen facilities, Student Counselling Support, Cheap stores existing in College premises, a Medical Cell, Remedial coaching classes for weak students, Subsidized canteen facilities, Student Counselling Support, Awards and Prizes.

Welfare schemes for the teaching faculty: 1) Through the employees' credit cooperative society of Vidyasagar Group of Colleges, the teaching faculty of the three Colleges housed in the same campus are entitled to low-interest loans as well as high returns against term and recurring deposits.

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

Welfare schemes for the non-teaching staff: 1) Through the employees' credit cooperative society of Vidyasagar Group of Colleges, the non-teaching faculty of the three Colleges housed in the same campus are entitled to low-interest loans as well as high returns against term and recurring deposits.

2) The non-teaching staff are also entitled to Group Insurance.

Welfare schemes for the students:

1) Concessions in College tuition fees are granted to meritorious and occasionally backward students for which applications are invited during the academic session. For full concession, production of BPL card is mandatory. Concessions are applicable subject to regular attendance, good conduct and satisfactory results in the class/ College examinations. All prescribed concessions and scholarships are available to students belonging to reserved and physically challenged categories as per rule. Government Scholarships (Kanyasree) are given to deserving students who fulfil the required criteria.

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

3) There is a Medical Cell run by the College which conducts health check-ups at regular intervals. The Medical Cell of the College held an Obesity Awareness Camp on 1.3.16. A dietician of the Royal Nursing Home was present to advice the students on diet-related issues.

- 4) A health check-up camp for students was held in the New Building prior to the starting of the yoga course in collaboration with the NCC on 16.12.16. The check-up involved examination of height, body weight and level of haemoglobin. A total of 63 students turned up for the check-up.
- 5) Subsidized canteen facilities: The College provides healthy and nutritious food at cheaper rates to the students who come to the College at an early hour of the day.
- 6) Student Counselling Support: Apart from career counselling, personal counselling is also offered to the students by a professional counsellor.
- 7) Cheap stores exist in College premises which help students as they can buy books at discounted rates.
- 8) The College will soon start remedial coaching classes.
- 9) Awards and Prizes to the best-performing students are awarded in an annual prize-distribution ceremony which is held along with the Annual College Socials.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done: Yes

No

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

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

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

For UG Programmes Yes

No

For PG Programmes Yes

No

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

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

The College, being an affiliated one, does not have any autonomy for examination reforms.

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

NA

6. 11 Activities and support from the Alumni Association

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

The Alumni Association organises blood donation camps, and observes Rabindra & Nazrul Jayanti and arranges for Annual Reunions and Annual General Meetings with Audit Report. The Alumni Association meets at least twice a year. The Association organises cultural and knowledge-based programmes not only for its members but for students as well. Quite a few members of the alumni are fairly active in interacting with the College authorities and providing the requisite support.

In addition, the Alumni Association organises an Award of academic prize by Smt. Basanti Chatterjee and Smt. Manjushree Ghosh to the best student of Physics Honours in the B.Sc. Examination of Calcutta University every year in memory of late Abani Kumar Banerjee and Award of academic prizes to two students of the Institute, one for the best student in the B.A. exam and the other for the best student in the B.Sc. exam of C.U. every year.

The Alumni Association also makes arrangements for an essay competition among the students of the three colleges, namely Vidyasagar College for Women, Vidyasagar Day College and Vidyasagar Evening College on the contribution of Pandit Iswar Chandra Vidyasagar towards the advancement of Womens' Education in our country and awards prizes to the three best competitors.

The Alumni Association has also, on occasion, extended financial help to meritorious but needy students.

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

The College does not have any Parent-Teacher Association. However every Department holds annual meetings with parents, to provide them with feedback about the progress of their wards.

6. 13 Development and programmes for the support staff

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

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

1. The Campus is kept clean through regular sweeping of College premises.
2. The Campus is formally maintained as a no-smoking zone.
3. The NSS Unit of the College regularly organises programmes on environmental awareness.

Criterion – VII

7. Innovations and Best Practices

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

Innovations introduced during this academic year include the completion and inauguration of the New Building at the 3rd campus of the College and shifting of certain classes of various Departments to the New Building. This has also made it possible to extend the working hours of the College and has given greater autonomy to the College since the space and infrastructure at the New Building has allowed the College to conduct its classes and activities without having to worry about overlapping hours with the Day College.

An important innovation was heralded by the preparation of the Vision Document for the Vidyasagar Research Centre for Studies in Education and Society. This was in pursuance of the NAAC Peer Team Recommendation for Quality Enhancement of the Institution urging the 'establishment of a centre for studies on the founder of the College who is a renowned national leader'. The Vision Document for the Centre prepared by the IQAC emphasized the need for 'providing a congenial atmosphere for academics in the humanities and social sciences to pursue short-term research projects that will enhance the current state of knowledge in the selected area of study. Priority will be accorded to applicants seeking to conduct research centering around the social and cultural history of 19th-century Bengal. Other thrust areas of research will include gender-based social and economic analysis; studies in the fields of education and pedagogy; environmental and development studies; studies on nationalist thought; and reassessments of the nineteenth-century Bengal Renaissance. Alongside these, analytical interest in contemporary economic and political issues and institutions will be encouraged'.

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

Action Recommended–1: Inauguration of the New Building at the Third Campus of the College in 8A Shibnarayan Das Lane adjacent to the Main Building.

Action Taken: The New Building was inaugurated on 16.7.15 by the Hon'ble Chief Minister of West Bengal, Smt. Mamata Bannerjee and MP Shri Sudip Bandopadhyay.

Action Recommended–2: To start a Centre for Studies named after the founder of the College, named the Vidyasagar Research Centre for Studies in Education and Society.

Action Taken: A Vision Document was prepared for the Centre by the IQAC.

Action Recommended–3: To recommend the formation of several new sub-Committees to oversee diverse aspects of institutional functioning and to work towards quality enhancement.

Action Taken: The sub-Committees were recommended by the IQAC and approved and formed by the Governing Body.

Action Recommended–4: To initiate the practice of maintaining Academic Diaries by all faculty members.

Action Taken: Academic Diaries were conceptualised and designed by the IQAC, and printed and distributed among all teachers.

Action Recommended–5: To organize seminars on quality-related themes.

Action Taken: IQAC organized a seminar with an invited expert on the theme of 'Quality Assurance in Higher Educational Institutions and Preparation for NAAC Re-accreditation'.

Action Recommended–6: To redesign/ upgrade the College website.

Action Taken: Tenders were sought from web designers. After due consideration, the redesigning of the website was entrusted to Astra Infotech.

Action Recommended–7: To reinvigorate the practice of putting up Wall Magazines by students.

Action Taken: Eight wall magazine cases were purchased from the College fund and students were motivated to put up posters and articles on important issues.

Action Recommended–8: Shifting of the Central Library from VSM (Second Campus) to the New Building (Third Campus).

Action Taken: The process of shifting of the Central Library was initiated.

7. 3 Give two best practices of the institution.

Details are attached as Annexure III.

7. 4 Contribution to environmental awareness/ protection

The Green Club of the College tries to ensure that plastics are used as minimally as possible within the campus. The Club also observes Environment Day on 5th June to create awareness about environment protection. The NSS Unit and Extension Activity Committee also organized environmental awareness programmes.

7.5 Whether environmental audit was conducted?

Yes

No

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

Pl. see Annexure II.

8. Plans of Institution for the next year:

1. To draw up a prospective development plan for the year 2015-16 in view of the receipt of the 1st instalment of the RUSA grant, Rs 50 lakhs, in October 2015.
2. To build new, modern laboratories for the Botany and Zoology Departments in the New Building for their exclusive use out of the RUSA funds. (The existing science laboratories are shared by the three Vidyasagar Group of Colleges).
3. Procurement of books for all Departments and books on General Knowledge/ Current Affairs and e-resources, subscription of e-books, print journals and e-journals, e-databases, bar code printers, catalogue printers and other equipments for library automation.
4. To build an ICT-enabled classroom out of the RUSA funds.
5. To build a new Auditorium with Green Room on the second floor of the New Building out of the RUSA funds.
6. To start a short-term women-oriented diploma/certificate course for the students in fulfilment of NAAC Peer Team recommendations.
7. To start a Yoga course for the students of the College in fulfilment of the recommendations of the NAAC Peer Team.
8. To initiate the observance of Hindi Divas.

Name Dr Chaitali Basu

Name Dr. Rupali Chandrai

Chaitali Basu

Rupali Chandrai

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE I

Academic Calendar

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

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

Annexure II

SWOT Analysis

Strengths

- 1) Qualified faculty:** The faculty of both Science and Humanities are highly qualified, many of whom are engaged in regular research activities. Several members of the faculty have publications in national and international peer-reviewed journals.
- 2) Computer Lab:** A new twenty-terminal server-based Computer Lab was constructed on the second floor of the New Building, utilizing funds made available through the Local Area Development Scheme of the Hon'ble MLA Smt. Smita Bakshi (Jorasako Assembly) under BEUP Work. The Computer Lab is meant for the Mathematics Department, for conducting compulsory programming/project classes as prescribed in the University syllabus. The Lab is fully equipped with computers and all necessary equipments and accessories as well as a projection system and a smart-board. The Computer Lab has been provided with a new BSNL Broadband connection for full internet connectivity. Students may access the Internet in the Computer Lab under the supervision of teachers. The Computer Lab is also used by faculty members to make power-point presentations.
- 3) Social Responsibility:** The NSS and NCC sensitize the College fraternity towards social responsibilities and organize various events and workshops on vital social issues and ensure the inculcation of a strong value system in the students. During the academic session 2014-15, the NCC organized an Anti-tobacco Day Rally and held NCC Day Celebrations. The NCC observed World Aids Day, World Yoga Day, World Environment Day and volunteered its services during a Pulse Polio drive. Some of the activities undertaken by the NSS during the year include a World Youth Day Rally, first-aid training, garments distribution among the poor and needy, serving energy drinks to traffic sergeants during hot and parched summer noons, and celebration of Childrens' Day by spreading happiness among poor and destitute children. The NSS also organized a 7-days Special Camp with a focus on cleanliness and sanitation and a special session on Thalassemia awareness.

WEAKNESSES

- 1) Lack of a girls' hostel:** The College is yet to have its own girls' hostel, though many students have been accommodated in hostels nearby.
- 2) Lack of adequate infrastructure for research work:** The College needs to provide the necessary space and infrastructural support for research work by its faculty members.

OPPORTUNITIES

- 1)** The College can extend the physical infrastructural facilities and increase its built-up area to accommodate more classrooms, laboratories and space for other facilities.
- 2)** The College can explore new avenues for resource generation by introducing self-financing courses; and strive to generate a corpus fund through resource-mobilization from sponsorships and alumni networks.
- 3)** The College may organize Computer Awareness and Computer Literacy Programmes for the non-teaching staff.

THREATS/ CHALLENGES

- 1)** The College perceives the need to improve the academic performance of its students.
- 2)** The College needs to network more with its alumni.
- 3)** In order to do better justice to the large number of students and the wide array of courses on offer, the College needs more sanctioned posts in teaching and non-teaching positions.
- 4)** The College would be well served by having an Automated Student Information System with data related to students from admission to final examination results.

Annexure III

Best Practice I

Title of the Practice – Distribution of Academic Diaries to all members of the faculty by the IQAC.

The Objective – The College has initiated the practice of Academic Diaries to be filled in by all members of the faculty to bring focus and clarity to the maintenance of academic records.

The Context – The necessity of data for the Academic Sub-Committee meetings and preparation of promotion papers by teachers due for promotion necessitated the initiation of the practice.

The Practice – The Academic Diaries are filled in by the teachers of the different Departments and are periodically checked and signed by the Principal at the end of each term.

Evidence of Success – The initiation of Academic Diaries has led faculty members to record their classes taken per day as well as to record any leave taken by them. This has provided an impetus to the practice of documentation.

Problems encountered and Resources Required – The funds for the Academic Diaries are provided by the College. No problems have been encountered in this respect.

Best Practice II

Title of the Practice – Submission of Annual Reports by all sub-Committees to the IQAC.

The Objective – To add value to the quality enhancement process and to ensure monitoring of Committee activities by the IQAC so that all sub-Committees are found to function properly and regularly.

The Context – The necessity of ensuring overall quality enhancement of the Institution called for the distribution of responsibilities among different sub-Committees. The formation of these sub-Committees was recommended by the IQAC and approved by the Governing Body.

The Practice – All sub-Committees are asked to submit annual reports to the IQAC, stating the activities undertaken by them in the last one year and to state their plans about activities to be undertaken by them in the next six months and all relevant information like difficulties faced, if any, as well as recommendations for effecting improvement in Committee performance. The recommendations are forwarded to the Governing Body for due consideration. Any problem faced by a Committee that requires intervention by the GB is looked into by the GB members.

Evidence of Success – The different Committees have planned their activities keeping the Academic Calendar in mind and have maintained Registers of their Committee Meetings in a systematic way. The Committees working in conjunction have ensured the goal of quality improvement of the Institution in a perceptible way.

Problems encountered and Resources Required – Some Committees have stated in their reports that they require more funds for smooth execution of Committee activities. Their recommendations have been sent to the Governing Body through the IQAC.

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