The Annual Quality Assurance Report

(AQAR) of the IQAC

2011-12

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

The Annual Quality Assurance Report (AQAR)
2011-12

Submitted by
Internal Quality Assurance Cell (IQAC)

VIDYASAGAR COLLEGE FOR WOMEN

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

Contents

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2011-12

1. Details of the Institution

1.1 Name of the Institution

VIDYASAGAR COLLEGE FOR WOMEN

1.2 Address Line 1

39, SHANKAR GHOSH LANE, KOLKATA

Address Line 2

WEST BENGAL. PIN-700006

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700006

Institution e-mail address

office@vcfw.org

Contact Nos.

O33- 22418887

Name of the Head of the Institution:

Dr Rupali Chaudhuri

Tel. No. with STD Code:

033-22418887

Mobile:

9433177591

Name of the IQAC Co-ordinator: Dr 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_2011-12.pdf

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC: DD/MM/YYYY   30. 8. 2011*

Note: On enquiry, it came to the knowledge of the Governing Body of the College that the IQAC constituted by the GB in the year 2011 had not made significant progress in the preparation of AQARs before the due date for various reasons. Therefore the members of the Governing Body unanimously agreed to re-constitute a new IQAC on 28. 07. 2014 by GB Resolution (Item No. 9) to take over the charge from the earlier IQAC and to complete the preparation of AQARs efficiently and speedily so that the AQARs may be submitted to NAAC as soon as possible. It is this re-constituted IQAC which is now submitting the AQARs.

1.8 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)

1.9 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 [ ]

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [ ]   Law [ ]   PEI (PhysEdu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify) [.]

1.11 Name of the Affiliating University *(for the Colleges)*   UNIVERSITY OF CALCUTTA

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

Autonomy by State/Central Govt. / University | NO |

University with Potential for Excellence | NO | UGC-CPE | NO |

DST Star Scheme | NO | UGC-CE | NO |

UGC-Special Assistance Programme | NO | DST-FIST | NO |

UGC-Innovative PG programmes | NO | Any other (*Specify*) | NO |

UGC-COP Programmes | NO |

2. IQAC Composition and Activities

2.1 No. of Teachers | 8 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | 1 |

2.4 No. of Management representatives | 1 |

2.5 No. of Alumni | 1 |

2. 6 No. of any other stakeholder and community representatives | 1 |

2.7 No. of Employers/ Industrialists | 0 |

2.8 No. of other External Experts | 1 |

2.9 Total No. of members | 15 |

2.10 No. of IQAC meetings held   [2]

2.11 No. of meetings with various stakeholders: No [0]   Faculty [0]

Non-Teaching Staff Students [0]   Alumni [0]   Others [0]

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. [0]   International [0]   National [0]   State [0]   Institution Level [0]

(ii) Themes   [   ]

2.14 Significant Activities and contributions made by IQAC

> The IQAC monitors the overall process of academics, quality assurance, and monitors the stocks of the different departments etc. The members of IQAC seek to resolve issues of the students or staff with respect to the academic and quality processes, if any. The IQAC oversees the need to enhance facilities of all kinds that help to upgrade classroom teaching. There is a constant system of monitoring progress in which there is continuous interaction between the Principal, the TCS (Secretary, Teachers' Council), IQAC Coordinator, Committee Conveners and all Departmental Heads.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To continue with the progress in construction of the New Building at the Third Campus of the College.	Construction work continued as on schedule.
Introduction of rotation-based headship in the Departments for increasing the participation of faculty in the process of governance.	Rotation-based Headship was introduced in Departments.

To cover the whole Main Campus by Wi-fi internet access.	Five Access-Points (Transmitters) were placed at different places of the main building.
To train the teaching staff of the College in basics of computer, by appointing a trainer with MCA degree.	A 7-day course was organised by the College for this purpose.
To conduct parent-teacher meetings annually.	PTA meetings were conducted.
To reactivate the Career Counselling Cell.	The Cell arranged for some important psychometric tests.
To sensitize all Departments to transfer departmental records into a database.	Partial success was achieved by some Departments.
To set up a Student Grievance Redressal Cell.	A Student Grievance Redressal Cell was set up.

Academic Calendar of the year 2011-12 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 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 Committees concerned were duly informed and asked to take necessary steps towards fulfilment of the plans.

The Governing Body of the College also approved the AQAR 2011-12 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	19			
PG Diploma				
AdvancedDiploma				
Diploma				
Certificate				
Others				
Total	19			
Interdisciplinary	Courses like Environmental Studies involve faculty members from different Departments of the College.			
Innovative	Functional English and ICT-related certificate courses as conducted in the second campus, VSM.			

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

i) The College mainly offers undergraduate degree courses in Honours and General curricula in both Science and Humanities stream. Of the core options, the College offers BA in Humanities Honours in English, Bengali, Hindi, History, Philosophy, Political Science, and Geography. BSc in Science Honours are offered in Physics, Chemistry, Mathematics, Botany, Physiology, Zoology and Economics. All of these subjects are available in elective mode. The students have 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 and Electronics can also be taken. Environmental Studies is compulsory for all students. There is a job-oriented course on Clinical Nutrition and Diatetics.
Of the open options, the College offers courses in Functional English and ICT-related certificate courses in the second campus. These courses are offered at a nominal cost to the students so that they can avail of the growing opportunities in the job market.
       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.

> Preparations are on for introducing a course on Film Studies from the next academic session.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
50	29	15	NA	1(Principal) 1 Librn.) 4 GLI

2.2 No. of permanent faculty with Ph.D.   [25]

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
0	0	0	4	NA	NA	0	1	0	5

2.4 No. of Guest and Visiting faculty and Temporary faculty   [G-13] [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	2
Resource Persons	0	0	0

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

i)   To teach the students in a more illustrative and understandable way, teachers in some Departments use advanced teaching aids like Over-head Projector and LCD Projectors in the classroom.
ii)   Students are given internet access in the Computer Lab under the supervision of the teachers.
iii)   The existing computer network at the College was extended and enhanced into an efficient, high speed, campus-wide intranet with secure internet access for the users.
iv)   Teachers can access a good number of International as well as National-level journals using N-List facility of the library to acquire updated knowledge regarding their research activities.
v)   Regular educational excursions are held in some Departments.

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

252

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

The College generally maintains the traditional Examination System formulated by Calcutta University. The College is an affiliated College, and does not enjoy any autonomy in this respect.

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

1	Nil	Nil

2.10 Average percentage of attendance of students

80%

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 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	277	0	0. 36	44. 40	0	25. 27
Bachelor of Science	224	0	12. 95	61. 16	0	8. 04

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

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

The IQAC develops strategizes for the development of teaching-learning processes. The IQAC encourages teachers to make considerable use of the audio-visual inputs in a meaningful way and attempts to ensure optimization and integration of modern methods of teaching and learning and encourages documentation of the various institutional activities leading to quality improvement.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	2
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.	1
Others	Nil

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	10	8	None	None
Technical Staff	22	1	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, formed by the Governing Body of the College upon the recommendation of the IQAC, provides all support required by faculties pursuing research. Students are also encouraged to take part in various research activities. Recently students of the Departments of History, Political Science, Economics, Zoology, Chemistry and Geography jointly submitted an interdisciplinary research proposal entitled 'Wetlands: Gift of Natural Ecosystems'. The Research Committee has scrutinized the project and approved it. The project would cost an estimated Rs 30, 000 only and the same has been approved by the Finance Committee.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1 UGC-sponsored (English)	2 UGC-sponsored (Bengali & Economics)	1 UGC-sponsored (Mathematics)
Outlay in Rs. Lakhs	0	Rs 119, 625 (English)	Rs 112, 000 (Bengali) + Rs 132, 000 (Economics)	Rs 102, 000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	10	0
Non-Peer Review Journals	1	0	0
e-Journals	0	0	0
Conference proceedings	0	2	0

3.5 Details on Impact factor of publications:

Range [ ] Average [1.227] 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	2012-14 (Bengali) 2012-14 (Economics)	UGC	Rs 112, 000 (Bengali) + Rs 132, 000 (Economics)	Rs 112, 000 (Bengali) + Rs 132, 000 (Economics)
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 *(other than compulsory by the University)*	2011-12	College	Rs 30, 000	Rs 30, 000
Any other(Specify)	0	0	0	0
Total		UGC&College	Rs 274, 000	Rs 274, 000

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	NA	CAS	NA	DST-FIST	NA
DPE	NA			DBT Scheme/funds	NA

3.9 For colleges

Autonomy	0	CPE	0	DBT Star Scheme	0
INSPIRE	0	CE	0	Any Other (specify)	0

3.10 Revenue generated through consultancy   None

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   0

3.13 No. of collaborations   International   0   National   0   Any other   0

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs :

From Funding agency   UGC-Rs 244,000   From Management of University/College   Rs 30, 000

Total   Rs 274, 000

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
0	1*	0	0	0	0	0

- Dr. Dipti Banerjee, Associate Professor, Deptt. of Physics, received the award of Regular Associate of International Centre for Theoretical Physics (ICTP),Trieste, Italy.

3.18 No. of faculty from the Institution who are Ph.D. Guides

| 2 |

and students registered under them (List attached)

| 4 |

Name of faculty who are Ph. D. guides	Research Student	M. Phil/ Ph.D.	Univ. with which registered	Subject
Dr Satya Upadhyay, Associate Professor, Deptt. of Hindi (sole guide)	Ms Rekha Tripathi Sri Bikram Shaw	M. Phil/Ph.D. Ph. D.	CU CU	Hindi Hindi
Dr Ashutosh P. Singh, Associate Professor, Deptt. of Hindi (sole guide)	Ms Rudraksha Pandey Sri Jayprakash Shaw	Ph. D. Ph.D.	CU CU	Hindi Hindi

3.19 No. of Ph.D. awarded by faculty from the Institution | 0 |

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21 No. of students Participated in NSS events:

University level | 17 | State level | 3 |

National level | 2 | International level | 0 |

3.22 No.of students participated in NCC events:

University level | 0 | State level | 30 |

National level | 5 | International level | 0 |

3.23 No. of Awards won in NSS:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.24 No. of Awards won in NCC:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.25 No. of Extension activities organized

| University forum | 0 | College forum | 5 |

| NCC | 5 | NSS | 0 | Any other | 0 |

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

- NCC students were allotted duties during pulse polio vaccination.
- NCC students participated in Anti-tobacco Day Rally.
- NCC students participated in International Day against drug abuse and illicit trafficking.
- NCC students participated in UN International Day of National Disaster Reduction.
- NCC students participated in a World Aids Prevention Day Rally.
- NSS students participated in an awareness campaign for World Environment Day.
- NSS students participated in an awareness campaign on Ambedkar's Birthday.
- NSS organised a special 7 days-camp on library programme and non-formal education.
- NSS organised a special Health check-up camp.

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	2.16 acres*	0	0	2. 16 acres
Class rooms	20	0	0	20
Laboratories	13	0	0	13
Seminar Halls	1	0	0	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	94 (approx.)	75	UGC Grant & College	169
Value of the equipment purchased during the year (Rs. in Lakhs)	—	Rs 8, 87, 591	UGC Grant & College	Rs 8, 87, 591
Others	—	—	—	Rs 78, 286

*The total built-up area 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.

4. 2 Computerization of administration and library

(i) Around 2011, all desktop computers of the College administration were replaced by a single server-based network having altogether 17 terminals. Of these 17 terminals, four terminals were placed in the Central Library at the 2nd campus of the College. Five terminals were assigned to the College administration. And the rest were made available for use by the College faculties. The main campus of the College was connected to the Central Library at the 2nd campus by roof-top Access-Points (Transmitter-cum-Receiver).

(ii) Computerisation of Administrative Office was done partially. The College accounts were organised using TALLY, which was duly purchased by the College.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4, 609	Rs.576125.00	112	Rs.22400.00	4721	Rs.598525.00
Reference Books	18,647	Rs 1829122.00	220	Rs 65000.00	18867	Rs 1894122.00
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	5000	0	0	15	Rs.5000.00
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	4	0	1	0	5	Accompanied Materials with Books
Others (specify)	SOUL 2.0 Library Software was purchased – Rs.30, 000.					

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 the College Main Campus & One (at VSM, 2nd campus having 11 desktops)	Two separate BSNL Broadband connections one in the Main Campus and another at VSM, the 2nd campus.	One for faculties only (in the Seminar Library in the Main Campus)& one for students at the Central Library at VSM, the 2nd campus.	One at VSM, the 2nd campus, having 11 desktops.	Five network terminals, together with TALLY for keeping accounts.	4	Installation of "SOUL" (subsidised by UGC) in the College server, for Library Automation
Added	0	0	0	0	0	0	0	0
Total	18	1	2	2	1	5	4	1

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

Computer:
All science departments, a few Committees, and the Principal and Bursar have been provided with laptops. The College has one LCD-Projector, two projector screens, and two scanners for general use. Some of the Science departments have their own LCD Projectors, printers, scanners and screens. Proposals were put forward for setting up LAN in the office and providing greater computer access to students in the library. The Governing Body of the College also has plans for initiating networking for administrative work.

Internet access:
The whole main campus has been covered by Wi-fi internet access, by placing five Access-Points (Transmitters) at different places of the main building.

Training to teachers:
A 7-day course was organised by the College to train the teaching staff of the College in basics of computer, by appointing a trainer with MCA degree.

4.6 Amount spent on maintenance in lakhs:

i) ICT | Rs 94, 000 |

ii) Campus Infrastructure and facilities | Rs 360, 000 |

iii) Equipments | Rs 7, 930 |

iv) Others | — |

Total : | Rs 4, 61, 930 |

Criterion – V

5. Student Support and Progression

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

> IQAC in co-ordination with the Career Counselling Cell endeavours to provide the students with sensitization for career opportunities. The Vidyasagar College Students' Union also plays a significant role in assisting the IQAC members to motivate and interact with the students.

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 chiefly by the Head of the Institution, Heads of various Departments and the alumni.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1690			

(b) No. of students outside the state | 0 |

(c) No. of international students | 0 |

Men	No	%	Women	No	%
				1690	100

(The College is a Women's College.)

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1538	120	6	25		1689	1538	120	6	25	1	1690

Demand ratio   5:1   Dropout %   8 %

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

> At VSM, the 2nd Campus, the College has developed a training course for the School Service Commission Examinations conducted by the Government of West Bengal. The course aims to train students to build up their career as school teachers.

No. of students beneficiaries   *

(*It has not been possible to maintain records of employment and professional careers as feedback from the students are not generally available.)

5.5 No. of students qualified in these examinations

NET   0   SET/SLET   0   GATE   0   CAT   0

IAS/IPS etc   0   State PSC   0   UPSC   0   Others   0

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

The Career Counselling Cell has organised various programmes and seminars for the proper career guidance of the students of the College. Speakers like Dr. Rama Manna and Dr. LaxmipriyaKundu were invited from the Indian Institute of Psychometry. Dr.Kundu focussed on career guidance and strategy. She discussed various courses like event management and horticulture. Psychometric testing covers a wide range of skills and interests and uses in-depth psychological profiles to assess personality and intellectual levels. The information gathered from such tests can be of use in career counselling in different ways. The College conducted a Psychometry Test with the help of IIP where 234 Honours and General students appeared for the test.

Seminar/Workshop	Date	Time	Speaker/Organisation
Indian Institute of Psychometry	25.08.2011	9.30 am	Dr. Manna & Dr.LaxmipriyaKundu
Psychometric Test	02.09.2011	7.30 to 10.30 am	Indian Institute of Psychometry
Aptitude Test	06.02.2012	7.30 to 10.30 am	Indian Institute of Psychometry

No. of students benefitted | * |

(*No data is available with the College as feedback from the students is not available).

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5. 8 Details of gender sensitization programmes

The College conducts programmes for gender sensitisation, awareness about women empowerment etc. The NSS Unit of the College observed International Women's Day on 8th March to sensitize the students on gender identity and gender discrimination.

5.9 Students Activities

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

State/ University level | 0 | National level | 0 | International level | 0 |

No. of students participated in cultural events

State/ University level | 0 | National level | 0 | International level | 0 |

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

Sports: State/ University level | 0 | National level | 0 | International level | 0 |

Cultural: State/ University level | 0 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	154*	Rs 12, 381
Financial support from government	15	Rs 13, 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.

5.11 Student organised / initiatives

Fairs   : State/ University level   0   National level   0   International level   0

Exhibition: State/ University level   0   National level   0   International level   0

5.12 No. of social initiatives undertaken by the students   29

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

Since the students voiced grievances regarding the state of the canteen, the Grievance Redressal Cell decided to look into the matter and take necessary action.

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 a reflection of its distinctive characteristics as a premier educational institution of the state:
- The College will pursue a transparent online admission procedure to select deserving and meritorious students
- The College will ensure that all students have a personalized learning experience and regular contact with teaching faculty to ensure that students have sufficient academic support
- The College will strive to improve the quality and range of Student Support Services and conduct special remedial programmes for weaker sections of the students and slow learners
- The College will attempt to introduce Smart/ interactive Classes and vocational, job-oriented courses for skill development amongst students for equipping them to compete in the globalised employment markets
- The College will strive to promote inter-disciplinary and multi-disciplinary research and to explore and widen the range of research funding sources
- The College will facilitate computerized cataloguing of books available in the library building and provide access to on-line journals and digital books
- The College will make an effort to rejuvenate the existing infrastructure and create new facilities and integrate Information and Communication Technology (ICT) in its management activities
- The College will promote training and skill development activities for all teaching and non-teaching staff enabling them to develop their abilities in rendering their duties
- The College will seek to harness the expertise of the academic community in promoting a dialogue with all stakeholders, policy-makers, etc.
- The College will attempt to beautify the campus and provide a clean, healthy learning environment to its constituent members

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 foster inclusiveness in access to higher education, irrespective of class or caste
- To instil students with positive values and to impart a humanistic spirit of service to the wider community
- To aspire for a friendly environment for persons with different abilities
- To equip students better to face the challenges of the modern and diverse job-market
- To offer academic liberty, allowing our faculty members and students to engage in exchange of ideas on issues of social concern without fear and to motivate students in realizing their potential through creative spaces
- To pursue the goal of social responsibility by contributing through academics, research, extension and collaborations to meet the challenges which mankind is facing in the present century

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

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

6.3 Quality improvement strategies adoptedby the institution for each of the following:

6.3.1 Curriculum Development

> The College is an affiliated institution and thus follows the curriculum given by Calcutta University. The University provides an annual general academic calendar with details about the final exams and practicals. 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 HOD.

6. 3. 2 Teaching and Learning

> The faculties are trying to adopt various innovative ideas to provide for effective teaching-learning processes. The faculty members are encouraged to use ICT in their teaching methods like making use of PPT's, videos, documentaries etc. wherever necessary. This is often found to be more effective than the chalk and talk method of teaching.

6.3.3 Examination and Evaluation

> The process of conducting the final examinations and evaluation is done by the affiliating University through the Colleges. However, the process followed for the internal tests, mid-term tests and selection tests is that the answer scripts are distributed in the classrooms by the respective faculties. The students can see the answer scripts and understand the areas where they have gone wrong. Any issue related to evaluation is addressed by the concerned faculty members and the HOD.

6.3.4 Research and Development

> The Research Committee records the developments in research activities in the College. The Committee encourages other faculties to take up research work like major, minor research projects etc funded by the UGC. College authorities also encourage the faculties to attend faculty development programs like orientation programs, refresher courses etc. These programs help the faculties to stay updated about the latest research trends in their subjects.

6.3.5 Library, ICT and Physical Infrastructure/ Instrumentation

> To develop and update facilities in the library, ICT and infrastructure, the College has adopted the following strategies:
> i) The physical infrastructure has been developed. At present the College has taken the initiative for construction of a New Building.
>
> ii) ICT upgradation is done as per the requirements of the College for which the UGC XI Plan Grant has been utilised.

iii) Annual budgetary allocation is made available to each Department for purchasing the latest books and subscription to journals every year.

iv) Laboratory equipment was purchased out of the UGC XI Plan grant to upgrade the laboratories, particularly in the Departments of Physics, Chemistry, Botany, Zoology and Physiology. Annual budgetary allocation is made available to all Science Departments for purchasing instruments as per the requirements of the Department.

6.3.6 Human Resource Management

The human resource management is done in several ways. 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 Governing Body oversees the overall development of the total human resources of the College. The Principal keeps close contact with the Departments, the office & library and assesses the man power. If any shortage is found, then the management is informed and necessary steps are taken for due recruitment.

6.3.7 Faculty and Staff Recruitment

Faculty and staff are recruited transparently as per Government norms/rules. Permanent faculty members are recruited upon the recommendations of the College Service Commission. Guest lecturers are recruited by the College authorities based on Departmental requirements and through a process of advertisement and interviews. A contractual teacher is recruited by an expert committee which includes a University nominee and a subject expert following advertisements in the prominent daily newspapers. Non-teaching staff members (casual) are recruited by the College authorities through a process of advertisement and 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. Online Admission is also taking place. The students are admitted based on merit. The applications are all scrutinised and the final list of selected students, 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 and differently abled students as per the Govt norms.

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	Subsidized canteen facilities, Student Counselling Support,Cheap stores existing in College premises, a Medical Cell*

*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.
*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) Subsidized canteen facilities: The College canteen provides refreshments at cheaper rates to the students who come to the College at an early hour of the day.
2) Student Counselling Support: Both the Personal Counselling Cell and Career Counselling Cell are active in the College.
3) Cheap stores exist in College premises which help students as they can buy books at discounted rates.
4) There is a Medical Cell run by the College which conducts health check-ups at regular intervals.
5) The College will soon start remedial coaching classes for weak students.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done: Yes √   No

6.7 WhetherAcademic 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 holds examinations and declares results of Under Graduate courses. 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 organises blood donation events, and observes Rabindra & Nazrul Jayanti and Annual Reunions. The Alumni Association meets at least twice a year. Quite a few members of the alumni are fairly active in interacting with the College authorities and providing the requisite support.

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 attended all the programmes in the College, such as Sports Day and Founders Day Programme, Freshers' Welcome and Saraswati Puja.

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

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

Criterion – VII

7. Innovations and Best Practices

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

> (i) Policy decisions which were earlier centralized are now taken by various Committees formed by the Governing Body, comprising faculty from various Departments to deal with diverse aspects of infrastructural development and academic functions which, in the particular context of our College, require special attention. Relevant plans are drawn up and then followed up in successive stages with regular meetings of the Committees on specific agenda.
> (ii) Certain Departments have tried to combine class-room and laboratory-library learning with learning at the ground level through well-planned regional surveys to provide the students with a more comprehensive academic experience.

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

Action Recommended–1: To continue with the progress in construction of the New Building at the third campus of the College.
Action Taken: Construction work continued apace in consultation with the Building Committee.

Action Recommended–2: Introduction of rotation-based headship in the Departments for increasing the participation of faculty in the process of governance.
Action Taken: The tenure of Head of the Department is restricted to a maximum of one term of two years each. In spirit, this amounts to headship by rotation.

Action Recommended–3: To cover the whole Main Campus by Wi-fi internet access.
Action Taken: Five Access-Points (Transmitters) were placed at different places of the main building.

Action Recommended–4: To train the teaching staff of the College in basics of computer, by appointing a trainer with MCA degree.
Action Taken: A 7-day course was organised by the College for this purpose.

Action Recommended–5: To conduct parent-teacher meetings annually.
Action Taken: PTA meetings were conducted.

Action Recommended–6: To reactivate the Career Counselling Cell.
Action Taken: The Cell organised some important psychometric tests to assist the students in making informed occupational choices and to develop their competencies in self-knowledge, educational and occupational exploration, and career planning.

Action Recommended–7: To sensitize all Departments totransfer departmental records into a database format.
Action Taken: Partial success was achieved by some Departments.

Action Recommended–8: To set up a Student Grievance Redressal Cell.
Action Taken: A Student Grievance Redressal Cell was set up. Students may report any grievances regarding academic and administrative matters in the Grievance Redressal Box. The identity of the students is kept confidential.

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 NSS Unit also ensures celebration of Environment Day to create awareness about the need for environmental protection.

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 introduce a course on Film Studies.
>
> 2. To ensure progress in construction of the Ground Floor, First Floor and Second Floor of the New Building in the Third Campus of the College.
>
> 3. To further streamline the online system of admission for admissions to the First Year Classes.
>
> 4. To augment basic amenities in the Institution.
>
> 5. To conduct Result Meetings after all internal mid-term and selection test examinations.
>
> 6. To develop a Placement Cell.
>
> 7. To encourage faculties to undertake research projects and to participate in seminars and other workshops.
>
> 8. To begin UGC-sponsored remedial coaching classes for SC, ST and OBC students.

Name _Dr Chaitali Basu_   Name _Dr. Rupali Chaudhuri_

Chaitali Basu   _Rupali Chaudhuri_

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

_____***_____

Academic Calendar

MONTH	EVENTS
JULY	Admission and commencement of classes
AUGUST	Admission Process completed
SEPTEMBER	C.U. Registration along with continuation of classes
OCTOBER	Puja Vacation
NOVEMBER	Mid-term Examinations
DECEMBER	a) Parent Teacher Meeting b) Publication of Mid-term results c) Christmas Holidays
JANUARY	a) Part III College Test Examinations b) Filling up of Part-III C.U. Forms
FEBRUARY	a) Part II College Test Examinations b) Publication of results of Part-III Test Exam
MARCH	a) Part I College Test Examinations b) Publication of results of Part-II Test Exam c) Filling up of Part II C.U. Forms.
APRIL	a) Part III C.U. B.A./B.Sc. Examinations b) Publication of result of Part-I Test Exam c) Filling up of Part I C.U. Forms.
MAY	a) Part II C.U. B.A./B.Sc. Examinations b) Summer Recess
JUNE	a) Part I C.U. B.A./B.Sc. Examinations b) Summer Recess

Among important events, the College observes Saraswati Puja, Matribhasha Divas, International Womens' Day, Rabindra Jayanti, Independence Day, Teachers' Day, Pt Iswar Chandra Vidyasagar's Birth Anniversary, Freshers' Welcome, College Socials and Prize Distribution.

Holidays are observed on the occasions of Rathayatra, Id-ul-Fitre, Janmashtami, Id-uj-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) Location: Located in the northern part of Kolkata, in close proximity to the Calcutta University, the Presidency College and a host of other renowned educational institutions centering around College Street—the academic heart of the city—the College caters to a very wide zone including the city itself as well as the adjoining districts of North 24 Parganas and Howrah through two major railway stations, Howrah and Sealdah.
2) Space: Work has begun on the construction of the new three-storied building—the Third Campus of the College—which the College shall share with Vidyasagar Evening College. The Building Sub-Committee specifies the requirements of the College and finalizes the building plan, working with the Finance sub-committee to sanction the necessary funds needed for the building, supervising the actual work of construction etc.
3) Range of subjects: The College curricula consists of almost all the major Humanities and Science subjectsaffiliated to the Calcutta University, both Honours and General. The wide range of subjects taught, good academic standards and central location attracts quite a large number of students every year from all sections of society.
4) Faculty: The faculty of both Science and Humanities are highly qualified, many of whom are engaged in regular research activities and are acquainted with the latest advances in their respective subjects.

Weaknesses
 1) Vacant teaching posts: There are some vacant teaching posts in some Departments. However, this is an area beyond the jurisdiction of the College administration. Permanent teachers are appointed on the basis of the recommendations of the West Bengal College Service Commission which selects incumbents who fulfil all necessary criteria. New teaching posts are created upon the retirement/ resignation of serving teachers, whereupon requisitions for full-time teachers in the vacancies created are formally made to the College Service Commission. In cases where a substantive teaching post lies vacant for quite some time, guest lecturers are recruited by due procedure from amongst applicants who fulfil required qualifications.
2) Inadequate non-teaching posts: The inadequate number of non-teaching posts leads to problems in managing the administrative tasks of the College. However, the College management takes measures to recruit casual members of the non-teaching staff when required.

Opportunities
1) The College can extend the physical infrastructural facilitiesand increase its built-up area to accommodate more classrooms and laboratories.
2) The College can strive to provide better infrastructure for research purposes.
3) The College can further increase its infrastructure in terms of sports facilities.
4) The College faces the challenge of augmenting the involvement of its stakeholders.

Threats
1) The College perceives the need to improve the overall academic performance of its students.
2) It is a challenge for the College to connect its students from deprived backgrounds to the mainstream in terms of their linguistic abilities and soft skills.
3) The College needs to establish a functional placement cell.
4) The College needs to streamline its office functions more effectively.

Annexure III

Best Practice I

Title of the Practice – Construction of New Building

The Objective – The College has initiated the construction of a New Building to meet the space shortage created by having to share the main building/ campus facilities with the Day College and Evening College.

The Context – The need for accommodating an increasing number of students per year also necessitated the construction of a New Building. The College was able to get a Grant for the purpose.

The Practice – The Government-stipulated procedure for starting the new construction was closely followed. The Building Committee was formed to supervise the construction process. The work is in progress.

Evidence of Success – The New Building is coming up and, once completed, will effectively reduce the space shortage in the College.

Problems Encountered and Resources Required – Water-logging at the construction site during the monsoons disrupted the working schedule occasionally but we have now largely solved the problem. Further financial resources have to be generated to complete the project.

Best Practice II

Title of the Practice – Student Empowerment

The Objective – To add value to the process of imparting education to the students and to ensure monitoring of not only their academic activities but also their social, cultural and public awareness so as to make them responsible citizens, committed to serve the community apart from pursuing their own goals in life.

The Context – Adding value to the education of students is of utmost importance as it gives them a proper understanding of the socio-economic context of their surroundings.

The Practice – The College often arranges talks, both invited and inter-departmental, on matters related to social justice and good citizenship. The College has one NSS unit with more than a hundred student volunteers. The NSS unit carries out various social activities that help to develop awareness of society and social conditions in a broad sense. Apart from this free health check-up camps for neighbouring needy people organised by the Medical Cell, seminars held on 'Save the Girl Child', and observing World Aids Day are worth mentioning. We also adopted two slums of the locality and took the responsibility of their overall development.

Evidence of Success –There has been a quality-enhancement in the education imparted to students.

Problems Encountered and Resources Required – No problems have been encountered so far. However, further financial resources are required to continue such activities on a regular scale.

Annexure IV

Feedback analysis

There is a student feedback system in place targeted at 3rdyear students. After collecting the feedback from the students, the teachers of the Departments concerned analyse it in terms of teacher performance and the demands of the students. In most cases the performance of the teachers was found to be satisfactory. The teachers use the data and information obtained from the feedback to re-evaluate their teaching methods. Hence, the feedback obtained helps in effecting improvements in the teaching-learning process. The various Departments hold regular interactive parent teacher meetings after terminal examinations to discuss areas of concern, if any. Steps are taken to maintain a stress-free learning system where the student is never allowed to feel isolated or overburdened.