

# The Annual Quality Assurance Report

(AQAR) of the IQAC

2012-13



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

**The Annual Quality Assurance Report (AQAR)  
2012-13**

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

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

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

### Part – A

**AQAR for the year**

2012-13

#### 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.

033- 22418887

Name of the Head of the Institution:

Dr Rupali Chaudhuri

Tel. No. with STD Code:

033-22418887

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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](http://www.vcfw.org)

Web-link of the AQAR:

[http://vcfw.org/yearly-aqars/AQAR\\_2012-13.pdf](http://vcfw.org/yearly-aqars/AQAR_2012-13.pdf)

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2. 22	2012	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes  No

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 (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF CALCUTTA

1.2 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. IQAC 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 Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC monitors the teaching-learning processes and also assists the Principal in following up issues of funding and infrastructural development with government authorities. The primary endeavour is the creation of a learner-centric environment conducive for quality education in accordance with the student charter developed by NAAC for all higher educational institutions. The members of the IQAC have tried to ensure coordination among various activities of the institution and timely performance of the administrative and financial tasks of the Institution.

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 introduce a course on Film Studies.	The course was introduced.
To oversee the progress in construction of the Ground Floor, First Floor and Second Floor of the New Building in the Third Campus of the College.	Construction work progressed as on schedule.

To further streamline the online system of admission for admissions to the First Year Classes to ensure full transparency.	The online system of admission was further streamlined.
To augment basic amenities in the Institution.	Water purifiers were installed in the main campus.
To conduct Result Meetings after all internal mid-term and selection test examinations.	Result Meetings were conducted and all departmental data pertaining to students' marks documented.
To develop a Placement Cell.	Placement Cell was set up.
To encourage faculties to undertake research projects and to participate in seminars and other workshops	Faculties took part in seminars and other workshops and a major research project was undertaken in the Department of Economics.
To initiate UGC-sponsored remedial coaching for SC/ ST/OBC students.	Remedial course was begun and a senior teacher appointed as Coordinator.

\* The Academic Calendar of the year 2012-13 is added 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. It was decided to involve as many members as possible of the teaching faculty, non-teaching staff and students with the quality assurance system.

The Governing Body of the College also approved the AQAR 2012-13 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				
Advanced Diploma				
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, Electronics and Film Studies can also be taken. Environmental Studies is compulsory for all students.

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.

A course on Film Studies was introduced during the year and a contractual teacher appointed by due procedure for the course.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
51	29	16	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	1	NA	NA	0	0	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

G-11

V-0

T-2

## 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	19	20	1
Presented papers	12	9	1
Resource Persons	1	1	0

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

- (i) Result Meetings were conducted after College examinations and results in all Departments documented and analysed.
- (ii) Classes were made more interactive and most departments organized student seminars thereby encouraging students to perform a more contributory role in the teaching learning process.
- (iii) Teachers were encouraged to make considerable use of ICT and audio-visual inputs in their teaching methods in a meaningful way.

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

Nil

Nil

1

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	310	0	0.32	37.42	0	18.06
Bachelor of Science	224	0	12.05	59.38	0	5.80

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 suggested that the Departmental Heads meet at the beginning of the academic session to plan out the course content. The IQAC also arranged for student feedback from the outgoing students for all the Departments. The IQAC asked all Departmental Heads to organize seminar talks to be delivered by the students. Regular educational excursions are held in the Departments of Geography, Botany and Zoology. All Departments hold two exams (Mid-term & Test), and results are published within 15 days. Some Department hold class tests, and the evaluated papers are shown to students, and the shortcomings of their answer scripts are discussed.

### 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	4
HRD programmes	Nil
Orientation programmes	Nil
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	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	9	9	None	None
Technical Staff	21	2	None	None

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC, in collaboration with the Research Committee, encourages faculty members to take up research work and supervises matters related to facilitating, monitoring and documenting different aspects of research activities of faculty members. Necessary arrangements are made to enable teachers to avail of FIP of the UGC and other leave for their research as per statutory provisions.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	3 (Economics & English & Bengali)	1 (English)	0
Outlay in Rs. Lakhs	0	Rs 132, 000 (Economics) Rs 119, 625 (English) Rs 112, 000 (Bengali)	Rs 150, 000	0

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	5	0
Non-Peer Review Journals	0	1	0
e-Journals	0	0	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	2012-14	UGC	Rs 646, 100	Rs 646, 100
Minor Projects	2012-14	UGC	Rs 150, 000	Rs 150, 000
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 796, 100	Rs 796, 100

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	1*	1*	0	0	0
	Sponsoring agencies	College	UGC			

\*The Department of Bengali organized a UGC-sponsored National Seminar on 'Contemporary Bengali Literature: In Search of Folklore Elements' on 22- 23<sup>rd</sup> March, 2013.

\*The Departments of English, History and Political Science organized an International Seminar on 'Diaspora and Cultural Exchange' on 26<sup>th</sup> February, 2013 with funds from the College.

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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, Deptt. of Hindi (sole guide)	Ms Rekha Tripathi	M. Phil/Ph.D.	CU	Hindi
	Sri Bikram Shaw	Ph. D.	CU	Hindi
Dr Ashutosh P. Singh, Associate Professor, Deptt. of Hindi (sole guide)	Ms Rudraksha Pandey	Ph. D.	CU	Hindi
	Sri Jayprakash Shaw	Ph.D.	CU	Hindi
Dr Tapan Roy Associate Professor, Department of Mathematics (co-guide)	Ms Ruchira Chakraborty	Ph. D.	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  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level



### 3.25 No. of Extension activities organized

University forum	0	College forum	6
NCC	6	NSS	0
		Any other	0

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

- NCC students participated in World Food Day rally
- NCC students participated in Anti-tobacco Day Rally.
- NCC students participated in International Day against drug abuse and illicit trafficking.
- NCC students participated in NCC Day celebrations
- NCC students participated in World Aids Prevention Day activities.
- The NSS organised programmes to observe the following days:  
Ambedkar Day, Birth Anniversary of Vidyasagar, Drug Abuse Day, 'Baishe Sraavan',
- Independence Day, NSS Day, Anti-Aids Day.
- The NSS organised a First-Aid Training Programme at Rowing Club.
- The NSS organised a Pre-Republic Day Camp in Guwahati, Assam.

## 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	15	0	0	15
Laboratories	8	0	0	8
Seminar Halls	1	0	0	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	169	5	UGC & College fund	174
Value of the equipment purchased during the year (Rs. in Lakhs)	—	Rs 39, 953	UGC & College fund	Rs 39, 953
Others	—	—	—	Rs 56, 980

\*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. The third campus of the College is coming up at 8A Sibnarayan Das Lane which is shared jointly with Vidyasagar Evening College and where the College has 15, 000 sq. ft. of area.

#### 4.2 Computerization of administration and library

- (i) The College office is partially computerized and a considerable part of the documentation is done through computerized files.
- (ii) Almost the entire admission procedure, especially the preparation of the merit lists, is computerized.
- (iii) The computerization of the library has been initiated. Also, one big Dell Desktop (Core-i 5) was placed at the Central Library, for viewing educational videos. The Central Library was also provided with a “print-scan-copy” machine.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4721	Rs.598525.00	19	Rs.3926.00	4740	Rs.602451.00
Reference Books	18867	Rs.1894122.00	0	0	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 (Title)	Rs 10000	0	0	15 (Title)	Rs.10000.00
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	0	0	0	1	Rs. 5000.00 (Annual Membership of N-List, UGC INFLIBNET)
CD & Video	5	0	5	0	10	As Accompanied Materials with Books
Others (specify)	0	0	0	0	0	0

#### 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.		Installation of "SOUL" (subsidised by UGC) in the College server, for Library Automation
Added	Nil	Nil	Nil	Nil	Nil	Nil		Nil
Total	18	One	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.)

<p><b>Computer:</b> All science departments, 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 computers.</p> <p><b>Internet access:</b> 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.</p> <p><b>Training to teachers:</b> 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.</p> <p><b>Training to students:</b> For three consecutive years, short-term computer courses (of a few months duration) in "Basic computer", "JAVA" and "C" were conducted in the 2nd campus of the College, mainly for the Honours students of Physics, Mathematics, Economics, and Geography.</p>
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#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs 94, 000

ii) Campus Infrastructure and facilities

Rs 360, 000

iii) Equipments

Rs 10, 850

iv) Others

Rs 3, 000

**Total :**

Rs 4, 67, 850

## 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 sensitize the students regarding 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 progression of students, information in this regard is disseminated informally 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
1813			

#### (b) No. of students outside the state

0

#### (c) No. of international students

0

Men	No	%	Women	No	%
				1813	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	1	1690	1571	212	26		4	1813

Demand ratio 5:1

Dropout % 8%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any).

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

No. of students beneficiaries

N. A.

#### 5.5 No. of students qualified in these examinations

NET	0	SET/SLE	0	GATE	0	CAT	0
IAS/IPS etc	0	State	0	PSC	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. Laxmipriya Kundu were invited from the Indian Institute of Psychometry. Dr. Manna interacted with the students and defined the concept of career. It was held that a clear career goal is necessary for the evolution of a balanced personality. The basic problems faced by the students are: social expectations, lack of knowledge about proper qualification for a job and lack of motivation and concentration. All these make counselling necessary. Dr Laxmipriya Kundu focused on career guidance and strategy and discussed various courses like event management and horticulture.

Seminar/Workshop	Date	Time	Speaker/Organisation
Indian Institute of Human Settlements	22.08.2012	9.00 am	Smt. Ahana Ghosh
Multimedia and Animation	04.09.2012.	9.30 am	Arena Multimedia, Salt Lake

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

<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	0

## 5. 8 Details of gender sensitization programmes.

The NSS Unit of the College observed International Women’s Day on 8<sup>th</sup> March to sensitize the students on gender identity and gender discrimination. Awareness programmes on women empowerment are organised from time to time.

## 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	60*	Rs 12, 414
Financial support from government	10	Rs 60, 800
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  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:

During the last academic session, since the students had voiced grievances regarding the state of the canteen, the Grievance Redressal Cell had looked into the matter. The Cell is attempting to take necessary measures to improve the quality of the food served at the canteen.

## 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 activities 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' profile, attendance, field work records, workshops and seminars, scholarships, performance in internal and external examinations, teachers' leave, 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 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 an effective teaching-learning process. The lecture method of teaching is supplemented by the use of various other learner-centred teaching methods such as audio-visual aids, project work, field trips and class debates. Some Departments organise lectures with invited speakers to supplement class lectures.

### 6.3.3 Examination and Evaluation

The process of conducting final examinations and evaluation is done by the affiliating University through the Colleges. However, the process followed for the internal mid-term 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 their shortcomings, if any. Any issue related to evaluation is addressed by the concerned faculties or the HOD.



#### 6.3.4 Research and Development

The Governing Body has set up a Research Committee that records the developments in research work. The Committee has various members who encourage other faculties to take up major or minor research projects funded by the UGC. College authorities also encourage the faculties to attend faculty development programmes like orientation programmes and refresher courses 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 construction of the New Building in the third campus of the College is proceeding as on schedule.
- 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) Partial automation of the library service has been initiated.

#### 6.3.6 Human Resource Management

The human resource management is done in various 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, 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. Recruitment of permanent teachers against substantive posts is done upon the recommendations of the College Service Commission. In the meantime, guest lecturers are recruited to meet the shortage of faculty in a Department. Contractual teachers are recruited by the College authorities through a process of advertisement and screening according to the statutory procedure. Non-teaching staff members (casual) are recruited after due process of selection following advertisements in the prominent dailies and the College website.

### 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, Remedial coaching classes *

\*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 canteen provides refreshments at subsidized 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 the College premises to help students 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 has started UGC-sponsored remedial coaching classes for SC/ST/OBC students.

### 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 holds examinations and declares results of Undergraduate 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?

N.A.

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. The Association organises cultural and knowledge-based programmes not only for its members but these are open to students as well. Quite a few members of the alumni are fairly active in interacting with the College authorities and they remain in constant touch to provide 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 academic 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 of natural wastes, e-wastes and plastics through regular sweeping, and cleaning of College premises.
2. The Campus is informally maintained as a no-smoking zone.
3. The NSS Unit of the College regularly organises awareness 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) Internet facility in the library has been made available for the students.
- (ii) A stipulated amount from the UGC XII Plan grant was utilised to purchase books and journals for all Departments and laboratory equipment and instruments for the Science Departments.

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 introduce a course on Film Studies.

**Action Taken:** Proposal for introduction of Film Studies as a General Subject was approved by the GB and the due procedure initiated for obtaining official affiliation from the University. The course was set up and a contractual teacher appointed for the course.

**Action Recommended–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.

**Action Taken:** Construction work progressed as on schedule under the supervision of the Building Committee.

**Action Recommended–3:** To further streamline the online system of admission for admissions to the First Year Classes to ensure full transparency.

**Action Taken:** The online system of admission was further streamlined.

**Action Recommended–4:** To augment basic amenities in the Institution.

**Action Taken:** Water purifiers for both students and the staff were installed in the main campus.

**Action Recommended–5:** To conduct Result Meetings after all internal mid-term and selection test examinations.

**Action Taken:** Result Meetings were conducted and all departmental data related to marks obtained by students were documented and maintained in the Academic Sub-Committee Register.

**Action Recommended–6:** To set up a Placement Cell.

**Action Taken:** A Placement Cell was set up with the objective of facilitating further progression of students towards suitable employment after completing their graduation.

**Action Recommended–7:** To encourage faculties to undertake research projects and to participate in seminars and other workshops.

**Action Taken:** Faculties took part in seminars and other workshops and a major research project sanctioned by the UGC was undertaken in the Department of Economics.

**Action Recommended–8:** To initiate UGC-sponsored remedial coaching for SC/ ST/OBC students.

**Action Taken:** Remedial course was begun and a senior teacher appointed as Coordinator.

### 7. 3 Give two Best Practices of the institution.

Details attached as Annexure III.

### 7. 4 Contribution to environmental awareness/ protection

The College enlists the support and co-operation of its NSS Unit to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free. The NSS Unit of the College organized environmental awareness programmes during their special camps. Campus cleaning programmes were also taken up by the NSS unit of the College.

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 increase College timings.
2. To introduce a course on Journalism and Mass Communications.
3. To augment the infrastructural development of the College and to develop the third campus at 8A Shibnarayan Das Lane.
4. To upgrade the computerization of the administrative section of the College.
5. To initiate automation of the Central Library and to spend more money for purchase of new books and journals.
6. To develop the online admission procedure for admission.
7. To enhance student involvement in NSS and NCC and other social activities.
8. To arrange for feedback responses from final-year students.

Name Dr Chaitali Basu

Name Dr. Rupaali Chandra

Chaitali Basu

Rupaali Chandra

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

## Annexure I

### 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. Examination b) Publication of results of Part-I Test Exam c) Filling up of Part I C.U. Forms.
MAY	a) Part II C.U. B.A./B.Sc. Examination: b) Summer Recess
JUNE	a) Part – I C.U. B.A./B.Sc. Examination 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) Extension Activities:** In extension activities, the College has attempted to promote a College-neighbourhood network so that the students develop a commitment to social service and make significant contributions to community development. The College has developed linkages of co-operation with the local council of the Municipal Corporation. The NSS Unit which is an important instrument of the extension activities of the College is a unit of the NSS of Calcutta University. The NSS Unit has made a survey of the socio-economic conditions of the people living in the neighbouring slums and has organized medical and literacy camps and undertaken different social welfare schemes in the local areas with the help of the local community.

**2) Student Support Measures:** The students of our College come mostly from different middle-class income groups. Along with advanced learners, there are slow learners as well. The Principal invites applications for students' concessions (tuition fees only) from meritorious but financially strained students. In addition, all government-stipulated scholarships are available to deserving students and students belonging to reserved categories as per rule. The College has arrangements for regular personal counselling of students also as there is an active Personal Counselling Cell.

**3) Library:** The College has developed her libraries in a considerable way. In addition to the Central Library, she also has separate departmental libraries with all the major science laboratories as well as a seminar library for all the humanities departments. All these libraries are equipped with computers and cater not only to the students but also to the research requirements of the faculty members.

#### Weaknesses

**1) Lack of adequate infrastructure:** This problem is expected to be resolved with the completion of the New Building in the third campus of the College.

**2) Lack of a structured strategy for advanced learners:** Advanced learners will have to be provided with adequate facilities to perform better.

**3) Some substantive faculty positions remain vacant:** The vacancy in some substantive posts leads to problems in completing the load of the syllabi in some Departments.

#### Opportunities

**1)** To extend the physical infrastructural facilities.

**2)** To provide placement assistance to students.

**3)** To build a faculty research fund.

#### Challenges

**1)** To improve upon the academic performance of the students.

**2)** To equip students with soft skills and communication skills to make them ready for the job market.

**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.



## Annexure III

### Best Practice I

**Title of the Practice:** ICT in teaching-learning

**The Objective:** To help integrate new advances in technology to enhance the quality of the teaching-learning process.

**The Context:** Currently, the teaching-learning process is no longer limited to the chalk-and-talk method but has advanced to include information and communication technologies to enhance the retentive potential of the learning experience.

**The Practice:** In the teaching-learning process, different audio-visual aids, slide projectors, overhead projectors, and power-point presentations are used to supplement class lectures.

**Evidence of Success:** The use of ICT in teaching-learning teaches the students to look beyond mere visible data and to take into cognizance the wider context. The effort here is to improve the skills of perception and analytical ability which goes a long way in making the teaching-learning process more effective and meaningful.

**Problems Encountered and Resources Required:** At times, there are technical snags which need to be overcome. Resources are required to organize more training programmes for the faculty in the use of audio-visual aids and computer-aided packages.

### Best Practice II

**Title of the Practice:** Development of library facilities

**The Objective:** To develop library facilities for the benefit of students and faculty not only for the enrichment of the teaching-learning process but also to facilitate research work by the faculty members.

**The Context:** Recognising that research and its promotion is an integral part of higher studies, the College makes efforts to ensure that the faculty of both the science and humanities streams are regularly acquainted with the latest advances in their respective subjects through purchase of the latest books and subscription to the latest academic journals.

**The Practice:** The College has developed her libraries in a considerable way—in addition to the Central Library at the second campus, she also has separate departmental libraries with all the major science laboratories as well as a seminar library for all the humanities departments.

**Evidence of Success:** All these libraries are equipped with computers and cater not only to the students but also to the research requirements of the faculty members.

**Problems Encountered and Resources Required:** There is a shortage of manpower in the Central Library as some of the old library staff have retired. More financial resources are required for subscription to the latest international journals.

## **Annexure IV**

### **Feedback analysis**

After collecting the feedback from the students of the 3<sup>rd</sup>-Year outgoing batches, 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 has been found to be satisfactory. The demands of the students expressed through their feedback have been given due consideration and, if necessary, forwarded to the respective Committees for taking up in their meetings. The various Departments hold regular interactive parent-teacher meetings after terminal examinations to discuss areas of concern, if any. Students are assured of help and assistance from their teachers whenever needed.