

**The Annual Quality Assurance Report
(AQR) of the IQAC
2013-14**



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

**The Annual Quality Assurance Report (AQAR)
2013-14**

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

2013-14

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

Mobile:

9433177591

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

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

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

**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 men

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

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 Student 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 institutional, academic and quality assurance features of the College. It has ensured the overall academic development of the Institution by focusing on increasing the number of actual teaching hours. The IQAC has encouraged teachers to undertake MRP's funded by the UGC and to participate in conferences, seminars and workshops. The IQAC has arranged for feedback responses from the outgoing final-year students on quality-related institutional processes.

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 increase College timings. | College timings were increased and henceforth are: 6: 30 am to 12: 30 pm. |
| To introduce a course on Journalism and Mass Communications. | The course was introduced. |

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|---|--|-------------------------------------|--|
| PhD | | | | |
| PG | | | | |
| UG | 20 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 20 | | | |
| 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, Film Studies and Journalism 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 Journalism and Mass Communications was introduced during the year and a contractual teacher appointed for the course by due procedure.

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 Libn 4 GLI |

2.2 No. of permanent faculty with Ph.D.

| | | | | | | | | | | |
|--|------------------|---|----------------------|---|------------|----|--------|---|-------|---|
| 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 | 2 | NA | NA | 0 | 0 | 0 | 2 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 13 | 16 | 2 |
| Presented papers | 12 | 7 | 2 |
| Resource Persons | 1 | 0 | 0 |

2. 6 Innovative processes adopted by the Institution in Teaching and Learning.

- (i) The IQAC of the College encourages faculty members to make use of ICT in their teaching methods like using LCD projectors, PPT's and audio-visual inputs in a meaningful way.
- (ii) Members of the teaching faculty are urged to make classes more interactive by organizing seminar talks delivered by students.
- (iii) The members of IQAC try to monitor the progress in research projects undertaken by the individual teachers of the respective departments.
- (iv) Regular educational excursions are held in the Departments of Geography, Botany and Zoology.
- (v) All Departments hold two exams (Midterm & Test), and results are published within 15 days followed by Result Meetings. Some Departments hold class tests, and the evaluated papers are shown to students, and the shortcomings of their answers scripts are discussed with them.

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

251

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 | 381 | 0 | 0.79 | 25.45 | 0 | 17.85 |
| Bachelor of Science | 239 | 0 | 13.39 | 44.77 | 0 | 10.88 |

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 and Learning processes:

The IQAC monitors the teaching-learning process and evaluates strategies for the development of teaching-learning processes. The IQAC in its meeting with faculty members advises them to convene Annual Meetings at the beginning of each academic session. The IQAC also advises the Departments to organize seminars, educational tours and excursions. Faculty members due for promotion are encouraged to attend Refresher/ Orientation courses organized by various universities.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 2 |
| UGC – Faculty Improvement Programme | 2 |
| HRD programmes | Nil |
| Orientation programmes | 2 |
| Faculty exchange programme | Nil |
| Staff training conducted by the university | Nil |
| Staff training conducted by other institutions | 2 |
| Summer / Winter schools, Workshops, etc. | 3 |
| 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 | 20 | 3 | 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 has been formed by the Governing Body of the College upon the recommendation of the IQAC. The Committee encourages eligible faculty members to apply for Major/Minor research projects sponsored by the UGC, and provides them with the support necessary to work on their projects and complete them in time.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|---------------|
| Number | 0 | 0 | 0 | 1 |
| Outlay in Rs. Lakhs | 0 | 0 | 0 | Rs 6, 46, 100 |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|----------------|------------------|---|
| Number | 0 | 1 (English) | 1 (Geography) | 3 (English & Bengali & Economics) |
| Outlay in Rs. Lakhs | 0 | Rs 150, 000 | Rs 2, 20, 000 | Rs 1, 19, 000 + Rs 1, 12, 000 + Rs 1, 32, 000 |

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|---------------|
| Major projects | 0 | 0 | 0 | 0 |
| Minor Projects | 2014-16 | UGC | Rs 2, 20, 000 | Rs 2, 20, 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) | | | | |
| Total | 0 | UGC | Rs 2, 20, 000 | Rs 2, 20, 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 CAS DST-FIST
DPE DBT Scheme/funds

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

3.10 Revenue generated through consultancy

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

*A two-day National Conference (DST-sponsored) on 'Quantum Correlations Foundation and Applications', jointly organized by the Physics and Applied Maths Unit, ISI and Department of Physics, Vidyasagar College for Women, was held at the Indian Statistical Institute, Kolkata, on 4th – 5th March, 2014.

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

3.13 No. of collaborations International National Any other*

*Dr Moitreyee Basu Roy, Assistant Professor, Department of Chemistry, is engaged in collaborative research on 'Protein-drug interaction study' in collaboration with Emeritus Professor Dr Sanjib Ghosh of Presidency University.

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

4

6

(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 |
| Dr Deepti Bannerjee Associate Professor, Department of Physics (sole guide) | Shri Dipan Sinha | Ph.D. | CU | Physics |

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

1

Any other

0

3.21 No. of students Participated in NSS events:

| | | | |
|------------------|---------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="52"/> | State level | <input type="text" value="0"/> |
| National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |

3.22 No. of students participated in NCC events:

| | | | |
|------------------|--------------------------------|---------------------|---------------------------------|
| University level | <input type="text" value="0"/> | State level | <input type="text" value="32"/> |
| National level | <input type="text" value="3"/> | International level | <input type="text" value="0"/> |

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

| | | | |
|------------------|--------------------------------|---------------|--------------------------------|
| University forum | <input type="text" value="0"/> | College forum | <input type="text" value="8"/> |
| NCC | <input type="text" value="6"/> | NSS | <input type="text" value="0"/> |
| | | Any other | <input type="text" value="0"/> |

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

- 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 World Aids Prevention Day activities.
- NCC students participated in NCC Day celebrations.
- The NSS organised programmes to observe the Birth Anniversary of Rabindranath Tagore and Children's Day.
- NSS students distributed garments among the poor and needy.

- NSS organised a visit to 'Bodhi-Peet', a home for the mentally retarded.
- NSS organised a class seminar on Environmental Pollution.
- NSS students participated in a World Youth Day Rally on 12th January, 2014.

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. | 174 | 31 | UGC & College fund | 205 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | — | Rs 3, 70, 181 | UGC & College fund | Rs 3, 70, 181 |
| Others | — | — | — | Rs 54, 974 |

*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 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 administrative 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.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|---------------|---|-------------|--------------|---------------|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 4740 | Rs.602451.00 | 300 | Rs.63500.00 | 5040 | Rs.665951.00 |
| Reference Books | 18867 | Rs 1894122.00 | 426 | Rs 136500.00 | 19293 | Rs 2030622.00 |
| 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 15000.00 | 0 | 0 | 15 (Title) | Rs.15000.00 |
| 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 | 10 | 0 | 5 | 0 | 15 | 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. | Should be supplied by the individual departments. | 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.)

Computer:

The computerization of the library and office administration has been initiated. College has acquired INFLIBNET services in the Central library to provide teachers and students with access to e-books and journals. The College has its own website. Bulk SMS and email is used to communicate with the students for delivering notices and information regarding admission.

Internet access:

The College has provided internet facility in the Central library, seminar library and the computer lab.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs 94,000

ii) Campus Infrastructure and facilities

Rs 360,000

iii) Equipments

Rs 7,675

iv) Others

Rs 4,000

Total:

Rs 4,65,675

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 Student Grievance Cell helps to deal with and redress the grievances of students. The Cell takes care of day-to-day student support as and when needed. 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 chiefly by the Head of the Institution, and Heads of various Departments and the alumni.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 1868 | | | |

(b) No. of students outside the state

(c) No. of international students

Men

| No | % |
|----|---|
| | |

Women

| No | % |
|------|------|
| 1868 | 100% |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1571 | 212 | 26 | | 4 | 1813 | 1712 | 116 | 18 | 22 | | 1868 |

Demand ratio 5:1

Dropout % 7%

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

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

5. 6 Details of student counselling and career guidance.

The Career Counselling Cell has organised various programmes and seminars for 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. Dr Kundu focused on career guidance and strategy and discussed various courses like event management and horticulture.

| Seminar/Workshop | Date | Time | Speaker/Organisation |
|---|------------|---------|--|
| Opportunities of Remote Sensing and Geographical Information System | 12.12.2013 | 9.00 am | Dr. Jayanta Sen & Dr. Swarnali Chatterjee |
| Indian Institute of Psychometry | 14.02.2014 | 9.30 am | Dr. Manna |

No. of students benefitted

863

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 |
| 1 | 61 | 32 | No data available with College |
| Training in English Communication and Basic Corporate Etiquette under Affirmative Action by TCS BPO | | | |

5.8 Details of gender sensitization programmes.

The NSS Unit of the College along with the Students Union observed International Women's Day. Talks and awareness programmes were organized on the occasion to address the students to inspire them to fulfil their potential.

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 | 176* | Rs 98, 500 |
| Financial support from government | 25 | Rs 1, 93, 400 |
| 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 took 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 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, 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. Hence there is little scope of internal curricular designing. The affiliating University provides an annual general academic calendar with details about the final exams and practicals. Every Department has its own departmental academic calendar. The teachers plan their lessons based on this. The faculties of each Department meet at the beginning of each academic session for term-wise allocation of syllabus assignments in accordance with the departmental academic calendar. The syllabus is divided among the faculty members by the HOD.

6.3.2 Teaching and Learning

Each Department adopts some innovative processes in teaching and learning. All Departments organize student seminars. Quite a few Departments in the College adopt ICT-enabled teaching-learning methods. LCD Projectors and overhead projectors are regularly used for teaching-learning processes. All Honours Departments subscribe to certain journals which are housed in the seminar library and may be accessed by students and teachers alike. Field study and project work are carried out by the Science Departments of the College.

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 in the College. The Committee has various members who encourage other faculties to take up major and minor research projects sanctioned by the UGC. College authorities also encourage the faculties to attend faculty development programmes like orientation programmes, refresher courses etc. to stay updated about the latest research trends in their subjects. Moreover, the College grants due leave to eligible faculty members who are invited to do research work in national/ international institutes.

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 science department for purchasing the latest instruments every year.
- iv) Automation of the library service has been initiated.
- v) Internet service has been made available to the library users.

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 is put up on the College notice board and on the website link. There are reservations of seats for SC/ST/OBC students according to the Govt norms. The admission process is preceded by counselling of students.

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 for weak students* |

*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 conducts 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 declares 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. 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) The introduction of online admission has had a positive impact on the functioning of the Institution. It has lessened pressure on the College office, made the admission process transparent, and has made it possible for the Departments to enrol meritorious students.
- (ii) Automation of the Central library has been initiated. It has facilitated the functioning of the Library.
- (iii) Providing of laptop with internet facility to some Office Departments has helped in administrative work.

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 increase College timings.

Action Taken: College timings were increased and henceforth are: 6: 30 am to 12: 30 pm.

Action Recommended–2: To introduce a course on Journalism and Mass Communications.

Action Taken: The 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–3: To augment the infrastructural development of the College commensurate with student enrolment and developing the third campus at 8A Shibnarayan Das Lane.

Action Taken: The new three-storied building—the third campus of the College at 8A Sibnarayan Das Lane to be shared with Vidyasagar Evening College—has been planned in such a way that the proposed new courses can be smoothly run. The construction is nearing completion.

Action Recommended–4: To upgrade the computerization of the administrative section of the College.

Action Taken: Computerization of administration is under process.

Action Recommended–5: To initiate automation of the Central Library and to purchase new books and journals.

Action Taken: Automation of the Central Library has been initiated and the UGC XII Plan grant has been used to buy books and journals.

Action Recommended–6: To develop a modern Computer Lab in the new building for the use of students and faculty.

Action Taken:The Computer Lab in the New Building is being equipped with all modern equipments.

Action Recommended–7: To enhance student involvement in NSS and NCC and other social activities

Action Taken: Students were encouraged to take up NSS and NCC. Students participated in many events.

Action Recommended–8: To arrange for feedback responses from students.

Action Taken: Feedback was collected by all Departments from the 3rd Yr outgoing students.

7.3 Give two Best Practices of the institution.

Details attached as Annexure III.

7. 4 Contribution to environmental awareness/ protection

The compulsory course on environmental science helps to generate environmental awareness among the students. The College also enlists the support of the NSS Unit to create awareness of environmental hazards. The NSS volunteers lead campaigns to reinforce the need to keep the environment pollution-free.

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 next year

1. Inauguration of the New Building at the third campus of the College.
2. To start a Centre for Studies named after the founder of the College, named the Vidyasagar Research Centre for Studies in Education and Society.
3. To form several new Sub-Committees to oversee diverse aspects of institutional functioning and to work towards quality enhancement.
4. To initiate the practice of maintaining Academic Diaries by all faculty members.
5. IQAC to organize seminars on quality-related themes.
6. To redesign the College website.
7. To reinvigorate the practice of putting up Wall Magazines by students.
8. Shifting of the Central Library from VSM (Second Campus) to the New Building (Third Campus).

Name Dr Chaitali Basu

Name Dr. Rupali Chandra

Chaitali Basu

Signature of the Coordinator, IQAC

Rupali Chandra

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 exams |
| DECEMBER | a) Parent Teacher Meeting: b) Publication of Mid-term results c) Christmas Holidays |
| JANUARY | a) Part III College Test Exam: b) Filling up of Part-III C.U. Forms |
| FEBRUARY | a) Part II College Test Exam: b) Publication of results of Part-III Test Exam |
| MARCH | a) Part I College Test Exam: 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, RabindraJayanti, 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) Monitoring of students progress: Students' performance and progress are evaluated through periodical class tests, midterm examinations and annual examinations. Parents are informed about the students' progress during Parent-Teacher meetings. Any grievance regarding College component of examinations is redressed by the concerned teachers.

2) Research activities of the faculty: A number of faculty members have participated in national and international seminars. Few faculty members from select departments are engaged in active research. There has been international recognition for their research work. Individual teachers have developed academic linkages for research with prestigious institutions. There is an ongoing UGC-sanctioned Major Research Project undertaken by a faculty member.

3) Student activities: The Students' Union promotes the social and cultural life of the students by organizing sports events, cultural programmes and various competitions. The Students Union also plays a major role in observing important occasions such as Founders' Day celebrations, RabindraJayanti and Independence Day.

4) Leadership: The role of the Principal is central to the governance and management of the College. As Secretary of the Governing Body, she takes an active part in formulating policies and programmes concerning different aspects of College governance. The Governing Body of the College is the policy-making and administrative authority. The Governing Body consists of a President, the Principal as ex-officio Secretary, four and two representatives from amongst the teachers and non-teaching staff of the College respectively, the General Secretary of the Students Union, two representatives of the state government and two of the university syndicate and the local councillor of the Kolkata Municipal Corporation. The Governing Body helps give effect to the mission and vision of the College keeping in view her legacy and her role in women's education. The GB also ensures that the academic standards of the College are properly maintained and that both the teaching and non-teaching staff discharge their responsibilities properly.

Weaknesses:

1) Lack of adequate sports infrastructure: The sports infrastructure needs to be strengthened and students need to be motivated to participate in sports and cultural activities at the inter-collegiate, state and national level.

2) Lack of a tracking system: The institution is yet to develop a formal system for tracking the students' progression to higher studies, careers etc.

Opportunities:

1) To build up the infrastructural facilities of the institution.

2) To introduce short-term courses to enrich the learning experience of students.

3) To arrange for appointment of a professional Counsellor for student support.

Threats/Challenges:

1) To build an effective capacity-building initiative.

2) To provide more ICT support for students and faculties.

Annexure III

Best Practice I

Title of the Practice: Administrative empowerment

The Objective: The College aims to improve the efficiency of the administrative staff.

The Context: The number of students in the College has increased over time but the number of administrative staff has not increased proportionately. For effective functioning of the College it was necessary to empower the administrative staff to handle the extra workload effectively.

The Practice: The College has taken a few steps for administrative empowerment:

- Training the administrative staff to effectively use computer software
- Installing adequate number of computers for office functions

Evidence of Success: With limited administrative resources, we are able to somehow manage the additional administrative workload.

Problems Encountered and Resources Required: The preliminary training took some time. No additional resources are required.

Best Practice II

Title of the Practice: Community Development Programmes conducted by the NSS

The Objective: NSS, the National Service Scheme, trains the students to serve our nation and create volunteers for various services in the country, such as traffic controls, temple rush controls, etc.

The Context: NSS comes under the Ministry of Youth Affairs and Sports. It was launched on Gandhiji's birth year, 1969, to develop the personality of the youth through community service.

The Practice: During this academic year, the NSS organised programmes to observe the Birth Anniversary of Rabindranath Tagore and Children's Day; the NSS students distributed garments among the poor and needy and organised a visit to 'Bodhi-Peet', a home for the mentally retarded. The NSS organised a class seminar on Environmental Pollution and NSS students participated in a World Youth Day Rally on 12th January, 2014. During NSS camps, the NSS students render services to the villages. The services are cleaning, creating awareness about hygiene and literacy.

Evidence of Success: Through NSS activities, the students identify the needs and problems of the community and imbibe the spirit of social and civic responsibility, develop leadership quality and learn about social skills.

Problems Encountered and Resources Required: Sometimes it is difficult to adjust NSS activities with class timings. The additional resources required to finance NSS activities are provided from the College fund.

Annexure IV

Feedback analysis

After collecting the feedback from the students of the 3rd-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. The College students are to come out with any personal problems standing in the way of their development, and they may avail of counselling by the Personal Counselling Cell.