



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	VIDYASAGAR COLLEGE FOR WOMEN
Name of the head of the Institution	DR RUPALI CHAUDHURI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03322410345
Mobile no.	9433177591
Registered Email	office@vcfw.org
Alternate Email	iqac@vcfw.org
Address	39 SANKAR GHOSH LANE KOLKATA - 700 006 AND 8A SHIBNARAYAN DAS LANE KOLKATA - 700 006 AND VIDYASAGAR SMRITI MANDIR 36 VIDYASAGAR STREET KOLKATA - 700 009
City/Town	KOLKATA
State/UT	West Bengal

Pincode	700006																								
<b>2. Institutional Status</b>																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Women																								
Location	Urban																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	DR TAPAN ROY																								
Phone no/Alternate Phone no.	03322410345																								
Mobile no.	9051065966																								
Registered Email	tapankabi@yahoo.co.in																								
Alternate Email	iqac@vcfw.org																								
<b>3. Website Address</b>																									
Web-link of the AQAR: (Previous Academic Year)	<a href="https://vcfw.org/pdf/yearly-aqars/AQAR_2016-17.pdf">https://vcfw.org/pdf/yearly-aqars/AQAR_2016-17.pdf</a>																								
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://vcfw.org/academic-calendar.php">http://vcfw.org/academic-calendar.php</a>																								
<b>5. Accrediation Details</b>																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.22</td> <td>2012</td> <td>10-Mar-2012</td> <td>09-Mar-2017</td> </tr> <tr> <td>2</td> <td>B++</td> <td>2.79</td> <td>2017</td> <td>30-Oct-2017</td> <td>29-Oct-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.22	2012	10-Mar-2012	09-Mar-2017	2	B++	2.79	2017	30-Oct-2017	29-Oct-2022
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
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1	B	2.22	2012	10-Mar-2012	09-Mar-2017																				
2	B++	2.79	2017	30-Oct-2017	29-Oct-2022																				
<b>6. Date of Establishment of IQAC</b>	23-Dec-2017																								
<b>7. Internal Quality Assurance System</b>																									
Quality initiatives by IQAC during the year for promoting quality culture																									

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular Meeting of IQAC is arranged	17-Jan-2018 4.0	11
Regular meeting of IQAC is arranged	23-Feb-2018 4.0	12
Regular meeting of IQAC is arranged	25-Apr-2018 3.0	12
Regular meeting of IQAC is arranged	04-May-2018 2.5	74
Timely submission of AQAR to NAAC	19-Dec-2018 4.0	2185
Online Feedback from students	16-Aug-2017 3.0	547
Online Feedback from Parents	16-Aug-2018 4.0	521
Online Feedback from Teachers & Alumni	16-Aug-2018 3.0	330
Online Feedback from Management	16-Aug-2018 4.0	14

L::asset('/', 'public')/public/index.php/admin/get\_file?file\_path='.encrypt('Postacc/Special\_Status/'. \$instdata->upload\_special\_status))

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Meenakshi Ghosh	Minor Research Project	UGC	2018 4	485000
Dr. Maitrayee Basu Roy	Minor Research Project	UGC	2018 5	455000
Dr. Piyali Dutta Chowdhury	Minor Research Project	UGC	2018 4	140000

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website	
Upload the minutes of meeting and action taken report	<a href="#">View Uploaded File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Academic and administrative Audit have been conducted by the team of external and internal experts. Made arrangement for sending important notifications through SMS to all the stakeholders of the college regularly. Important notifications are also displayed within the college at different locations in both the campuses through display in the Notice Board. Initiating process for registration of Vidyasagar Research Centre and to purchase furniture, Computers and get electrical wiring done (MLA LAD fund). Organized a seminar on Newly introduced Teaching Learning system (CBCS) and other for Enhancement of Universal values such as Patriotism and Motherhood. Moreover, CCTV has been installed in the Girls' hostel of the college to arrange for better security of the students. Initiative Towards Career Advancement Scheme (CAS) of 13 Teachers. Promotion folders verified and submitted to DPI, Bikash Bhavan.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
1. Academic audit for the year 201718.	1. Academic audit has been done by internal and external members. Weblink: <a href="http://vcfw.org/academicaudit201718.pdf">http://vcfw.org/academicaudit201718.pdf</a>
2. Administrative audit for the year 2017-18.	2. Administrative audit has been done by internal and external members. Weblink: <a href="http://vcfw.org/Administrative Audit201718.pdf">http://vcfw.org/Administrative Audit201718.pdf</a>
3. Construction of 3rd Floor of New Building	3. Construction of 3rd floor of New Building has been completed from RUSA fund. Order has been placed for installation of Centralized AC.
4. Renovation of Girls Hostel.	4. 3rd floor of Girls' Hostel has been renovated. The work has been financed by MP LAD Fund.
5. Creation of New Non-teaching Posts in the college and Non-Teaching Staff recruitment (as per recommendation of Administrative and Academic Audit)	5. Nine (9) new Non-Teaching substantive posts have been sanctioned by Higher Education Ministry. Recruitment is under process.
6. Strengthening attendance record system	6. Installation of hi-tech face detection machine besides finger print machine.

7. Promotion of teachers.	7. Promotion to the higher scale has been done for 13 Teachers through CAS. Papers to this end, have been submitted to the DPI, Bikash Bhavan after due verification for the fixation of pay.
8. Conducting programs for over-all well-being of students.	8. Regular Yoga classes are taken by expert trainer.
9. Installation of solar panel on the top of new building and hostel building.	9. The matter is under process.
10. Rain Water Harvesting System to be installed.	10. Quotation has been invited for installing large-scale, improved version of Rain Water Harvesting mechanism.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Governing Body of the College	12-Dec-2018

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
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Date of Visit	21-Sep-2017
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2018
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Date of Submission	11-Mar-2018
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	SMS gateway to send important notifications to different stakeholder of the college. Up gradation of the college website with special importance to online admission. Communication of important information to general public through website and conventional notices. Regular exercise of tendering through college website. Sending Pay Slip to all teaching and non teaching staff through online portal.
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## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Vidyasagar College for Women is currently having the following mechanisms for effective delivery of curriculum. 1. A prospectus with all information about faculties and curriculum is distributed to each and every student. 2. Academic Calendar is prepared for all departments in accordance with university calendar at the beginning of the session. 3. Departmental meetings are held in every department in which the topics in the syllabus are assigned to the teachers after discussion with them. Number of classes for each topics is decided according to the syllabus. Every department academic diary which is duly signed by the concerned HOD and the principal. 4. Routine Committee of the college provides a class schedule for all departments, due attention is paid to the fact that Honours, General, Compulsory and Practical Classes are allotted as per the requirement of Syllabi prescribed by the University of Calcutta for the concerned subjects for each year / semester. Departmental Heads allocate classes to departmental faculties and a copy of the final routine is handed over to the Principal for ready reference. 5. Teachers prepare their lectures according to the syllabus allotted and classes in the routine. 6. College has a very enriched central library with open access system with reading facilities for both students and teachers and many departments have their enriched Departmental libraries too for the benefit of the students. A good number of Journals (Science and Arts) are subscribed by our college. 7. Different class room teaching methods based on the need of different subjects are regularly used for the delivery of the curriculum such as a) Chalk and Blackboard method. b) ICT enabled teaching learning method and virtual class for visual learning. c) Use of scientific models and charts for effective delivery of lecture. d) Distribution of class notes by teachers e) Students seminar conducted by all departments f) Proper and adequate instrumentation facility is given to the students for their practical classes g) Need based survey Programs, field works and educational excursions are carried by some of the departments. h) Each department regularly organizes Seminars and special talks by resource persons for advanced learning. Regular class test, mid term examination, assessment practical classes, viva voce, are done to keep track of the academic improvement of the students. Departments maintain detailed records of the classes, assessments, projects etc. Administration also keeps a vigilant eye on the results, departmental proceedings and students need and also keeps records of the different activities of the college regarding teaching learning, development and improvement of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Beautician Course	---	07/09/2017	2	Hands on Training is provided to capable students in beauty parlour of the city.	---

Certificate in French Language	---	09/09/2017	2	---	---
Certificate in Computer Application	Diploma in Computer Application	05/08/2017	1	---	---

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	64	177

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	GEOGRAPHY HONS: Madhya Chhekamari Village Alipurduar district of West Bengal	96
BSc	GEOGRAPHY GENERAL: Chikanmati Village in (Lataguri) Jalpaiguri district of West Bengal	17
BSc	BOTANY :Excursion to Narendrapur (2nd year Hons. &2nd year General)	96
BSc	BOTANY :Excursion to vizag, Vishakapattanam (2nd year Hons.)	35
BSc	BOTANY:Excursion to Botanical Garden, Kolkata	40

	(1st year Hons.)	
BSc	BOTANY:Excursion to Agri Horticulture Society, Kolkata (3rd year General.)	40
BSc	PHYSIOLOGY:A study on school going girl children from lower socio- economic from lower socio- economic background to assess their some Physiological parameters and nutritional status.	11
BSc	ZOOLOGY:Field study in Manas National Park, Assam.	28
BSc	ZOOLOGY:Visit to West Bengal University of animal and Fisheries Science, Chakgeria, South 2Parganas	63
BSc	ZOOLOGY:Vist to Poultry farm at DH Road, Amtala, South 24 Parganas	63
<a href="#">View Uploaded File</a>		

#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>Since feedback plays an important role in the teaching learning process, students feedback on teaching is taken annually from the outgoing third year students. A questionnaire for gaining feedback covering different aspects of the teaching learning is distributed online among the final year students of all departments in the month of January/February after third year selection test Examination. The students are briefed about the purpose of the feedback and the teachers desire to benefit from their true opinions. Students are given instruction not to reveal their names on the feedback form to maintain confidentiality so that they may express their opinion fearlessly. Students are asked to assess knowledge of teacher on subject, communication skill and accessibility outside the classroom. The college authority uses the data obtain from the feedback to reevaluate teaching methods of faculty members. Teachers are informed by the principal about the result of the feedback in one to one correspondence so that they can improve their teaching process. The feedback</p>



obtain helps in effective improvements in the teaching learning process and classroom management as well. Other means of obtaining 360 degree feedback are as follows 1. Management feedback 2. Alumni feedback 3. Course feedback 4. Parental feedback 5. Faculty feedback 6. Supporting Staff feedback 7. Institutional feedback 8. Feedback on Library Services 9. Excursion feedback 10. Assignment feedback 11. Project feedback In addition to these following measures are taken 1. Interactive parent teacher meetings after mid term examination by Hons. departments for awareness and feedback from parents 2. Grievance Redressal Cell holds periodic meetings with students 3. Students can put their grievances in written in the grievance box and also register their grievances online. This feedback process has strengthened transparent communication between students and teachers.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours and General	705	1703	532
BSc	Honours and General	719	1475	413

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1841	0	62	0	0

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
62	56	105	1	1	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Although no formal mentoring is in place, the college undertakes a few initiatives Departmental heads monitor students attendance, class performance and progress on regular basis discuss the same with other faculties of department and record all data in departmental notebooks. Students are sent to personal councillor for their mental well being. Parent teacher meeting is done yearly to intimate the weakness of the ward to the respective guardian.

Number of students enrolled in the	Number of fulltime teachers	Mentor : Mentee Ratio
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institution		
1841	62	1:30

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
71	61	10	2	39

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Molly Ghosh	Associate Professor	Ph.D
2018	Sampa Barman	Associate Professor	Ph.D
2017	Ruchira Chakraborty	Lecturer	Ph.D
2018	Sayantani Bala	Assistant Professor	M.Phil

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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	Part III	26/04/2018	27/06/2018
BSc	UG	Part III	26/04/2018	27/06/2018
BA	UG	Part II	24/07/2017	07/12/2017
BSc	UG	Part II	24/07/2017	07/12/2017
BA	UG	Part I	11/08/2017	25/01/2018
BSc	UG	Part I	11/08/2017	25/01/2018

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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The students are consistently evaluated through mid term examinations, surprise class tests, debates, extempore, group discussions, seminar presentations, art exhibition, term papers, projects based on study tours etc. Creative flairs of students through wall magazines prepared by students of almost all departments under the guidance of departmental faculties. In the concern academic year the college had conducted on line MCQ test on google forms. as part of evaluation after the conclusion of orientation classes. Language departments organize movie watching sessions. Such viewings are often followed by short interactive sessions which usually focus on the concern movie and various aspects of film

making as the students learn to appreciate movies and the novelty of film making. The college strives to adhere to its moto Gyan ,Tyag, Seva and makes every consistent effort to inculcate the same to its students by encouraging them participate in N.S.S, N.C.C. activities conducted by the college. It can be conclusively stated that the college try to ensure over all holistic growth and development of its students through afore stated both innovative and conventional means.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college had drawn up its academic calendar strictly in accordance with the circular published by the University of Calcutta bearing reference no. CS/1081/Admin. Cir. dt. May, 2017 and uploaded the same onto the college website. The academic calendar contain a record of tentative dates of all circular, co curricular and extra curricular activities to be conducted by the college in the ensuing academic year. List of all probable holidays, is also included in the academic calendar.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[NIL](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	BNGA	44	36	81.8
UG	BA	ENGA	38	38	100
UG	BA	HINA	26	6	23.1
UG	BA	PLSA	16	14	87.5
UG	BA	PHIA	18	15	83.3
UG	BA	HISA	22	22	100
UG	BSc	GEOA	30	30	100
UG	BSc	EOCA	7	4	57.1
UG	BSc	BOTA	25	24	96
UG	BSc	ZOOA	17	17	100

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://vcfw.org/pdf/IOAC/IOAC-sss-2017-2018.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received
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		agency	sanctioned	during the year
Minor Projects	730	UGC	10.8	10.8
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
1. Contribution of Swamiji Netaji	Interdisciplinary	19/01/2018
2. Awareness of Health of Women	Interdisciplinary	28/03/2018
3. Implementation of CBCS Its Future	Interdisciplinary	30/05/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
-	-	-	Nil	-
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
-	-	-	-	-	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
-	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	History	1	0
International	Education	1	0
International	Economics	1	0
International	Physiology	1	0
International	Sanskrit	1	0
International	Physics	1	0
International	Philosophy	1	0
International	Mathematics	1	0

International	Geography	3	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Political Science	1
Philosophy	1
English	2
<a href="#">View Uploaded File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
-	-	-	Nil	Nil	-	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
-	-	-	Nil	Nil	0	-
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	4	50	0
Presented papers	5	4	11	0
Resource persons	1	0	1	0
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Street Child awareness Program	NSS and NCC in collaboration with ward no 37 KMC	3	21
Cleanliness Program	NSS and NCC initiative under Swachh Bharat in	4	43

	collaboration with Goyenka Hospital		
Drama	NCC in collaboration with 2 Bengal Girls Battalion	3	19
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
--	-	-	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
--	-	-	0	0
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
-	-	-	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
-	-	-	Nil	Nil	-
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
-	Nil	-	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

#### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
25	24

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2015

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5864	766574	258	34104	6122	800678
Reference Books	20629	2988122	0	0	20629	2988122
e-Books	93861	167411	3135861	5750	3229722	173161
Journals	15	15000	0	0	15	15000
e-Journals	6247	5750	0	0	6247	5750
Digital Database	1	257625	0	0	1	257625
CD & Video	39	1700	0	0	39	1700
Library Automation	8	30000	1	10500	9	40500

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
-	-	-	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	78	4	2	2	3	2	19	8	0
Added	7	0	1	0	0	1	0	42	0
<b>Total</b>	<b>85</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>19</b>	<b>50</b>	<b>0</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
28.61	17.76	73	75.14

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are well equipped and air conditioned laboratories in the new building of the college. Departmental Laboratories are maintained from academic budget and four laboratories Physics, Chemistry, Zoology and Physiology departments have been re organized at new building third campus by utilizing RUSA fund. Laboratories equipment are purchased as required by the respective departments from college budgetary allocation. College Library is committed to providing quality collections, outstanding services and excellent user education to students, faculty and staff to support the college mission. The library manages and provides seamless access to both print and online scholarly information, offers reference services, research consultations and information literacy consultations. To meet the mission and vision of the institution the library utilizes different software and newer technological tools and techniques, uses cloud services like KOHA web opac platform, library blogs, library and information services window at institutional website. ICT enabled, smart and



virtual classroom facilities have been developed to support modern teaching learning process. Third floor is being constructed at third campus for more class room facilities. Computer centers, wifi enabled campus and digital library facility with reprographic and printing, scanning services help students, faculty members to maintain uninterrupted connection with digital world. Annual maintenance by the external agencies, inhouse staff support help to maintain the facilities. We use Hrishikesh Park with permission from appropriate authority to conduct college annual sports every year. Different sports equipment such as short Put Ball, Javelin Throw items, Carom Board, Rackets and feather cork badminton are provided by the college authority.

<https://www.vcfw-opac.l2c2.co.in>, <http://libraryvcfw.blogspot.com>, <http://vcfw.org>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1) Students Aid Fund 2) College Fund (for canteen) 3) College Fund (Students Health Home Scheme) 4) College Fund (Medical Aid)	1841	43610
Financial Support from Other Sources			
a) National	Vivekananda Scholarship	14	246000
b) International	----	0	0
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
1. Yoga	10/08/2017	25	College appointed Yoga Trainer
2. Meditation	17/08/2017	94	Prajapita Brahmakumaris' Raj Yoga Meditation Centre
3. Personal Counselling	07/11/2013	61	Psychologist and Behavioral Modifier Chaitaly Majumdar
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive	Number of benefited students by career	Number of students who have passed in the comp. exam	Number of students placed

		examination	counseling activities		
2018	Career Guidance	121	0	0	0
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	30

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
TCS	100	0	--	0	11
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	33	B.A (Hons), B.Sc (Hons)	ENGA, PHIA, PLSA, GEOA, CEMA, PHYA, ZOOA, ECOA, HINA, MTMA	CU, JU, RBU, WBSU BESU, Presidency University, Amity University, IISC, JIS, Bangobashi Evening College, Motijil University	M.A, M.Sc, B.E.d, M.B.A, Nursing, Hotel Management
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	Institutional	160
Cultural	Institutional	15

Debate	Inter College	13
Extempore	Inter College	8
Essay Writing	Inter College	50
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	1) West Bengal Dance Academy	National	Nil	1	VCFW/2017/PLSA391	Sromona Chattopadhyaya
2018	2) Tirupati Dance Competition	National	Nil	1	VCFW/2017/PLSA391	Sromona Chattopadhyaya
2018	3) Bhopal Tribal Museum Dance Competition	National	Nil	1	VCFW/2017/PLSA3910	Sromona Chattopadhyaya

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students union of the college is involved in multiple committees of the college. There are members of the committees as follows: 1. Student representative in Governing Body of the college 2. Member of IQAC 3. Member of Scholarship Kanyashree Committee 4. Member of Sports committee 5. Member of student activity committee 6. Member of students' concession committee 7. Member of students' magazine committee 8. Member of Internal Complaint Cell 9. Member of canteen committee

Activities of Students Council : Students' council of the college pursued numerous activities. i) Saraswati puja was organized where 700 students were involved. ii) Annual social with the participation of 500 students. iii) A seminar on women's health. iv) Fresher's Welcome for the newly admitted students of the college. v) Bijoya Sarmeloni after Durga puja. vi) Annual picnic with around 300 students vii) Pujor Nandini- a program organized in collaboration with corporate company. viii) Diva contest in collaboration with P.C Chandra group.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association is a registered body. Registration No. S / IL/ 14617 of 2002-2003. The Association has a close connection with the Institution, Principal, VCFW is the President of the Association, Alumni Association and College jointly organize various cultural programmes such as Fete, Inter-College Competition and Welfare Programmes. The Association is involved in Various philanthropic activities. They are associated with member of NGOs in

Kolkata like "S. B. Devi Charity Home", "Konica Ausroy Kendra", All Bengal Women's Union", "and Refugee". They celebrate 'Independence Day' with grandeur where member participate in different cultural activities. Alumni Association Organise a debate competition along with the College . Alumni Association organise 'International Mother Language day', International Women's Day, Children's Day, Sister Nivedita's Birth Anniversary. Alumni Association gives full encouragement to the meritorious students of the college by providing prize money to the top scorer in both humanities and Science stream

5.4.2 – No. of enrolled Alumni:

260

5.4.3 – Alumni contribution during the year (in Rupees) :

5000

5.4.4 – Meetings/activities organized by Alumni Association :

6 Meetings in a year including annual general meeting

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Formation of different statutory sub committees comprising representatives from all stakeholders of the college for coordinating important administrative activities of the college. Purchase subcommittee, Finance Subcommittee, academic sub committee are the important committees formed by the Governing Body of the college. 2. Formation of different sub committees under the supervision of IQAC comprising representative of all stakeholders of the college for coordinating academic activities of the college and for enhancing students welfare and also to spread the awareness of the universal values. Nari sangsad, RTI committees, Grievance Redressal Cell, Placement Cell, NSS committee, NCC committee, career counseling Cell are the important committees form by IQAC. 3. Transfer of headship among departmental faculties every two years to ensure inclusive and accountability.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college, being affiliated to the university of Calcutta, strictly follows the curriculum laid down by the Board of Studies of concerned subjects. Any changes to the existing curriculum can only be done by the concerned Board of Studies. Hence, the college exercises no authority in this regard. However, it may be noted that Dr. A.P. Singh, Associate Professor, Department of Hindi, is a member of Calcutta University Board of Studies for Hindi. He plays an important roll in changing

	<p>/ Introducing/ formulating the curriculum to be followed by all colleges affiliated to the Calcutta University.</p>
<p>Teaching and Learning</p>	<p>Wide access to internet facility through WIFI to inculcate online learning management resources. e-book, e-journal facility in the e-library section adjacent to the Central Library as a supplement to classroom learning. Learning through Field Work, Study Tour. Faculty members of all Departments make use of the ICT-enabled and Virtual classroom to deliver power point lectures to the students. Exhibitions on selected topics have been held by all the Science and Humanities Departments. The exhibitions witnessed widespread participation from the students. Field Trips and educational excursions have been organised by some Departments. Some Departments have organised invited lectures by distinguished academicians for an enriched learning experience for the students. Enhancement of learning skills of the Students through participation in different seminars.</p>
<p>Examination and Evaluation</p>	<p>The College follows the examination system (1 1 1 new system) formulated by Calcutta University. College has complemented traditional written examination ( Mid Term and Test) with project work assignments, debates, power point presentation, grand viva and seminal lectures. The College has introduced online MCQ tests for the 1st Year students.</p>
<p>Research and Development</p>	<p>Research Assessment Committee, represented both by faculty members of the Science and Humanities Departments, has been formed by the Governing Body of the College. The Research Assessment Committee motivates the teachers to apply for different research projects funded by the UGC and other funding agencies. Motivates faculty members for research publications in peer reviewed journals with high impact factor. Encourages them to present papers in International/National/State Level Seminars, workshops and to act as resource persons. Exhibits the publication of research work of the faculty members in the college library to inspire further research. College explores various funding agencies for</p>

sponsoring major / minor projects. (DBT, DST, ICSSR, UGC etc.). Motivates the faculty members and the students to organise various seminars workshops at Institutional / State / National / International levels. Encouraging faculties to act as M.Phil/ Ph.D supervisors.

Library, ICT and Physical Infrastructure / Instrumentation

Girls Hostel has been constructed at 2nd Campus (VSM) of the College and run by the college to cater the needs of the students and the society at large. Provision for WIFI facility in both the campuses for use of the e-learning resources for all stakeholders. Increase of the internet bandwidth from 8 mbps to 50 mbps through broadband and lease line to facilitate the research laboratories and centers along with all departments and offices. Provision for access of e-book facility through NLIST online resource. Digital Library facilities are provided to the students. Virtual Classroom facility has been introduced for the betterment of the Teaching-Learning process under State Govt. Fund. Procurement of more laptops, Printers, Scanner, ID-card Printer under UGC and College Fund.

Human Resource Management

- The college duly motivates all faculties to participate in Faculty Development Programmes like Orientation Programmes, Refresher Courses, Workshops, Seminars and others to facilitate advancement in their careers through CAS.
- The college had organized a week-long computer training programme for non-teaching staff in the month of July, 2017, to facilitate smooth functioning of soon-to-be introduced automated office and accounts.
- Teachers are persistently motivated to keep record of all their day-to-day academic and administrative activities in Academic diaries provided by the college at the beginning of academic sessions.
- The college lays stress on inculcation of values by motivating her students to participate in N.S.S. and N.C.C. activities.

Industry Interaction / Collaboration

The college has collaborated with WEBEL for providing computer literacy to students at subsidised rates, particularly to those belonging to reserved categories. Although there is no formal collaboration between the college and Tata Consultancy Services

	(TCS), they have delivered a talk and organized campus interview for 3rd year students of the college at the behest of College Placement Cell. Around 100 students had appeared for the interview and 11 had been given placement at the TCS.
Admission of Students	In consonance with the instruction of the Govt. Of West Bengal and the University of Calcutta, the college had opened a user-friendly portal for conducting the admission process online. Both online and offline facilities were available for payment of prices for forms and admission fees. Merit list is prepared by the online portal strictly on the basis of merit merit lists are posted on college website to ensure transparency in the admission procedure. Govt. Rules for admission of students belonging to reserved categories, are immaculately adhered to

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Attendance record through biometric machine, 360 degree online feedback from all stakeholders of the college.
Administration	1) SMS are sent to relevant stake holder through software. 2) all notices including tender notices are published on website. 3) Important notifications are sent through e-mail.
Finance and Accounts	1) Salaries are paid through HRMS under e-governance of West Bengal Govt. 2) Payments of RUSA fund (Govt. Of India) are done through PFMS. 3) Scholarship of Kanyashree (Govt. Of WB), Vivekananda (Govt. Of WB) and others are given to students under e-governance. 4) Tally is used for accounts
Student Admission and Support	1) Admission process is completely online and accessible on website in a particular portal. 2) E-payments are done by students through Gateway. 3) Web-O-Pack is used for online access of catalogue
Examination	Tutorial examination in MCQ form are taken by all departments online in Goole Forms

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee



of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<b>No file uploaded.</b>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Implemen tation of CBCS and use of ICT and e learning module, organized by IQAC	Implemen taion of CBCS and use of ICT and e learning module, organized by IQAC	31/05/2018	31/05/2018	43	30
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	26/02/2018	20/03/2018	21
Refrehser Course	1	03/03/2018	23/03/2018	21
Refresher Course	1	01/02/2018	22/02/2018	21
Refresher Course	1	06/09/2018	27/09/2018	21
Orientation Programme	1	18/07/2018	14/08/2018	30
Orientation Programme	1	09/07/2018	04/08/2018	30
Orientation Programme	1	17/07/2018	12/08/2018	30
Work Shop	1	04/05/2018	11/05/2018	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):



Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	0	0	0

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Co operative society	Co operative society	Students Aid Fund, Kanyashree, Railway concession and Scholarship

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial audits for the financial year 2014 2015 was conducted by the auditor S Chowdhury and Co. from 01.04.2017 to 24.08.2017. Financial audits for the financial year 2015 2016 was conducted by the auditor S Chowdhury and Co from 01.06.2017 to 12.09.2017 Audit of the Library books for 2017 2018 conducted by the auditor Sanjay Kumar Maheswari on 05.05.2018

#### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Alumni association	5000	Students Welfare
<a href="#">View File</a>		

#### 6.4.3 – Total corpus fund generated

0
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### 6.5 – Internal Quality Assurance System

#### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	Members of management and co ordinator, IQAC
Administrative	No	Null	Yes	Members of management and co ordinators , IQAC

#### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NO such association exists in this college
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#### 6.5.3 – Development programmes for support staff (at least three)

1. Computer Training of the office staff so that they are able to handle the online admission and registration of students. 2. Support staff of Accounts department was trained by the college to be proficient with e-Pradan and HRMS systems of West Bengal and PFMS of the Government of India. 3. Computer training are provided to the support staff to handle the different Web-portal

like Kanyashree Prakalpo, Different Scholarship etc . 4. Support Staff are trained by external expert for in-house printing of Students' and Teachers' Identity Card (ID).

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Not applicable

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Seminar on Swamiji and Netaji	19/01/2018	19/01/2018	19/01/2018	103
2018	Seminar on women health	28/03/2018	28/03/2018	28/03/2018	120
2018	Seminar on CBCS	30/05/2018	30/05/2018	30/05/2018	130

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Women Trafficking (organised by Nari Samsad and N.S.S. Unit of the College)	22/03/2018	22/03/2018	70	0
IQAC & Students' Union Seminar on Well Being of Girl-students' Health	28/03/2018	28/03/2018	110	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Installation of ample number of power saving LED lights in all three campuses.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	3

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	08/09/2017	1	Distribution of blankets among poor and downtrodden	1	30
2017	1	1	08/09/2017	1	Donating Phenyl to adopted slums (part of CSR-initiative)	2	50
2017	1	1	09/09/2017	1	Cleaning of road/alley leading to the college	1	28
2017	1	1	09/09/2017	1	Visit to Goenka Hospital and cleaning of hospital campus (a 'Swachhat a Pakhwada' initiative)	1	40
2017	1	1	14/09/2017	1	Garments distribution among the poor	1	34

					and downt rodden		
2017	1	1	20/09/2017	1	Distribution of saplings for planting	1	20
2017	1	1	30/11/2017	1	Visit to Mother's house	3	25
2018	1	1	22/02/2018	7	N.S.S. Special Camp on Women's education and well-being	1	61
2018	1	1	21/03/2018	1	Visit to old-age home	2	15
2018	1	1	22/03/2018	1	Seminar on women trafficking (in collaboration with 'Nari Samsad')	1	110
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic Diary (2017-18) for all Teachers	01/07/2017	A Code of Conduct for teachers is illustrated in the Academic Diary.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Rabindra Jayanti	08/05/2017	08/05/2017	115
Celebration of Independence Day	15/08/2017	15/08/2017	100
Celebration of Mother Language Day	21/02/2017	21/02/2017	123
IQAC Seminar on Contribution of Swamiji and Netaji	19/01/2018	19/01/2018	112
IQAC Seminar on "Dui Monishi: Rabindranath Tagore and Kazi Nazrul	27/04/2018	27/04/2018	103

**7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)**

The Green Club of the College has taken the following steps to contribute to environmental awareness within the campus: a) The Green Club organized disposal of Departmental E-Waste on July 18, 2017. All Non UGC E-Apparatus were disposed off. b) Fixing of LED lights in all three floors of the New building was completed on August 4, 2017 from RUSA fund. c) On the 5th of June, to celebrate World Environment Day, Green Club took the initiative of planting saplings, primarily flowering plants. d) On May 30, 2018, on the eve of World Environment Day, a poster presentation was organized by Green Club committee with students of our college. Consciousness towards environment was reflected in the posters that depicted themes related to dangers of the use of plastics, global warming and formation of a green earth. e) On World Environment Day, NSS Volunteers planted saplings adjacent to the new Building.

**7.2 – Best Practices****7.2.1 – Describe at least two institutional best practices**

**Best Practice 1** Title of the Practice–Yoga for better living The Objective–The healing power of yoga or health benefits of yoga, are well known. The institution offers regular Yoga classes to all students. The Context–To stay physically fit, to counter emotional stress and fatigue, to boost immunity, students are offered a regular yoga classes on campus. The Practice–Currently around 25 students have enrolled for Yoga classes. Yoga workshops have been organised particularly to counter stress, anxiety and insomnia amongst today's youth. These workshops on campus have demonstrated methods and techniques for the improvement of physical and mental health. They have demonstrated methods to attain spiritual harmony through asanas, poses and meditation. Evidence of Success–Yoga workshops have been organised on campus. Workshops organised by the college have become popular among students and have received enthusiastic response. World Yoga Day is observed every-year at the college campus. Problems Encountered and Resources Required– The present academic routine is trying to accommodate more hours for yoga classes in the morning. Measures need to be adopted to make all students aware of the amazing health benefits of yoga and embrace yoga as a way of better living.

**Best Practice 2** Title of the Practice– A well-structured 360 degree online feedback from all Stakeholders and its analysis. The Objective– Feedback is collected from students, teachers, management, supporting staff, parents and alumni. Online performance appraisal or a multi assessment approach, report of which is analysed annually, will give staff members a more objective view of their performance. The Context– In recognition of the fact that feedback is an important part of the learning cycle, stakeholder's feedback is taken annually and the data received is meticulously analysed. The Practice–Students' feedback on teaching is taken annually from the outgoing final year students. Teachers' feedback on the institution and resources available in the library is collected annually. Similarly, supporting staff, alumni, management register their feedback. A questionnaire for obtaining feedback covering different aspects is made available online. Students and staff are briefed ahead of time about the purpose of the feedback and the institution's desire to benefit from their true and honest opinion. IQAC, in consultation with the Principal, uses the data and information obtained from the feedback to re-evaluate the performance of the institution. Evidence of Success– The institution received constructive suggestions from faculties regarding governance of the college and matters related to management. Huge student response has been generated and students have participated enthusiastically. The feedback obtained has helped in effecting improvements in the teaching-learning process and classroom

management. Comprehensive performance feedback measures - from all sectors like institutional performance, staff performance, alumni's response have qualitatively improved overall development. It has helped in building staff engagement and interpersonal relationships - the key pillars to a successful institution. The feedback process has opened and strengthened a transparent communication channel between the institution and its stakeholders. Problems Encountered and Resources Required-It is important to collect feedback without revealing the identity of the stakeholders so that they may come up with an unbiased opinion. Right now online feedback is acquired after logging in through an email id. College needs to use an improved software to generate One Time Password while the feedback is being collected. Due to lack of portals, it was difficult to collect feedback from all students

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://vcfw.org/pdf/IOAC/Best-Practice-2017-2018.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

“Vidyasagar College for Women N.S.S.: A Visionary Initiative” In consonance with the ennobled ideals of this esteemed institution that seeks to traverse the footprints of one of the greatest figures of Renaissance Bengal, Pandit Iswar Chandra Vidyasagar, the National Service Scheme Unit of the College tries to adhere to the motto 'Not me, but You'. The pro-active N.S.S. Wing tries to ensure complete holistic development of students by making them responsibly aware of the significance of each microcosmic unit in alleviating the pain of suffering humanity and non-human creatures. Moreover, for successful and effective discharge of responsibilities, the N.S.S. Volunteers learn to work as a team all teachers of the N.S.S. Committee put forth consistent efforts to instil the spirit of collective responsibility without any ulterior self-oriented motive and, they serve as they learn and learn to serve not only as N.S.S. Volunteers but also when they face the challenges of the world as adults. The N.S.S. Unit strongly believes in inclusive learning through self-less service teachers from almost all departments are invited to deliver talks on any relevant issues concerning the N.S.S. Volunteers the unit seeks to transform all girl-volunteers into strong, confident and empowered individuals before they face the rough domains of self-less service. Dr. Deblina Ball from the Dept. of Physiology, had conducted two sessions on 'Female Reproductive System and Obesity' in order to emphasize the importance of having a healthy body that inadvertently leads to healthy mind. Hence, they find themselves better equipped while conversing with the slum-dwellers as they are made aware of the menace of Aids and how it could be prevented. An anti-Aids rally is organized by the College N.S.S. Unit on the 1st of December after the rally, the volunteers pay a visit to the two nearby-slums adopted by the College N.S.S. and the slum-dwelling women are made aware of the measures for preventing Aids. In keeping with their commitment towards the well-being of the downtrodden and the less-fortunate, the N.S.S. Volunteers offer energizing drinks to the rickshaw-pullers, beggars as they work in scorching sun, braving intolerable heat. N.S.S. Volunteers pay visits to Old age homes, Orphanages, homes for mentally-retarded as they want to be with those who are not as fortunate as we are moments of companionship and self-less love wipe out the inmates' moments of loneliness and depression, bringing in smiles on wearied faces. In keeping with the spirit of N.S.S., the volunteers arrange for garments distribution programmes, blanket distribution programmes, donations in kind. On the 9th of September, 2017, the N.S.S. Volunteers had paid a visit to the Goenka Hospital and donated 2 bottles of Phenyl to ensure clean

surroundings in hospitals. They had also participated in cleaning drives of hospitals, roads, college campus in accordance with the initiatives propagated by 'Swachhata Pakhwada' envisaged by the U.G.C. To ensure inclusivity for the under-privileged, the N.S.S. organizes drawing competitions among slum-kids and awards them with prizes as tokens of appreciation and encouragement.

Provide the weblink of the institution

<https://vcfw.org/>

### **8.Future Plans of Actions for Next Academic Year**

1. To build proper infrastructure for Post Graduate Courses in the third floor of the New Building. New staff members to be recruited for running new Post Graduate courses. 2. Creation of New Teaching and Non-Teaching Posts. Post creation is already under process. 3. Measures to be taken to fill in all vacant teaching and non-teaching posts. 4. Collaboration with industry. 5. To gradually prepare for full automation of Library and Office. 6. Enhancement of research facilities at Vidyasagar Research Centre. 7. Some classrooms in the 3rd floor of the New Building to be ICT enabled. 8. To develop a Language Lab for the Department of English in the New building.