Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**VIDYASAGAR MAHAVIDYALAYA**
Name of the head of the Institution	**DR SAMIR KUMAR SINHA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**08582937211**
Mobile no.	**9433722499**
Registered Email	**vm.principal@gmail.com**
Alternate Email	**drnibir.goswami@gmail.com**
Address	**Suchia, Masat, District- Hooghly**
City/Town	**Hooghly**
State/UT	**West Bengal**
Pincode	**712701**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Nibir Goswami**
Phone no/Alternate Phone no.	**08582937211**
Mobile no.	**9433311620**
Registered Email	**vm.principal@gmail.com**
Alternate Email	**drnibir.goswami@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**http://vidyasagarmahavidyalaya.org.in/files/EC_151-VM-WB-2016-17%20AQAR.pdf**

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	**https://www.caluniv.ac.in/news/calender-schduled-14-5-19.pdf**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.28**	**2016**	**05-Nov-2016**	**04-Nov-2021**
1	**C++**	**66**	**2007**	**23-Mar-2007**	**22-Mar-2012**

6. Date of Establishment of IQAC	**10-Jan-2007**

7. Internal Quality Assurance System

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
No Data Entered/Not Applicable!!!		

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
Nil	Nil	Nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
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 website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Construction of the concrete boundary walls and gate are completed in this session.

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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
Create a rain harvesting system in college campus area.	This is under processing
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14. Whether AQAR was placed before statutory body ?	No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	02-Dec-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The colleges in West Bengal affiliated under Calcutta University are managed by a Governing Body along with various subcommittees formed by the Governing Body.

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 Mahavidyalaya is currently having the following mechanisms for effective delivery of its planned curriculum. The College follows the curriculum designed by Calcutta University. The head of the departments conducts academic planning meeting with faculty members to plan and organize the schedule of lectures and distributes the syllabus among the faculty members of their departments. The faculty members are instructed by the head of departments to complete the syllabus within stipulated time. If, for any reason, a faculty fails to finish his/her syllabus within the stipulated time, he/she is being asked to arrange extra classes for his/her subject. As per the requirement new books are ordered with the concern of subject teachers and students. For implementation of curriculum, teachers have included teaching methods such as presentation, assignments, and seminars for effective teaching. Internal Assessments & Practical/ Tutorial Examinations are held according to the University Academic Calendar. Remedial / Special classes are conducted for low achievers. Advance Learners are made to solve University Question papers and efforts are made by Professors to improve their performance. The college receives regular updates of circulars through letters and emails from the university, regarding the changes or modifications in the curriculum. The Principal informs the concerned teacher about changes in curriculum and gives them a copy of the same. The faculties receive all sorts of support from the university and college to understand the curriculum. The college organized workshops for new syllabus(CBCS). Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective departments. Students are motivated & encouraged to participate in different co-curricular & extension activities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepren eurship	Skill Development
N A	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nill	Nill
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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
Nill	Nil	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

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
Nil	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	Nil	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
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

Parent-Teacher meeting is held to discuss regarding the academic progress and suggestions are accepted for improvement of curricular. Their suggestions are taken and discussed in the Governing Body meeting for recommendations and implementations.

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
BCom	F A Honours	33	42	23
BA	Sanskrit Honours	10	3	3
BA	English Honours	40	54	30
BA	Pol Science Honours	50	49	35
BA	History Honours	74	86	58
BA	Education Honours	50	75	39
BA	Bengali Honours	74	123	59
BCom	General	153	39	22
BA	General	494	657	428
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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
2019	1478	Nill	12	Nill	12

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	Numberof smart classrooms	E-resources and techniques used
24	24	1	1	1	1
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View File of E-resources and techniques used					

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

Yes. At the time of admission, the college provides an updated prospectus and current Academic calendar to each student. The Prospectus contains the location and a brief history of the college, aims and objectives, courses offered, eligibility criteria, detailed description of the faculty and staff of the college, composition of the GB, fee structure as well as the college rules and regulations for students. Academic calendar offers the date of commencement of classes, detailed academic schedule, list of holidays and other miscellaneous information

related to students. The college offers free studentship to needy students apart from the various Government scholarships like scholarships for SC/ST/OBC, Merit cum means, Minority, Kanyashree Prakalpa, Rashtriya Sanskrit Sansthan, and private scholarships like Sitaram Jindal Foundation. Students are grouped under the departmental teachers who counsel and guide them and assist them in the library like mentors. A very homely and cordial atmosphere is maintained in the institution. Teachers and staff members maintain and remain closely connected with the students. So far as academic monitoring is concerned regular class tests are held and class works are checked by the teachers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1478	12	1:123

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
13	12	1	3	5

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
2019	Nill	Nill	Nill
2020	Nill	Nill	Nill
No file uploaded.			

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	13/03/2020	23/10/2020
BA	UG	3rd Semester	11/01/2020	06/03/2020
BA	UG	1st Semester	13/02/2020	23/09/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In this newly implemented system (CIE) once weak and slow learners are identified on the basis of classroom teaching and continuous internal tests, special classes, both theoretical and practical, are arranged for bridging the knowledge gap. Counseling is done by the faculty members during the choice of subjects for the CBCS system. In this system as evaluation gets prior importance, each paper (except SEC, DSE) of the curriculum, internal assessment has been made mandatory. Evaluations are done on the basis of students' activity and performances on written exams, assignments, student seminar, practical experiments etc. throughout their courses. Different versions of text and reference books are recommended for such students. Special oral and written tests are arranged for them.

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

> The Academic calendar is prepared and printed before the beginning of the session and each student is provided with a copy of the Prospectus and Academic calendar at the time of admission. All departments follow the scheduled dates for student seminars, internal exams, Freshers' welcome, annual social, various other cultural programmes and academic activities. The dates of commencement of classes and the detailed academic schedule and list of holidays are mentioned in the calendar. The Convenor of the Academic Sub Committee is entrusted with the task of preparing the Academic calendar after consulting the calendar of the current year and the list of holidays. The dates for internal exams and class tests are clearly mentioned. The dates for practical exams are decided by the respective departments according to the instructions given by the University.

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	Honours	399	381	95.48%
UG	BA	General	890	720	80.89%
UG	BCom	Honours	45	43	95.55%
UG	BCom	General	60	56	93.33%
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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://www.vidyasagarmahavidyalaya.org.in/Student%20Satisfaction%20Survey%20-2019-2020%20(SSS).html

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 agency	Total grant sanctioned	Amount received during the year
Total	00	NA	0	0
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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

NA	NA	30/06/2020

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
NA	NA	NA	Nill	NA

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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
NA	NA	NA	NA	NA	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NA	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)
International	Bengali	4	Nill

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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
Bengali	1

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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
NA	NA	NA	Nill	Nill	Nill	Nill

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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
NA	NA	NA	Nill	Nill	Nill	Nill

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	14	4	Nill
Presented papers	Nill	3	Nill	Nill

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
200th Birth Anniversary of Pandit Ishwar Chandra Vidyasagar	Vidyasagar Mahavidyalaya In Collaboration with IQAC	10	400

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
NA	Nill	Nill	Nill

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 activites	Number of students participated in such activites
NA	Nill	Nill	Nill	Nill

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
NA	Nill	Nill	Nill

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	Duration From	Duration To	Participant

details					
NA	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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
NA	Nill	Nill	Nill

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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
0	21

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Existing
Campus Area	Existing
Class rooms	Existing

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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 patially)	Version	Year of automation
0	Partially	Nill	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12216	Nill	405	77402	12621	77402
Reference Books	0	0	36	14400	36	14400

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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
NA	NA	NA	Nill

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	12	3	12	0	0	6	6	10	0
Added	0	0	0	0	0	0	0	0	0
Total	12	3	12	0	0	6	6	10	0

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

10 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
NA	Nill

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 incurredon maintenance of physical facilites
Nill	41034	Nill	302684

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)

Nil

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	Student Concession	Nill	Nill
Financial Support from Other Sources			
a) National	SC/ST/WBSVMCM/MINORITY ETC	965	9312500
b)International	Nill	Nill	Nill
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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	Date of implemetation	Number of students	Agencies involved

enhancement scheme		enrolled	
Nil	Nill	Nill	Nill
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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 examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Nill	Nill	Nill	Nill	Nill
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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	29	B.A / B. Com	Arts / Commerce	Calcutta University, Burdwan University, Rabindra Bharati University	MA / M. Com
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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
Nill	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Vidyasagar Jayanti	Institutional	400
Teachers Day	Institutional	265
Annual Sports	Institutional	135
Inter College Football competition	District	11
[View File](#)		

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
2019	Nil	Nill	Nill	Nill	Nill	NA
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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)

As there was no student union election held during the current academic session students elected as representatives to the student union in previous year are continuing their positions in different statutory and non- statutory bodies of the college. Therefore, they are engaged in decision making mechanism of the college. Moreover, they also have their active participation felt in organizing Academic exhibition, sports and various cultural programs and observing days of national significance like Ishwar Chandra Vidyasagar Birth Anniversary Independence Day, Republic Day and so on.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

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)

A. There are separate academic and administrative subcommittees for each aspect of the college administration. e.g., there is the finance sub-committee, academic sub-committee, examination sub-committee, building sub-committee purchase sub-committee etc. All the sub- committees hold regular meetings in

presence of the executive head of the college, the Principal. B. All the departments have been given separate departmental rooms. At the beginning of the academic session, each department conducts a departmental meeting regarding the process and progress of the teaching throughout the semester. Each department divides the syllabus amongst its members and each one proceeds to responsibly complete their assignments. The teachers of the respective departments report to the concerned Head at regular intervals throughout the academic session. In the departmental meetings, the head takes stock of the individual assignments of the members and takes necessary steps in regard to the completion of the syllabus. Each Department arrange special lectures and prepare the wall magazines.

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
Admission of Students	The College was established in the year 1998 and since then, has been serving in the field of higher education in a commendable manner. As per the requirement of the local communities, the college ensures wide publicity in a planned and systematic manner. Admission Notification is published in College website, College Notice Board and various social media like College Facebook page. The notification contains detailed information regarding the number of seats and range of courses, eligibility, process of admission and academic as well as support facilities. Prospectus given to the prospective students contains all the academic, administrative and financial features related to admission process. The same information is also available on the college website. Merit list containing marks and names of all applicants is published in our college website. It is also displayed on the college Notice board. Students can get information by dialing in the office. As per the order of Higher Education department of the Government of W.B., College has adopted and executed the online admission system since 2016-17. The college follows all the instructions related to admission process laid down by the affiliating University i.e. the University of Calcutta. A meeting of the Academic subcommittee and Admission subcommittee is held before the publication of the Admission notification in order to frame the

	admission policy following the instructions of the university and Higher Education Dept. of West Bengal Government. Merit lists for students aspiring for the Honours Course in different subjects are prepared online as per university and government rules and displayed on the website and notice board as well as in the college website. Hence access, fairness and justice are ensured through transparency and adherence to rules. Subject wise Intake capacity framed by the University is taken under consideration. Reservation policy is strictly followed as per the Govt. rules, i.e. – General 55, SC –22, ST – 6, OBC A – 10, OBC B – 7 and 3 of the seats in all categories is reserved for physically challenged students.
Curriculum Development	Curriculum is formed by the Calcutta University, it is forwarded to the college. The college then deploys action plans for effective implementation of the curriculum. The curriculum content is circulated among students, teachers and the staff. Students are made aware of it through the prospectus provided at the time of admission. Syllabus wise texts, references, and extra-curricular activities, extensive lectures, excursions, departmental seminars etc. are included in the curriculum of the various departments in the college.
Industry Interaction / Collaboration	Nill
Human Resource Management	• Evaluating performance of the teaching and non-teaching staff members. • Providing infrastructural facility to teachers, office staff and the students. • Enabling the staff to develop computer and software operational skill. • Encouragement to the faculties to pursue academic courses. • Employing part-time/ad-hoc faculty according to the need of the various departments.
Library, ICT and Physical Infrastructure / Instrumentation	Apart from central library of the college, most of the departments also started their own departmental library which is easily accessible to the students. Students get the books issued from the departmental library as well.
Research and Development	Teachers are are actively engaged in writing papers in various Journal and pursuing research. Head of the

	institution monitors research activities of the College and promote research and encourage the faculty to engage in research activities.
Examination and Evaluation	Apart from University level final examination, the institution framed an internal examination policy like Test Examination, continuous class test-based on short question and open discussion with students regarding their queries.
Teaching and Learning	Teaching and Learning As soon as the syllabus is framed by the university, it is published in the University website and communicated to the College, showing the division of marks allotted to each chapter of a particular subject. Each Department has been provided with laptop and printers etc. for the purpose of teaching. Effective steps like forming the Academic sub-committee, IQAC and Research board for preparing research proposals have been taken to motivate teachers to take up minor and major projects funded by UGC and other bodies and to present research papers at state, national and international levels. Teachers attend Orientation and Refresher courses from time to time in order to equip themselves with modern teaching methods and to adapt themselves to the curricular aspects.

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

E-governace area	Details
Planning and Development	Tenders and quotations are invited through college website . Funding requisitions and arrangements are processed through online mode.
Administration	All activities are monitored through HRMS portal. Salary of permanent staff is done through IFMS a State Government portal. Also, activities like day to day affairs of the college, recruitment of the guest lecturers, circulating the tender notice etc are done through e-governance.
Finance and Accounts	Vidyasagar Mahavidyalaya has its own purchased software named EXPART through which all accounting records are digitally maintained.
Student Admission and Support	Online facilities have been provided at different stages of Admission, viz – Admission notification, application

	form fill-up, preparation and publication of Merit List, acknowledgement of money receipt and details of verification schedule through e-mail and bulk messages. College website has been extensively utilized to reach students bearing information about institutional freeship, different government and non government scholarship, date and schedule of registration, examination form-fill-up and distribution of admit cards etc.
Examination	Facilities are therefore online registration, form-fill-up for university examinations, online submission of marks of intra-semester evaluation. After assessment of papers of end semester examinations and internal examinations marks are uploaded to the Calcutta University portal through online mode (www.cuexam.net).

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
2019	NA	NA	NA	0

No file uploaded.

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)
Nill	NIL	NA	Nill	Nill	Nill	Nill

No file uploaded.

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
Short Term Course	1	05/11/2019	11/11/2019	7

Refresher Course in Post-Colonial Thought and Literature	1	10/12/2019	23/12/2019	14

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The college fund pays the salary in case the grant from the state government is delayed in case of faculty who have newly joined and their pay fixation is pending and the money is later reimbursed. The college employees established a credit co-operative called Vidyasagar Mahavidyalaya Employees' Credit Cooperative Society. The society offers short term, midterm, medical, house building and personal loan on first cum first serve basis. College provides 24 hours free Wi Fi with internet service.	The college employees established a credit co-operative called Vidyasagar Mahavidyalaya Employees' Credit Cooperative Society. The society offers short term, midterm, medical, house building and personal loan on first cum first serve basis. A festival advance is bestowed upon non-teaching staffs, both permanent and casual, before Puja vacation which is recovered later on from the salary without any interest.	Various types of Scholarship

6.4 – Financial Management and Resource Mobilization

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

Through there is no internal audit system however the College has a bursar to look after the accounts and audit and financial issues. So far as the external audit is concerned government appoints an external auditor to verify the accounts prepared by the college. For every financial year such audit is conducted and report is given. The report is duly submitted to the government as well.

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
NA	0	0

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6.4.3 – Total corpus fund generated

0

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	Nill	Nill	Nill	Nill
Administrative	Nill	Nill	Nill	Nill

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

NA

6.5.3 – Development programmes for support staff (at least three)

NA

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

NA

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
Nill	NA	Nill	Nill	Nill	0
No file uploaded.					

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
NA	Nill	Nill	0	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
Collage has taken initiative to make the campus green and plastic free.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nill	No	0

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
2019	Nill	Nill	Nill	Nill	Nill	Nill	Nill

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

Title	Date of publication	Follow up(max 100 words)
Nil	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NA	Nil	Nil	Nil

No file uploaded.

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

Making Plastic free zone

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Student Centric Learning, Sports and Cultural Activities. 2. Maintaining very high quality formal and informal student teacher relationship which is always praiseworthy. 3. Eco friendly plastic free-zone: It is one of the best practices that has already been taken up as an important measure for preservation of environment which is to be further developed.

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

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

To promote higher educational culture in the remote rural area. courses are run keeping in mind the demands of local pupil. Institution is always ready to serve the society.

Provide the weblink of the institution

https://www.vidyasagarmahavidyalaya.org.in/

8.Future Plans of Actions for Next Academic Year

1. Two different Honours Courses and two different general courses are likely to be introduced in the future. 2. Proposal of setting up of Netaji Open University Centre with a view to dissemination of higher education in the rural belt. 3. Proposal for construction of a Mini Indoor Stadium. 4. Proposal for installation of solar panel inside the campus. 5. Proposal for renovation of playground. 6. Purchase of computers and accessories, reference books. 7. Expansion of use of ICT. 8. Plan to fill up the vacant full time teaching posts. 9. Library will be

enriched with modern facilities.