

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year : 2013- 14

I. Details of the Institution

- 1.1. Name of the Institution : Vivekananda Mahavidyalaya, Burdwan
- 1.2. Address Line 1 : Vivekananda College Road
Address Line 2 : Post- Sripally
City/Town : Burdwan
State : West Bengal
Pin Code : 713103
Institution e-mail address : vmprincipal2012@gmail.com
Contact Nos. : 0342-2646916
Name of the Head of the Institution : Dr. S.P. Rudra
Tel. No. with STD Code : 0342-2646916
Mobile : 9433412008
Name of the IQAC Co-ordinator : Dr. S. Jana
Mobile : 8436541525
IQAC e-mail address : sumsum.2006@gmail.com
- 1.3. NAAC Track ID (For ex. MHCOGN 18879) :
- OR
- 1.4. NAAC Executive Committee No. & Date : EC_33_A&A_161 dated 28-9-2004
Vivekananda Mahavidyalaya, Burdwan-West Bengal.doc
- 1.5. Website address : www.vmbdn.in
Web-link of the AQAR :
- 1.6. Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺		2004	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

- 1.7. Date of Establishment of IQAC : 20/12/2005

1.8. Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2011-12 28-12-2015
 ii. AQAR
 iii. AQAR
 iv. AQAR

1.9. Institutional Status

University	State <input type="checkbox"/>	Central <input type="checkbox"/>	Deemed <input type="checkbox"/>	Private <input type="checkbox"/>
Affiliated College	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Constituent College	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Autonomous college of UGC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Regulatory Agency approved Institution	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/>	Women <input type="checkbox"/>	
	Urban <input checked="" type="checkbox"/>	Rural <input type="checkbox"/>	Tribal <input type="checkbox"/>	
Financial Status	Grant-in-aid <input checked="" type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>	
	Grant-in-aid + Self Financing <input type="checkbox"/>	Totally Self-financing <input type="checkbox"/>		

1.10. Type of Faculty/Programme:

Arts <input checked="" type="checkbox"/>	Science <input checked="" type="checkbox"/>	Commerce <input type="checkbox"/>	PEI (Phys Edu) <input type="checkbox"/>
TEI (Edu) <input type="checkbox"/>	Engineering <input type="checkbox"/>	Health Science <input type="checkbox"/>	Management <input type="checkbox"/>

1.11. Name of the Affiliating University (for the Colleges): The University of Burdwan

1.12. Special status conferred by Central/ State Government

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	No
University with Potential for Excellence	No
UGC-CPE	No
DST Star Scheme	No
UGC-CE	No
UGC-Special Assistance Programme	No
DST-FIST	No
UGC-Innovative PG programmes	No
UGC-COP Programmes	No
Any other (Specify)	No

2. IQAC Composition and Activities

2.1.	No. of Teachers	8
2.2.	No. of Administrative/Technical staff	2
2.3.	No. of students	1
2.4.	No. of Management representatives	2
2.5.	No. of Alumni	1
2.6.	No. of any other stakeholder and community representatives	2
2.7.	No. of Employers/ Industrialists	Nil
2.8.	No. of other External Expert	Nil
2.9.	Total No. of members	16
2.10.	No. of IQAC meetings held	3

2.11. No. of meetings with various stakeholders:

Faculty	03	Alumni	Nil
Non-Teaching Staff Students	Nil	Others	Nil

2.12. Has IQAC received any funding from UGC during the year?

Yes No If yes, mention the amount

2.13. Seminars and Conferences (only quality related)

i. No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos	16	International		National		State		Institution Level	16
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ii. Themes

Humanities, Science, Human Rights, Stress Management.

2.14. Significant Activities and contributions made by IQAC

The IQAC pointed out that the college playground opposite the college is being continually encroached upon by local people and immediately needs to be retrieved and boundary wall constructed in order to enhance physical infrastructure in future.

2.15. Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

* Plan of Action	Achievements
Other than maintaining academic quality levels attained in the earlier session, the IQAC focused on recovering lost portions of the playground and constructing a boundary wall.	The playground was recovered from all encroachments and a boundary wall was constructed.

Attach the Academic Calendar of the year as Annexure

2.16. Whether the AQAR was placed in statutory body: Yes No
 Management Syndicate Any other body

Provide the details of the action taken

The Governing Body appreciated the suggestions of the IQAC and immediately asked the Principal to initiate action in retrieving the college playground. Money was sanctioned and the boundary wall was built. This is a major success.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	One	Nil	Nil	Nil
UG	BA, BSc, (Hons. & Gen.)	Nil	Nil	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	5			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: Core and Elective options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	One
Trimester	
Annual	Four

1.3 Feedback from stakeholders*

(On all aspects)
 Alumni Parents Employers Students

Mode of feedback:

*Please provide an analysis of the feedback in the Annexure

 Online Manual Co-operating schools (for PEI)

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Option not open to college: This is the sole prerogative of the University

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

- 2.1. Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Part time & Guest)
39	24	15		55

- 2.2. No. of permanent faculty with Ph.D. 26

- 2.3. No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	18	Nil	Nil					Nil	18

- 2.4. No. of Guest and Visiting faculty and Temporary faculty

25 (Guest)

29 (Part-time)

1 (Contractual)

- 2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/		10	7
Presented papers		10	3
Resource Persons			

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

Regular Class tests were reinforced, interactive classrooms became mandatory resulting in great benefits.

- 2.7. Total No. of actual teaching days during this academic year
- 2.8. Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)
- 2.9. No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop:
- 2.10. Average percentage of attendance of students:

2.11. Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	540 (H) 705(G)		16.5	83.5		100
BSc	240(H) 149(G)		30	70		100
PG	16		100			100

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

All teachers give departmental reports mentioning details of their achievements and problems if any twice a year. The IQAC goes through these reports and acts as a support mechanism to all departments whenever necessary.

2.13. Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	10
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14. Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	32	Nil	9	3
Technical Staff	1	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

3.1. Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

The IQAC encouraged all teachers to complete ongoing research projects and has tried heart and soul to motivate teachers to apply for new MRPs.

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		7	7	2
Outlay in Rs. Lakhs		16.4	14.23	5.99

3.4. Details on research publications

	International	National	Others
Peer Review Journals	10	3	
Non-Peer Review Journals	0		
e-Journals	0		
Conference proceedings	0	1	

3.5. Details on Impact factor of publications:

Range Average h-index Nos.in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2013-15	UGC	5.99	3.99
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2012-15	DST	1.2	0.8
Any other(Specify)				
Total			7.19	4.7

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

ii) Without ISBN No.

3.8. No. of University Departments receiving funds from:

UGC-SAP		CAS		DST-FIST		DPE		DBT Scheme/funds	
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3.9. For colleges:

Autonomy		CPE		DBT		Star Scheme		INSPIRE	1
CE		Any Other (specify)							

3.10. Revenue generated through consultancy:

3.11. No. of conferences organized by the Institution :

Level	International	National	State	University	College
Number			1		15
Sponsoring agencies			DST, Govt. of WB		College

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

3.13. No. of collaborations: International National Any other

3.14. No. of linkages created during this year:

3.15. Total budget for research for current year in lakhs:

From Funding agency	4.7	From Management of University/College	Nil
Total	4.7		

3.16. No. of patents received this year:

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

3.17. No. of research awards/ recognitions received by faculty and research fellows

of the institute in the year:

Total	International	National	State	University	Dist	College
1				✓		

3.18.

No. of faculty from the Institution who are Ph. D. Guides	3
and students registered under them:	9

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

Two. The Ph.D. award is given by the mother University

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

JRF		SRF		Project Fellows		Any other	

3.21. No. of students Participated in NSS events:

University level	51	State level	18
National level	9	International level	Nil

3.22. No. of students participated in NCC events:

University level	121	State level	41
National level	5	International level	Nil

3.23. No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24. No. of Awards won in NCC:

University level	Nil	State level	1
National level	1	International level	Nil

3.25. No. of Extension activities organized:

University forum	3	College forum	8	NCC	3
NSS	10	Any Other			

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

- Off-campus plantation and regular monitoring, socio-economic survey.
- Environmental consciousness rally, AIDS awareness programme, Voluntary traffic control, Building of Book Bank for students from economically challenged families.

Criterion – IV

4. Infrastructure and Learning Resources

4.1. Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	29784.86 Sq. M	0		29784.86 Sq. M
Class rooms	27			
Laboratories	7			
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1	2		3
Value of the equipment purchased during the year (Rs. in Lakhs)		2.82 Lacs		
Others				

4.2. Computerization of administration and library:

Already computerized.

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20129		809	112715	20938	
Reference Books	13010		1300	155653	15210	
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	8	4750	Nil		8	4750
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4. Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	33		All	Nil	Nil	7	23	3
Added	4		4	Nil	Nil	2	2	Nil
Total	37		All			9	25	3

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

Online admission and day to day administrative works.

4.6. Amount spent on maintenance in lakhs :

i. ICT	1.33	
ii. Campus Infrastructure and facilities	19.12	
iii. Equipments	0.76	
iv. Others	1.61	
Total		22.82

Criterion – V**5. Student Support and Progression****5.1. Contribution of IQAC in enhancing awareness about Student Support Services :**

The IQAC has been active in creating awareness regarding the student support system. The career counselling cell, the grievance redressal cell, the anti-ragging cell etc. are now working with full enthusiasm. The students were also not only informed by notice, but also by the teachers inside the classroom so that each and every student becomes aware of the facilities available to them.

5.2. Efforts made by the institution for tracking the progression:

The IQAC constantly keeps on informing the principal about its initiative in this regard and through interaction with different committees tracks the progress.

5.3.

a) Total Number of students	UG	PG	Ph. D.	Others
	2992	32		

b) No. of students outside the state	34
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c) No. of international students	Nil
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Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1673	642	106	496	3	2920	1731	689	90	510	4	3024

Demand ratio: 17:1

Dropout: 12.9%

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

Coaching for school service commission examination and WBCS preliminary exams are conducted.

No. of students beneficiaries	119
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5.5. No. of students qualified in these examinations:

NET	22	SET/SLET	2	GATE	7	CAT	0
IAS/IPS etc	0	State PSC	11	UPSC	42	Others	More than 400

5.6. Details of student counselling and career guidance:

Psycho-social counselling is organized on a large scale every year. In the micro level different teachers counsel the students in their own capacities. MIES, a premier institute which has expertise in training in competitive examinations had come to our college and conducted career counselling to our outgoing students exactly as they had done last year.

No. of students benefitted	More than 200
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5.7. Details of campus placement:

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	More than 500

5.8. Details of gender sensitization programmes:

The women's Empowerment cell has invited one eminent lawyer and the Chief Sub-divisional Judicial Magistrate to deliver lectures on creating awareness among our girls about their legal supports available in the nation.

5.9. Students Activities:**5.9.1. No. of students participated in Sports, Games and other events:**

State/ University level	Nil	National level	Nil	International level	Nil
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No. of students participated in cultural events:

State/ University level	Nil	National level	Nil	International level	Nil
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5.9.2. No. of medals /awards won by students in Sports, Games and other events:**Sports:**

State/ University level	Nil	National level	Nil	International level	Nil
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Cultural:

State/ University level	Nil	National level	Nil	International level	Nil
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5.10. Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	257	115650
Financial support from government	1273	11457000
Financial support from other sources	31	155000
Number of students who received International/ National recognitions	Nil	

5.11. Student organised / initiatives:

Fairs:	State/ University level	1	National level		International level	
Exhibition:	State/ University level		National level		International level	

5.12. No. of social initiatives undertaken by the students:

6

5.13. Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution:

The vision in establishing the college is helping the nation into an exploitation-free and prosperous country through the students, directly or indirectly engaged to the service of the nation.

The immediate mission was escalation of higher education in the large rural areas surrounding the college spanning nearly 400 Sq. Kms around the college. With this expressed purpose the college was situated in the extreme north-eastern fringes of Burdwan town, so that accessibility of rural students become easy. To this extent the mission till now has been greatly accomplished.

The objectives of the college are inculcation of healthy social and moral values, generating a temper of scientific enquiry among the students, sensitizing the students to a non-sexist, non-gendered education which propagates equal opportunities for both male and female students, generating an ecology awareness among all stakeholders of the college, promoting campus activity leading to healthy socialization and imparting a holistic education.

The objectives are stated in details in the college prospectus. Moreover, they are displayed on a board right in front of the entry to the college and teachers are also asked to remind the students in every possible manner the objectives of this institution whenever the slightest opportunity comes to them.

6.2. Does the Institution has a management Information System:

No

6.3. Quality improvement strategies adopted by the institution for each of the following:

6.3.1. Curriculum Development: Not Applicable

6.3.2. Teaching and Learning:

This is done through constant interaction between faculty, IQAC and the principal. Students' assessment reports are scrutinized thoroughly and feedback given to individual teachers wherever necessary.

6.3.3. Examination and Evaluation:

Some departments have introduced surprise objective tests apart from normal tests in the college.

6.3.4. Research and Development:

The IQAC has been constantly encouraging the Faculty to submit new MRPs and to finish off their Ph.D. works as early as possible.

6.3.5. Library, ICT and physical infrastructure / instrumentation:

Library is now completely computerized. Physical infrastructure will be extended next year as funds are shortly to be released by the State Government.

6.3.6. Human Resource Management:

The heavy duties and responsibilities of admission, conducting university examination, tabulating income tax of teachers, managing the building committee and different other committees make optimal use of manpower among the faculty.

6.3.7. Faculty and Staff recruitment:

Recruitment of faculty is done through West Bengal College Service Commission. The college has recruited 9 administrative staffs as per Government rules.

6.3.8. Industry Interaction / Collaboration: Nil**6.3.9. Admission of Students :**

Admission this year has been done through centralized on line system by the University and the college had hardly any role to play.

6.4. Welfare schemes for:

Teaching	
Non teaching	
Students	Students' Aid Fund.

6.5. Total corpus fund generated: ₹ 8, 48720**6.6. Whether annual financial audit has been done:** Yes No **6.7. Whether Academic and Administrative Audit (AAA) has been done?**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	G.B
Administrative				

6.8. Does the University/ Autonomous College declares results within 30 days?

For UG Programmes	Yes		No	✓
For PG Programmes	Yes		No	✓

6.9. What efforts are made by the University/ Autonomous College for Examination Reforms?

Nil

6.10. What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Nil

6.11. Activities and support from the Alumni Association:

Nil

6.12. Activities and support from the Parent – Teacher Association:

Support comes through ideas generated in the parent-teachers meets of different departments though there is no formal parent teachers' association.

6.13. Development programmes for support staff:

Provision for loans from the college cooperative.

6.14. Initiatives taken by the institution to make the campus eco-friendly

Our college has an extremely eco-friendly ambience.

Criterion – VII

7. Innovations and Best Practices

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

A new mass movement named "PICK A WASTE A DAY" has been launched and students and staff have responded very positively. This has helped the students take personal interest in the affairs of the college.

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

The ATR was obviously very positive in the sense that the PICK A WASTE...had been a great success. Moreover since our college results are always good no special ATR area is to be addressed.

7.3. Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*) *Provide the details in annexure (annexure need to be numbered as i, ii,iii)

Bombardment session.
Pick A Waste A Day movement.

7.4. Contribution to environmental awareness / protection:

The college itself is a green zone. Outside the campus regular campaigns on this issue and tree plantation in adopted villages are carried out, monitored and maintained.

7.5. Whether environmental audit was conducted?

Yes		No	✓
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7.6. Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The basic strength of the college is its faculty who are extremely dedicated and student friendly, and secondly our students, who still not being urbanised are basically obedient learners. The pitfalls of extreme urbanization like consumerism, technology fads like whatsapp and facebook, have still not invaded our students in the form of addiction. Our basic weakness is lack of space for which students cannot be given great access to internet facilities through a computer center.

8. Plans of institution for next year

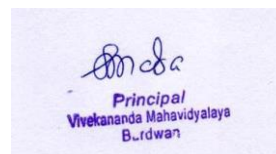
The moment funds are available immediate construction of at least 12000 Sq. Ft. of building area needs to be constructed. A separate cycle stand for girl's students also needs to be constructed.

Name: Dr. Suman Jana



Signature of the Coordinator, IQAC

Name: Dr. Siba Prasad Rudra



Signature of the Chairperson, IQAC

Annexure I

- A completely innovative practice called the BOMBARDMENT SESSIONS are organized by every department at least twice a year. In such sessions students are required to bombard their teachers who mandatorily remain present together on the dais and all questions relating to the syllabus as well as any other relevant problems are asked by students which the teachers answer. The students have been found to take an enormous amount of interest in these sessions which not only benefits them with inputs from teachers, but the central point of interest is that in most occasions one teacher answer a particular question whereas the other teachers often give additional inputs which make the session interactive and intellectually nourishing.

Annexure II

All components of the college are requested to pick a waste paper or plastic pouch or packet or any item that might harm the cleanliness of the college. Students have taken great initiative, especially after finding their teachers involved in the act of cleaning the campus. This has resulted in a stupendous impact as students feel that the college is not separate from their own houses which are kept clean by them. This sense of belonging to the college is a great psychological benefit to a student who actively feels that he/she has a role to play in the College.

FEEDBACK REPORT OF IQAC REGARDING PARENT TEACHERS' MEET

2013-14

The feedback analysis of Parent- Teacher meetings organized by the different departments is once again practically the same as in 2011-12 and 2012-13.

There was a faint sign of dissatisfaction with the guardians of students in the English department regarding the lack of teaching staff. The commonest question asked was why the department is not appointing Guest Teachers against the vacant posts.

The IQAC has spoken to the teachers of the department about why they do not request the Principal to appoint Guest Teachers. The reply was very significant. The teachers do not wish to compromise on quality and because MA pass outs with NET are mostly absorbed in full time posts, there is dearth of efficient teachers who can be appointed as Guests. For the meager salaries of Guest Teaching positions hardly any qualified young teacher would be available even if the college advertises in the big newspapers. The Teachers have been happy to work overtime helping students to their greatest possible abilities. Since results in the department have been consistently good since more than a decade the IQAC has decided to leave the matter entirely to the teachers in the department.