



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

|  |  |                                  |
|--|--|----------------------------------|
| <b>1.Name of the Institution</b>                     |  | <b>VIVEKANANDA MAHAVIDYALAYA</b> |
| • Name of the Head of the institution                |  | <b>Dr. SIBAPRASAD RUDRA</b>      |
| • Designation  |  | <b>PRINCIPAL</b>                 |
| • Does the institution function from its own campus? |  | <b>Yes</b>                       |
| • Phone no./Alternate phone no.                      |  | <b>0342-2646916</b>              |
| • Mobile No:   |  | <b>9433412008</b>                |
| • Registered e-mail                                  |  | <b>vmprincipal2012@gmail.com</b> |
| • Alternate e-mail                                   |  | <b>vmprincipal2012@gmail.com</b> |
| • Address  |  | <b>SRIPALLY, PURBA BARDHAMAN</b> |
| • City/Town  |  | <b>PURBA BARDHAMAN</b>           |
| • State/UT   |  | <b>WEST BENGAL</b>               |
| • Pin Code   |  | <b>713103</b>                    |
| <b>2.Institutional status</b>                        |  |                                  |
| • Affiliated / Constitution Colleges                 |  |                                  |
| • Type of Institution                                |  | <b>Co-education</b>              |
| • Location   |  | <b>Semi-Urban</b>                |
| • Financial Status                                   |  | <b>UGC 2f and 12(B)</b>          |

|  |   |                |                             |               |             |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Name of the Affiliating University   | burdwan university  |                |                             |               |             |
| • Name of the IQAC Coordinator   | Dr. ANIMESH DEBNATH   |                |                             |               |             |
| • Phone No.  | +17908080655  |                |                             |               |             |
| • Alternate phone No.  | 7908080655  |                |                             |               |             |
| • Mobile   | 7908080655  |                |                             |               |             |
| • IQAC e-mail address  | vmiqac@vmbdn.ac.in  |                |                             |               |             |
| • Alternate e-mail address   | animeshdebnath@vmbdn.ac.in  |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>   | <a href="https://www.vmbdn.in/images/uploads/AQAR%202017-18%20with%20AUDIT%20REPORT.pdf">https://www.vmbdn.in/images/uploads/AQAR%202017-18%20with%20AUDIT%20REPORT.pdf</a> |                |                             |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  |   |                |                             |               |             |
| <b>5.Accreditation Details</b>   |   |                |                             |               |             |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 2  | B+  | 2.51           | 2016                        | 05/11/2016    | 05/11/2021  |
| <b>6.Date of Establishment of IQAC</b>   |   |                | 12/02/1999                  |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |                |                             |               |             |
| Institutional/Department /Faculty  | Scheme  | Funding Agency | Year of award with duration | Amount        |             |
| N.A.   | N.A.  | N.A.           | N.A.                        | N.A.          |             |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>   |   |                | Yes                         |               |             |
| • Upload latest notification of formation of IQAC  |   |                | <a href="#">View File</a>   |               |             |
| <b>9.No. of IQAC meetings held during the year</b>   |   |                | 3                           |               |             |

|   |                           |  |
|---|---------------------------|--|
| <ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>  | <b>Yes</b>                |  |
| <ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>  | <a href="#">View File</a> |  |
| <b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>  | <b>No</b>                 |  |
| <ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>  |                           |  |
| <b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>  |                           |  |
| <ul style="list-style-type: none"> <li>• The meeting was arranged by all the faculty members in the presence of principle Under IQAC to promote quality initiative during the academic year 2020-21.</li> <li>• After the discussion with faculty members, the following initiatives have been summarized for the academic year 2020-21</li> <li>• The conduct of a special lecture series for all the B.A/B.Sc students by the resource persons by the nearby college and the institution.</li> <li>• The Conduct of Orientation programme of newly joined all programme students to information about, vision and mission and about institution.</li> <li>• The faculty members unanimously expressed to organize one day workshop and orientation program for the students.</li> <li>• All staff members decided to hold inaugural function of different committees related to various activities.</li> <li>• Decided to organize a workshop on Effective Communication Skills and how to Prepare for Competitive Examinations.</li> </ul> |                           |  |
| <b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>  |                           |  |
|   |                           |  |

| Plan of Action  | Achievements/Outcomes   |
|---|---|
| <p>All the departments will send proposals to state govt. MHRD, RUSA and other funding agencies to get funding for Classroom and other facilities. Computer experts are planning to motivate UG &amp; PG students to join online learning platforms, use smart phone as a learning tool. Department of chemistry process to upgrade classrooms in to smart class and seminar hall with modern facilities. Department of Physics will develop a Proforma of energy audit, will train students to perform the audit and will get it done students. The Alumni association is planning to register more than 1000 Alumni and get them involved for contribution in the academic and infrastructural development of our college. Office automation and management information system will be developed by next year. More activities to develop incubation centre develop start up eco system will be done by the career and placement cell of our college. Student satisfaction survey report will be utilized for policy making and implement new plants to help students. Department of Botany proposes to organize 1 day national workshop on DNA technologies.</p> | <p>RUSA has provided funds for new building ( 1 crore) Students and faculty members are registered in online learning platforms like SWAYAM and NPTEL, epathshala Smart phones are being used for Spotting and eherbarium, preparation plant identification in Botany using sites like picturethis....., Zoology students use Online content for visualizing dissection, online grammar classes, Dictionary and thesaurus are used for meanings, usage and pronunciation, In chemistry... Up gradation in to Smart (as rooms done ,E-class rooms to be used as seminar hall by each deptt. , wi-fi receiver is provided to each department to access internet for teaching Proforma has been developed in collaboration with CREDA. CREDA will organize a workshop in December 2022 to train UG students of the department and perform Energy Audit of the college building. Contribution made by Alumni is in process College has been introduced a database CAMS server in office. Student section ( college management system), central library and Examination Cells were fully automated in the session 2021-22 IQAC organized Entrepreneurship Awareness 1. Camp for Students during 2020-21 2. IQAC has been submitted a proposals for MoU with RICE and KINOVA initiating start up, entrepreneurship and self employment. Action taken ATR on</p> |

student feedback is compiled for last five years. A proposal has been sent for infrastructure up gradation of college building to Dept of Higher Education, CG and RUSA. Lecture capturing system will be installed in the e-Classroom shortly. So the lectures of experienced faculty members of this college can be shared by other HEIs. Question Bank has been prepared by some of the departments for new exam pattern. Proposal is planning to sent to state govt. Ucchasikha for sanction of grants

**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| GB   | 04/07/2019         |

**14. Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|------|--------------------|
| 2020 | 26/02/2020         |

**15. Multidisciplinary / interdisciplinary**

People from several disciplines collaborating while each drawing from their disciplinary expertise. Interdisciplinary: Using a genuine synthesis of methodologies, integrating information and approaches from several fields.

Demands for knowledge integration across disciplinary boundaries have increased as a result of increased funding in interdisciplinary research. Vision and Change similarly set interdisciplinary expectations for undergraduate biology majors a critical ability; but, as we are not yet in agreement on what interdisciplinary means, this benchmark is challenging to satisfy and evaluate. Here, we

examine numerous institutional obstacles to interdisciplinary work and consider interdisciplinary from a historical perspective. We offer a working definition of interdisciplinary science that is formed from the viewpoints of both science faculty members and scientific organizations in an effort to construct a unified future. In order to establish and evaluate interdisciplinary initiatives in undergraduate scientific education, a conceptual model for an Interdisciplinary Science Framework was created using the current literature and our proposed definition. To satisfy the Vision and Change core competency of "tapping into the interdisciplinary nature of science," we believe this will serve as a basis on which the community may construct learning outcomes, activities, and measurements for students.

#### **16.Academic bank of credits (ABC):**

Academic Bank of Credits (ABC) is a virtual/digital repository that houses data on the credits that certain students have accrued over the course of their academic careers. Students will be able to create an account and have a variety of alternatives for enrolling and exiting colleges or universities.

#### **17.Skill development:**

*The emphasis should be on lifelong learning, according to Albert Einstein. When learning stops, personal development likewise comes to an end. To learn specific talents, you need to create an eagerness and curiosity. It is crucial to work on your personal growth since it enables you to live a more fruitful, serene, and meaningful life. Be the change you wish to see in others, as someone once remarked. So let's start the journey of self-transformation in baby steps.*

#### **Time Management**

Do you know what the core reason for your daily stress is? The inability to use time productively makes frustration. Time is one resource that God has distributed equally among every human being. Whether it is Bill Gates or your neighborhood shopkeeper, everyone has 24 hours at his disposal. 'How to utilize it' that will certainly makes all the difference. Today, we are juggling multiple responsibilities, and if we are unable to do justice of even one of our roles, stress starts building. You need to stop this right now and take action to manage time effectively. Time Management is an art, and it starts with prioritizing the tasks, allocating time for each work and recognizing when you at your productive best.

## Communication Skills

You are just about to begin your career and all set to meet new people around you all the time. Even though the mode of communication today has pushed everyone behind keyboards and keypads, the way you express yourself is still relevant. Great [communication skills](#) include conveying the message articulately at the right time, in the right tone and to the right person.

## Problem-Solving Skills

Problem-solving skills, also known as conflict resolution skills is critical to your professional success. At every stage in life, you have to face conflicting situations or problems wherein you have to make optimal use of scarce resources.

## Conquer Your Fears

If you think being fearless means the absence of fear, you can't be more mistaken. It is only human to have worries, but it takes extraordinary powers to face your fear and rise above it.

## Beat dalliance

We struggle to complete even the simplest tasks 50% of the time because we have a tendency to overthink and overanalyze. Thought and analysis are necessary, too much of it impairs our senses. Understanding how and why you developed the procrastination behaviour is the first step towards breaking it. Is it because the task intimidates you? Concerned with the process? Lack of knowledge or simple inertia? You must first work on overcoming the cause after you have determined it. Setting a deadline for when you must complete the assignment comes next. When there are strict deadlines, you will automatically reduce your procrastination time and begin working on the task at hand.

## Adaptability Quotient

Life doesn't always go as we expect, therefore it's better to be ready for the worst than to be devastated and illiterate later. The best strategy for raising your adaptability quotient is to live by the adage "Hope for the best and be prepared for the worse." You ought to be able to adapt to any scenario without going crazy if you have enough flexibility. You should be able to fit into whatever mould that life casts, whether it be new technology, a new boss, a

different team, or an entirely alien work profile. The following are the three actions needed to be flexible with life's circumstances:

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

This course introduces the students to the rich and varied knowledge traditions of India from antiquity to the present, in line with the new education policy, NEP 2020, which places a priority on Indian Knowledge Systems and Intelligence Traditions of India. Additionally, this aids the student in being familiar with and understanding their own systems and traditions, which are essential for any genuine advancement and development. Additionally, it encourages the learner to use Indian frameworks and models to solve contemporary challenges in an unique and independent manner.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The educational theory known as outcomes-based education (OBE), centers each component of the educational system on goals (outcomes). Each student should have succeeded in achieving the objective by the end of the educational experience. In OBE, there isn't a single predetermined method of instruction or evaluation; rather, all of the classes, chances, and tests should support students in achieving the predetermined outcomes. [1] Depending on the desired goals, the faculty member's position may change to include that of an instructor, trainer, facilitator, or mentor.

**20.Distance education/online education:**

During the teaching and learning process, teachers and students are physically separated through distance learning, sometimes referred to by a variety of terms such as distance education, e-learning, mobile learning, or online learning. However the distance education mainly run by our mother institution BU.

## Extended Profile

### 1.Programme

1.1 16

Number of courses offered by the institution across all programs during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |



## 2.Student

2.1

1603

Number of students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.2

1585

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.3

250

Number of outgoing/ final year students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

## 3.Academic

3.1

85

Number of full time teachers during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

3.2

90

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

|  |    |
|--|----|
| 1.1  | 16 |
| Number of courses offered by the institution across all programs during the year |    |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 2.Student

|                                    |      |
|------------------------------------|------|
| 2.1                                | 1603 |
| Number of students during the year |      |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|  |      |
|--|------|
| 2.2  | 1585 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year |      |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|   |     |
|---|-----|
| 2.3   | 250 |
| Number of outgoing/ final year students during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 3.Academic

|  |    |
|--|----|
| 3.1  | 85 |
| Number of full time teachers during the year |    |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|  |    |
|--|----|
| 3.2  | 90 |
| Number of Sanctioned posts during the year |    |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

#### 4. Institution

|   |         |
|---|---------|
| 4.1   | 32      |
| Total number of Classrooms and Seminar halls                      |         |
| 4.2   | 3683715 |
| Total expenditure excluding salary during the year (INR in lakhs) |         |
| 4.3   | 52      |
| Total number of computers on campus for academic purposes         |         |

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

At the beginning of the academic session, the Timetable Committee headed by the Principal and senior Faculty Members draws up a detailed timetable which efficiently deploys the number of allocation following the rules and regulations as prescribed by UGC for academic and co-curricular classes. The Heads of Departments also conducts the meetings for distributing workload and make plan for effectivity and for the completion of the syllabus in due course of time. If necessary, the principal also holds a regular meeting for the effective implementation of the Calendar.

For the effective teaching and learning process the ICT is also used by the various department and various seminars/workshops are organised with the active participation of the students. We have also successfully organised many webinars during pandemic time with the effective participation of the faculty members.

The departments also organize study tours, excursions, field work and industrial visits for students' exposure to practical knowledge. The students are also encouraged to read the reference books and take use of e-resources available at the college website. Also with the huge number of collection of books in the college central library the students get the boost and an easy step for better performance in the academic field.

Our college is also well equipped laboratories for curriculum delivery of practical knowledge to the students. With high speed internet connectivity, computer lab, LCD projectors and other Audio-visual aids the students get the high end facility for their education.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="https://www.vmbdn.in/images/uploads/1.1.1%20(new)_compressed.pdf">https://www.vmbdn.in/images/uploads/1.1.1%20(new)_compressed.pdf</a> |

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar of the Institution under the CBCS pattern is prepared by the Principal and Members of the Academic Council.

1. At the commencement of each semester, the guidelines are circulated among the teachers and students and the same is uploaded on the college website and notice boards.
2. HODs can make minor changes in the schedules in consultation with the Principal and Members of the academic council.
3. Class tests and Unit tests are conducted periodically.
4. Home Assignments are given to the students.
5. Internal assessment tests are conducted as per university guidelines.
6. Departmental seminars related to the syllabus are conducted.

7. Visiting Faculty helps in enhancing the skill as well as knowledge of the students.

8. Laboratory visits and a visit to other educational institutes help in knowledge exchange among students.

9. Participation in departmental "Innovative Ideas" presentation provides the students with the scope of self-expression.

10. Participation in intra-college cultural competitions is ensured for the development of students.

11. Project reports and educational tour reports are submitted and evaluated as per the syllabus.

| File Description                     | Documents   |
|--------------------------------------|---|
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="https://www.vmbdn.in/images/uploads/merged%201.1.2_compressed.pdf">https://www.vmbdn.in/images/uploads/merged%201.1.2_compressed.pdf</a> |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

16

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | No File Uploaded          |
| Minutes of relevant Academic Council/ BOS meetings      | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded          |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Our college takes unique care about the issues of gender equality, human values, social arena, and environmental phenomenon through various curricular activities conducted by the Woman Cell, NSS unit., COVID-19 Cell etc.

##### Gender Sensitivity:

The concept of discrimination in caste and gender and the principles of containing secularism and communalism have been included in the syllabi of various subjects of our college. The Women Cell always makes the students aware of gender equality through various activities.

##### Environment and Sustainability:

Climate change and hazards and other ecological characteristics are included in different subjects. The students are made aware of environment-related issues through various activities conducted by NSS, NCC, and other forums of our college.

During the Covid pandemic, the Covid-19 cell in association with IQAC has conducted various promotional activities to adopt safety measures against the virus.

##### Human Values:

The concept of human value is the core area of various subjects of the departments and to disseminate knowledge about human values seminars and workshops are organized regularly.

##### Professional Ethics

Professional ethics in various academic fields is strictly followed.

| File Description   | Documents        |
|--|------------------|
| Any additional information   | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | No File Uploaded |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any   | No File Uploaded          |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

9

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

### 1.4 - Feedback System



|   |  |
|---|--|
| <b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b> |  |
|---|--|

| File Description   | Documents                 |
|--|---------------------------|
| URL for stakeholder feedback report  | <a href="#">View File</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View File</a> |
| Any additional information(Upload)   | <a href="#">View File</a> |

|   |  |
|---|--|
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b> |  |
|---|--|

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| URL for feedback report           | <a href="https://www.vmbdn.in/images/uploads/SURVEY-FEEDBACK%202020-21.pdf">https://www.vmbdn.in/images/uploads/SURVEY-FEEDBACK%202020-21.pdf</a> |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

**2782**

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

##### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

548

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Following measures have been taken so that the students can adopt themselves better with the CBCS system of higher education:

Students are provided with the academic calendar, the class timetable, and information about other planned academic programmes through an Induction meeting at the beginning of each semester of the academic session.

Through an effective teaching-learning process in the class and interaction with the students, teachers can be able to identify the slow and advanced learners.

In order to improve their competencies, advanced learners are also encouraged to take part in different kinds of virtually conducted Cultural programmes such as creative dance, Poster drawing, debates, extempore, students' seminars presentation, 'convey your ideas' through Powerpoint presentation. For the Slow learners, special attention is provided with additional explanations and concept-clearing questions by the faculty.

They are also encouraged to discuss what they are taught with their peer students through a brainstorming process for better understanding.

The performance of these learners is measured through the evaluation of home assignments. Every department has taken the initiative of the mentoring programme where all students are provided with advice about academic and college-related matters.

Special classes are also provided for the slow learners to ensure and improve their learning capabilities.

| File Description                  | Documents   |
|-----------------------------------|---|
| Link for additional Information   | <a href="https://www.vmbdn.in/images/uploads/Library%20Orientation%20Programme%20New.pdf">https://www.vmbdn.in/images/uploads/Library%20Orientation%20Programme%20New.pdf</a> |
| Upload any additional information | <a href="#">View File</a>   |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2648               | 85                 |

| File Description           | Documents        |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

All the departments organize students' seminars, workshops, exhibitions, and the presentation of models, and charts, to make the learning process more effective and to help them get exposure by interacting with the resource persons.

The laboratories of science departments are well equipped and the students can avail the tools during the hands-on practical sessions. PG students are involved in doing advanced project work and research dissertation, which is included in the curricula of their syllabi.

The faculty of the concerned Department supervise them to develop a research hypothesis and help them to get research findings.

Developing the practice of library searching habits is an integral part of students' self-study through access to the archival database.

Computer learning training class has been arranged for the students and classes are included in the college timetable.

Departments formally and informally convene student-teacher meetings to encourage participative learning and to address students' issues.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional information   | <a href="https://www.vmbdn.in/images/uploads/2.3.1%20nijamuddin.pdf">https://www.vmbdn.in/images/uploads/2.3.1%20nijamuddin.pdf</a> |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

There are 13 ICT-enabled classrooms in the college, out of which 1 smart classroom. ICT-enabled tools are used in the following ways:

Teachers use slides of power point presentations to explain the topic without wasting time. Teachers use pen tab which is very useful especially for science subjects because teachers can do any calculations as they do on blackboard.

Science teachers share online video of laboratory experiments and explain it. Online text and audio (by an eminent personality of that field) are used by the teachers especially for humanities and social sciences which helps the students a lot.

Full-length films are shown to the students especially for literary studies, history and political science. E-materials, e-sources, model questions, home assignments and questions for internal assessments prepared by the teachers are sent to the particular whatsapp students' groups.

The college has membership of National Digital Library of India (NDL), INFLIBNET. Facilities for searching e-database from NDL and INFLIBNET are available.

There are browsing centres in the Central Library, Teacher's Lounge and Botany Department.

All academic departments have printers and photocopiers for the use of teachers and students for academic purposes.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="https://www.vmbdn.in/images/uploads/com%20lab%20pdf_merged.pdf">https://www.vmbdn.in/images/uploads/com%20lab%20pdf_merged.pdf</a> |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

85

| File Description  | Documents                 |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees                | No File Uploaded          |
| mentor/mentee ratio   | <a href="#">View File</a> |

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

85

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | No File Uploaded          |

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

0

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | No File Uploaded |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

85

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Perseverance and practice should be the main motto of a student to be successful in life. To make these students understand, our college conducts a continuous assessment that evaluates students' academic development throughout the semesters.

After completing a chapter the teachers take unit tests or create questionnaires for the students. This helps assess the students' weaknesses and is resolved later by the teachers and mentors. The curriculum of Burdwan University (to which Vivekananda Mahavidyalaya Burdwan is affiliated) under the CBCS has a compulsory internal assessment per paper which consists of 20% of the total marks awarded in each paper. An additional chance for the slow learners is given to improve their performance in the internal assessments.

During the pandemic situation, home assignments and internal assessments are given to the students through e-mails or WhatsApp

groups and the answers are collected in the same way. In the pandemic situation, the teachers set the question papers for the internal assessments with conceptual and application-based questions such that the students cannot copy the answers from any book or any websites. After evaluating the answer scripts teachers upload marks of IA to the University portal through online mode.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

An internally formed examination committee ensures rigorous and transparent internal assessment.

- At the beginning of the academic year during a welcome meeting as well as at a special induction meeting at the beginning of the second semester students are made aware of the evaluation pattern.
- After the internal assessment the teachers evaluate the answer scripts within a very short time and directly upload them to the university examination portal.
- Parent-teacher meetings are held, especially for first-year undergraduates to discuss problems and grievances of students that they cannot express out of shyness.
- In the event of any grievances expressed by the students, they are requested to enter them in the grievance redressal register maintained in every department and in the IQAC office, as well as the complaint box located outside the Principal's Chamber. Prompt action is taken to assuage the grievance within the shortest possible time period.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

- The Head of each department (HOD) organizes a departmental meeting regarding the distribution of the syllabus to all faculty members. Each department prepares Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (COs).
- The programme outcomes for every course offered in every subject are uploaded on the college website.
- The primary objective of a specific course is communicated and explained to the students by the faculty members at the beginning of an academic session.
- The courses taught in the college, the facilities provided to the students, and the list of teaching and non-teaching staff are displayed on the college website.
- At the time of admission, a prospectus or information brochure is given to the students. The prospectus provides important information about all the programmes and courses along with the programme codes, the fee structure, the hostel facilities, and other relevant information.
- Finally, the model of teaching, the organization of regular and special lectures, and the use of ICT-enabled tools are modified keeping the course and programme outcomes in mind. Therefore, students are regularly reminded about the outcomes of the courses and programmes in which they are enrolled.

| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="https://www.vmbdn.in/images/uploads/Programme%20Outcome%20final%2023.12.21%20(1).pdf">https://www.vmbdn.in/images/uploads/Programme%20Outcome final%2023.12.21%20(1).pdf</a> |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded  |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The College monitors and ensures the achievement of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) using both direct and indirect methods.



**Direct Methods:** The attainment of the course outcome is assessed through internal examinations and the end semester examination. The results of the final examinations are used to measure the attainment of POs and COs in each subject. Students of all departments participate in students' Seminar and present their papers using the ICT tools. They do also participate in Exhibition where students present innovative themes with charts, models etc. All PG departments conduct projects and dissertations by students as prescribed by university curriculum. They normally do the projects under the supervision of departmental faculty members.

The attainment of program outcomes, program specific outcomes can be obtained through collection of student's progression report in higher education or research activities and job placement.

**Indirect Method:** In this method the feedback collected from the outgoing students, teachers, stakeholders and alumni are analysed. From this analysis for CO attainment.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for Additional information | <a href="https://www.vmbdn.in/images/uploads/Programme%20Outcome_final%2023.12.21%20(1).pdf">https://www.vmbdn.in/images/uploads/Programme%20Outcome_final%2023.12.21%20(1).pdf</a> |

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

899

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Paste link for the annual report   | Nil                       |

### 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.vmbdn.in/images/uploads/SURVEY%20REPORT%202020-21.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded          |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | No File Uploaded          |
| Paste link to funding agency website                          | Nil                       |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

8

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| Any additional information                                     | <a href="#">View File</a> |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

27

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

3

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

Ecosystem, an innovative initiative is taken up for creating interactive student centric learning environment and addressing the changing needs.

A blended mode of teaching with modern ICT techniques, Seminars, Workshops, Webinars are organised to disseminate knowledge. Laboratory-based departments are supported by Central Instrumentation Centre for research activities. Researchers' Meet, seminars, workshops are organized by the Research Cell. Additionally, seed grants are also provided.

Post Graduate departments arrange for lectures by visiting faculties from other higher institutions. Social learning is prioritised through extension programmes conducted by the NCC and NSS units. Sports, Freshers' Welcome, Blood Donation Camp, Cultural Programmes, Competitions, Mock Parliament & Athletics Meet are organised annually.

Environmental awareness is imparted through activities and seminars on biodiversity, maintenance of medicinal garden, compulsory projects on local environment by students, prohibition of plastic and tobacco consumption within college campus.

The students support system includes Mentoring, Feedback, Remedial Coaching, Grievance Redressal Cell, Placement Cell, Computer Literacy Mission, Students' Scholarships.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | No File Uploaded          |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**1564**

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**544**

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | No File Uploaded          |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

1

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

There are 2648 students in UG and PG Programmes. There are 09 ICT enabled smart rooms, 01 virtual classrooms and 02 seminar halls. Mathematics and Commerce Departments have computer labs.

Zoology Department has a museum. Botany Department has a herbarium. In the central library, there are more than 44037 textbooks (including 10000 reference books). Searching e-database

from the National Digital Library of India (NDL), INFLIBNET (NLIST) is available.

There are separate common rooms for boys and girls equipped with indoor-game facilities.

The girls' common room has a Vending Machine for sanitary napkins.

There is a Central Instrumentation Facility (CIF) room for research purposes. The college has a small Automatic Weather Monitoring Station. West Bengal Pollution Control Board has installed an Air quality & Noise level monitoring system and a Rooftop Grid Connected Solar P.V powerplant(10kwt.).

There is an institutional museum maintained by History Department to preserve local art, folk culture and history. The college has a playground with a firings range and volleyball court and a gymnasium with modern equipment.

The college has three Boys' hostels and one Girls' hostel. The Institution has a ramp for disabled students.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

There is a big playground where football, cricket, volleyball competitions, and athletic events are organized regularly.

The ground is also used by the subdivision administration and other local educational institutions for hosting different events.

There are indoor games (e.g., carrom, table tennis) facilities and gymnasium facilities for students, teaching and non-teaching staff.

Two halls are used for different cultural activities. Both are associated with a permanent stage with audiovisual facilities.

Regular Cultural activities:

Regular Programme Saraswati Puja Annual Cultural Competitions Independence Day, Republic Day, Netaji Subhas Chandra Bose's birthday, International Mother Language Day, International Women's Day, Biswa Kabita Divas, Birthday of Ramananda Chattapadhyaya and Birthday of Swami Vivekananda.

Regular Sports Activities: Not able to conduct due to the COVID-19 pandemic situation. Regular Programme The college has introduced Yoga Certificate Course and Self Defence Programme.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

30

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

8

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

3683715



| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central Library of Vivekananda Mahavidyalaya Burdwan is partially automated with the library management software (Locally made part of ERP). This version was installed in the year of 2015.

Since then, the accession and Cataloguing of the library books, Issues and returns have been done through this software. KOHA Library automation software has been successfully installed on 03/03/2019 but is not operational to date. Besides this software, the library has the facility of a Barcoding machine. The students can check the availability of books online in the library. The library has an institutional membership with NDL (National Digital Library) provided by IIT KGP and INFLIBNET (N-LIST).

E-resources can be accessed through the Library tab (eresources page) on the Vivekananda Mahavidyalaya Burdwan website. Specialized services such as information deployment, notification, and printing. facility etc. are provided to the students.

Issue-return slip printing, Barcode Printer, and a system for internet browsing and online catalogue search are some of the major initiatives. Barcode issue-return system is in practice in the library.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for Additional Information | Nil              |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**13400**

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <b>No File Uploaded</b>   |
| Audited statements of accounts   | <b>No File Uploaded</b>   |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**85**

| File Description                                  | Documents               |
|---|-------------------------|
| Any additional information                        | <b>No File Uploaded</b> |
| Details of library usage by teachers and students | <b>No File Uploaded</b> |

**4.3 - IT Infrastructure**

**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

With the increasing need for IT facilities among the students, faculty and office staff, the college authority gives top priority to the development of IT facilities on the campus.

There are wi-fi facilities in the library, the Students' Union room, IQAC and some departments. The college website is monitored and updated from time to time by the Website Committee.

Software required for various academic purposes is installed in different computers present in the computer laboratory, some departments, library (OPAC) and office. We have nine smart classrooms for a better teaching-learning process.

The Central library is well-equipped with IT infrastructure. College Campus Networking was upgraded with Fiber Optics Network for providing a faster internet facility. There are browsing centres in the Central Library Reading Room and Teachers' Lounge.

During the Covid-19 pandemic situation, regular online classes have been conducted by faculty members through digital platforms.

The college website contains various e-resources. The college purchased a subscription to Google Suite which has been used for conducting classes, creating various teaching and learning documents, for realtime presentations etc.

Our college has organized many webinars with a large number of participants using the G Suite. Important academic and administrative meetings are also conducted using this digital platform.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

#### 4.3.2 - Number of Computers

65

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio          | No File Uploaded |

|  |               |
|--|---------------|
| <b>4.3.3 - Bandwidth of internet connection in the Institution</b> | D. 10 - 5MBPS |
|--|---------------|

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | No File Uploaded          |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3683715

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Audited statements of accounts.   | No File Uploaded          |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Our college tries its best to allocate and utilize the available financial grants for the maintenance and upkeep of different sections of the college.

Laboratory: Maintenance of the instruments are done by teachers, students and laboratory attendants or technician if and when required. Library: Accounts of visitors are recorded on daily

basis. To ensure easy return, no dues certificate is issued to the students before filling the form for the final exam.

Journal/magazines, daily newspapers, and employment-oriented newspapers are subscribed to on a regular basis.

Users are given awareness about digital databases like NLIST and NDL. Sports: Head of the Department of Geography department is in charge of Sports and Games. Students are given nutritious food during practice hours.

The college has a big playground and a well-maintained multiGym. Computers:

Refilling of the cartridge, installing Antivirus, formatting and updating are done regularly.

Classrooms: Minor repair and renovation work are done.

There is a full-time sweeper and a number of casual sweepers for cleaning the college campus.

A full-time electrician is engaged in maintaining different electrical connections.

A full-time casual Gardener is appointed for the maintenance of the garden. There is a caretaker to look after the repair and maintenance works.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.vmbdn.in/images/uploads/com%20lab%20pdf_merged.pdf">https://www.vmbdn.in/images/uploads/com%20lab%20pdf_merged.pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2247

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

9

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

E. none of the above

| File Description  | Documents                 |
|---|---------------------------|
| Link to institutional website   | Nil                       |
| Any additional information  | No File Uploaded          |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a> |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

95

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

95

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**E. None of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <b>No File Uploaded</b>   |
| Upload any additional information  | <b>No File Uploaded</b>   |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

17

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | <a href="#">View File</a> |

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

160

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

4

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | <a href="#">View File</a> |
| Any additional information          | <a href="#">View File</a> |

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**



| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The college has an elected students' council to officially represent all the students of the college. This body has subcommittees that deal with multifarious activities and provide a variety of services to students.

The college also helps its students empower with leadership qualities, soft skills, displaying their talents, and understanding of rules and regulations by ensuring their active and mandatory representation in various subcommittees like the library committee, cultural committee, sports and games committee, grievance redressal committee, disciplinary committee, anti-ragging committee, etc.

The student council also has representation in the IQAC core committee and the Governing body of the college. It gives significant student-centric input during the decision-making of the college's academic council.

The student council has always been active in various important academic and extracurricular activities of the college.

Cultural competitions have been arranged throughout the year as a workup to choose the best to perform at the college's Annual cultural function where the prizes for academic and cultural excellence have also been distributed.

The council celebrates important events regularly like Swami Vivekananda's Birthday, International Mother Language Day,

International Women's Day, Yoga Day, Teacher's Day, Rabindra Jayanti, and organized Blood Donation Camps every year with full zest.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | No File Uploaded          |
| Upload any additional information   | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | <a href="#">View File</a> |

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Vivekananda Mahavidyalaya Burdwan Alumni Association, founded in 1996 on the occasion of the Golden Jubilee Celebration, became a registered society in 2020.

The Samity works for the overall development of the college. During the session 2020-2021 due to the Covid Pandemic situation most of the time the college remained closed. But the members of the Association joined an extension activity with the NSS volunteers at Dwarika Gram Panchayet on 11.11.2020.

Ex-students met the members of a team during the Mock Visit on

25.08.2021. The alumni of the college extended all kinds of assistance to the college authorities for the preparation of the SSR and NAAC Peer Team Visit. On 7th September 2021, eminent ex-students including scientists, Principals of colleges, teachers of colleges, universities, schools, lawyers, etc. met the NAAC Peer Team Members.

The Peer Team has highly appreciated the alumni of this college and remarks on Three major features in the institutional Context: "The alumni are highly accomplished spread worldwide".

In addition to the above activities, the alumni also provide support for career advancement etc.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

|   |                      |
|---|----------------------|
| <b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b> | <b>E. &lt;1Lakhs</b> |
|---|----------------------|

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Governing Body(GB) is the apex administrative body of the College. It includes the Principal as secretary, Teaching, Nonteaching and students' representatives and a number of External Members nominated by the affiliating University and the State Government, one of them working as President.

The college is governed by policies formulated by GB. Decisions on finance, development and, management of the institution are taken by GB considering the recommendations provided by IQAC and various subcommittees.

The institution develops a need-based and student-centric

strategic plan following guidelines of the government and UGC policy before adopting any resolution.

The GB delegates the academic and operational decisions to various subcommittees for its implementation by the teaching, non-teaching staff and student's union in order to fulfil the vision and mission of the institute.

Regular departmental meetings helps to review policies and frame future plans of the institution.

Analysis of feedbacks from students, teachers, parents and the alumni helps in upgradation of the institution. Periodic financial audits ensure financial transparency. The IQAC institutionalize quality assurance strategies such as increased use of ICT, expanding the scope of library, and development of research culture.

All dedicated stakeholders strive to uphold pride and prestige of the institution.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.vmbdn.in/mission_vision.php">https://www.vmbdn.in/mission_vision.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College has a mechanism for delegating authority and providing operational autonomy to work towards a decentralized and participative governance system.

#### Case Study:

UG and PG admission is a yearly routine activity. An online Admission subcommittee comprising the Principal as chairman, a teacher as convener, teaching and nonteaching staff as members and GS of the students' Council, conducts admission in UG courses only.

The admission criteria for different subjects is in compliance with guidelines of WB Higher Education Department and affiliating University.

Through meeting, registration fees, admission and publication of merit lists etc. are decided as per directives of GB. Applications are invited through online admission portal.

The entire process of receiving and shortlisting application is done online on merit basis.

Reservation policy of State Government is strictly followed. Fees are collected online through Pay U Money Gateway.

The final list is published in college admission portal. Nonteaching staff inform candidates about their selection through SMS. The provisionally admitted candidates are informed through notice on college website for document verification.

During the entire process, online admission subcommittee take stock of students admitted, vacant seats to decide on publication of supplementary merit lists. The PG admission is totally controlled by the affiliating university.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For proper administrative functioning 'e' communication has been developed with the teachers and students.

All necessary information related to the students are uploaded in college website and related to teachers are served in WhatsApp.

Case study To make the student well-informed about different activities of College, e-communication is used by the office. The admission related information is sent to the concerned students through SMS. Moreover, Electronic Display Board is placed in office where the time-bound information are continuously displayed during college hours to make the students well informed about official matters. Notices issued by the affiliating university are uploaded to College Website.

Notices for the meeting of GB and IQAC are served to the internal

and external members through emails. Every department maintains WhatsApp groups with the students to provide study materials, Q&As and attend queries round the clock outside classroom. In the pandemic COVID-19 situation , the teaching-learning process in college campus has been totally stopped due to the lock down declared by the Govt.

In order to minimize the academic loss of the students, the departmental teachers are engaged themselves in taking the online classes.

The study materials, model Q&As etc. supplied by teachers uploaded to College Website.

| File Description                                       | Documents                 |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a> |
| Paste link for additional information                  | Nil                       |
| Upload any additional information                      | No File Uploaded          |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Vivekananda Mahavidyalaya Burdwan functions as per statute of the affiliating university and guidelines issued by the WB Higher Education Department.

#### Governing Body (GB)

The GB is apex administrative authority. The GB has 12 members: the Principal, as Secretary, three from the teaching staff, one from nonteaching staff, two representatives nominated by the affiliating University and four members nominated by the Government including the President and one from

Students' Council (GS).

The GB formulates policy for the development of infrastructure and academic affairs. Administrative Set Up: The President and the Principal(Secretary) of GB, constitute the nucleus of administration with the former being final authority in all financial matters.

The functioning of college rests with the Principal alongwith her team of HODs, IQAC Coordinator, TCS, Nonteaching Council Secretary, Head Clerk and Accountant.

**Grievance Redressal Mechanism:**

An effective Grievance Redressal Mechanism with complain boxes prominently placed and action is taken to redress the complaint.

**Service Rules, Recruitment and Promotion Policies:**

The College cannot appoint any teacher or non-teaching staff on substantive basis. Teachers are appointed on the basis of recommendations of the WBCSC. Sometimes, Guest Teachers are appointed by the College Management. The Promotion of permanent teachers is guided by the CAS of UGC.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | Nil   |
| Link to Organogram of the Institution webpage | <a href="https://www.vmbdn.in/images/uploads/Chart_2.pdf">https://www.vmbdn.in/images/uploads/Chart_2.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

B. Any 3 of the above

| File Description  | Documents                 |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document   | <a href="#">View File</a> |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

## 6.3 - Faculty Empowerment Strategies

### 6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution has certain welfare measures including state government policy-related for both teaching and non-teaching staff.

#### Leave Provisions .

Teaching and non-teaching staff are entitled for CL, EL, Medical Leave, Paternity Leave for male employees and the female staff enjoy Maternity Leave, CCL as per Government rule. Duty leave is given to teachers for attending conferences. There is also a provision for Special Leave for exigencies. . Leaves for FDPs, participating in seminars and workshops are granted to the teachers.

#### Health provisions

The teaching staff may opt for WB Govt. Health Scheme and the nonteaching staff may avail Govt. Swasthya Sathi scheme. The college has a well-equipped Gymnasium for staff and students.

Yoga facility is available for the students.

#### Financial provisions .

The TC has a "Teachers Council Welfare Fund "and teachers can avail loans from this fund. . The college provides facilities of PF loans, interest free advances against salaries. It financially aid by Ex-gratia Bonus to casual nonteaching staff and SACT as per need. .

The college provides temporary employment to the survivors of some non-teaching staff members who die in harness. . Few quarters with basic amenities are available for non-teaching staff at moderate rents.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |



**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | No File Uploaded          |
| Reports of Academic Staff College or similar centers   | No File Uploaded          |
| Upload any additional information  | No File Uploaded          |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | No File Uploaded          |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has introduced a performance appraisal system for Teaching and Nonteaching Staff to evaluate their performance in regular academic and administrative activities.

#### Teaching Staff:

An Attendance Register of teachers is maintained wherein it is mandatory for every teacher to record the time of arrival and departure and is regularly examined by the Principal. IQAC supplies Daily Diaries. A separate Leave Register is maintained to record Leaves enjoyed by teachers.

Student feedback helps to review the performance of teaching staff. Promotion of teaching staff strictly adheres to the norms laid down by UGC, DPI, WB under the API scheme.

The self-appraisal focuses mainly on the following aspects:

- Papers taught at the UG and PG levels
- Number of research scholars guided for Ph.D.
- OP and RC attended
- Number of Workshops / Seminars / Conferences attended
- Number of Research Papers presented

#### Administrative & Examination Duties performed Non-Teaching Staff:

An Attendance Register and a Leave Register are maintained under the supervision of Head Clerk. The Institution promotes its non-

teaching staff as per the guidelines of the WB Government based on performance and feedback. Biometric attendance for both teaching and nonteaching teaching staff has been introduced.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute has provisions for regular external financial and academic audit. The accounts of College are audited regularly as per the Government rules. The External Audit of College is conducted by the Finance Department, Govt. of West Bengal. The Finance Committee at regular basis reviews the financial transaction and status of the college. The committee approves projects/schemes considering the priority and financial liability. This internal review of the financial transactions and financial status done by the Finance Committee gives the opportunity to identify areas where necessary modifications should be made. Internal review and recommendations of the Finance Committee help the college to hold a healthier and more transparent External Audit. The institution conducts external audit on regular basis. After the expiry of a financial year, the accounts are got to be prepared to face audit externally. The auditors are suggested and appointed by the State Government through the department of Higher Education. The college has no opportunity to choose auditor in this regard.

After conducting the audit work, initiatives taken to rectify the errors, mistakes and process not properly followed, if any, as detected by the auditors. The auditor's suggestions, advices are welcome to bring improvement in financial activities.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

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

### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

## 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

### Resource Mobilization Strategies

- The College mobilize government and nongovernment grants for the improvement of the college. For this, proposals are prepared, vetted and submitted to the relevant authorities such as the UGC, the State Government, the WBSCHE, the DST (WB), RUSA etc.
- It welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians.
- It collaborates with other organizations to organize seminars and conferences.
- All the financial grants are utilized according to the necessities of stakeholders. Mobilisation & Utilisation Procedure Mobilisation of funds indicates the collection of funds and their utilisation.

All major proposals for which the college fund is required, are submitted to the Finance Committee or Governing Body for its approval. Incomes of college come from the collection of student fees. As a recurring expenditure, a major part of income is spent for the welfare of students, enhancement of sports facilities, seminars etc. The non-recurring expenditure involves maintenance of library and laboratory facilities, purchase of instruments, furniture, electrical items etc. T

he fund generated as rents from hostel residents is utilised for the maintenance of the hostel. College applies for government grants at different points in time. If receives any funds, concerned committees take the initiative to execute the projects.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has consistently striven to institutionalize quality assurance strategies and processes at every level of the institution's functioning.

1. Gender Sensitisation & Women's Empowerment Vivekananda Mahavidyalaya Burdwan, a co-educational institution, engaged in spreading of women's education since its inception in 1964. Under the agies of IQAC, Women's Cell supplement with Prevention of Sexual Harassment Committee is extremely active in spreading awareness on the plight of women. The two complementary bodies regularly organized seminars, motivational talks on gender sensitization and women empowerment. To train the girl students Self-Defence Workshops are arranged . This initiative becomes successful in empowering female students and instilling the values of equality in all students across genders. Various webinars on core subjects and e-access in the Library is contributed by the IQAC.

2. Introduction of Add-on Certificate Courses Following the recommendations of NAAC, the IQAC alongwith GB initiated a project to provide our students with some degree of hands-on training to develop a model of grassroots entrepreneurship. Six certificate courses in Food Processing, Modern Handicraft, Cutting & Knitting, Computer Training Course, Spoken English & Yoga Training Programme recognised by the Burdwan University has been introduced alongwith the regular degree programmes.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution has a well-organized multi-level system involving all the stakeholders to monitor and periodically review the quality of teaching-learning process, structures and methodologies of operations and learning outcomes under the stewardship of IQAC for developing suitable infrastructure.

Students feedback, counselling and mentoring, remedial strategies, presentations, innovation, organizing several state/national/international level seminars, Teachers feedback, Daily Diary, augmenting research culture among our teachers and students, encouraging FDPs, employability skills through basic computer, communicative English classes, e-learning resources through college website, initiatives for CAS are some of the measures taken for quality sustenance and enhancement.

Regular internal academic audits are self-explanatory for curriculum planning and evaluation. As per recommendations of IQAC, all departments are equipped with ICT tools, charts, models, maps and teachers are provided with laptops to supplement traditional learning.

11 ICT classrooms including 1 smart classrooms, a Computer Lab and a Digital Lab have been created. Internet Facility through LAN. During the Pandemic situation, IQAC plays active role in organizing webinars, academic and admission related meetings, sending students' data, e-resources etc.

Following the ATRs and recommendations from IQAC, statutory, nonstatutory subcommittees, GB provides necessary approvals, sorts out problems and issues directives for academic and administrative quality assurance of the college.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

|   |                              |
|---|------------------------------|
| <b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b> | <b>B. Any 3 of the above</b> |
|---|------------------------------|

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a> |

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Due to Covid 19 pandemic the Measures initiated by the Institution for the promotion of gender equity during the year 2020-21 were not initiated

| File Description   | Documents |
|--|-----------|
| Annual gender sensitization action plan  | Nil       |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil       |

|  |                              |
|--|------------------------------|
| <b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b> | <b>B. Any 3 of the above</b> |
|--|------------------------------|

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)**

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

The Institution takes initiative for the management of wastes which is generated within its campus. Solid Waste Segregation is



done by hand sorting. The dry waste which includes paper, cardboard, plastics, scrap materials is separated from others. Organic wastes like the left over food, peels, scrapings from fruits etc are also collected in bins separately. For E-waste Management, the College segregates old computers, batteries and wires and dispose them at regular intervals. The electronic devices have varying proportions of glass and metals. Hence the disposal helps in consequent recycling of separated streams of aluminium, copper and circuit boards.. However, no hazardous chemical waste is generated in the College Campus. All these ensures that the College takes care of the waste generated regularly by reducing the waste and make an effort for its re-use and re-cycle. The laboratory wastes are also disposed taking proper measures. The biodegradable waste products are collected and disposed to the municipality collection, whereas, the chemicals are diluted with water with proper care before disposal.

| File Description  | Documents   |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded  |
| Geo tagged photographs of the facilities  | <a href="https://www.vmbdn.in/images/uploads/7.1.3.pdf">https://www.vmbdn.in/images/uploads/7.1.3.pdf</a> |
| Any other relevant information  | <a href="#">View File</a>   |

|  |                              |
|--|------------------------------|
| <b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b> | A. Any 4 or all of the above |
|--|------------------------------|

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

|  |                              |
|--|------------------------------|
| <b>7.1.5 - Green campus initiatives include</b>    |                              |
| <b>7.1.5.1 - The institutional initiatives for</b> | A. Any 4 or All of the above |

greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | No File Uploaded          |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

E. None of the above

| File Description  | Documents        |
|---|------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency                                      | No File Uploaded |
| Certificates of the awards received                                       | No File Uploaded |
| Any other relevant information  | No File Uploaded |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies**

C. Any 2 of the above

**of reading material, screen reading**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution takes initiative for the management of wastes which is generated within its campus. Solid Waste Segregation is done by hand sorting. The dry waste which includes paper, cardboard, plastics, scrap materials is separated from others. Organic wastes like the left over food, peels, scrapings from fruits etc are also collected in bins separately. For E-waste Management, the College segregates old computers, batteries and wires and dispose them at regular intervals. The electronic devices have varying proportions of glass and metals. Hence the disposal helps in consequent recycling of separated streams of aluminium, copper and circuit boards.. However, no hazardous chemical waste is generated in the College Campus. All these ensures that the College takes care of the waste generated regularly by reducing the waste and make an effort for its re-use and re-cycle. The laboratory wastes are also disposed taking proper measures. The biodegradable waste products are collected and disposed to the municipality collection, whereas, the chemicals are diluted with water with proper care before disposal.

| File Description   | Documents        |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information   | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

The College undertakes various efforts to sensitize the students and employees of the Institution of their constitutional obligation. The College Website as well as college Facebook account tries to record each and every event regarding the abovementioned topic to let students understand the importance of social responsibility, good citizenry and empowerment. The students earn practical knowledge about the obligatory and discretionary functions of the Corporation and rights of the citizens. The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality, fraternity and societal justice. The NCC units of this college practice regularly and holds different activities in order to show how students should achieve a disciplined lifestyle and sincere mindset. The College encourages the students as these kinds of participations help in instilling positive qualities among the students like leadership, tolerance, problem-solving and help in developing innovative thoughts on contemporary issues.

| File Description   | Documents        |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information   | No File Uploaded |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**C. Any 2 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution organizes and celebrates a number of national and international days :-

- Republic day - A program is organized celebrating the Republic day
- Bhasha Divas -Celebration of International Mother Tongue Day -
- Women's day celebration- 8th March each year is celebrated by various programmes on women empowerment by Women's Forum and L.T.S& NSS
- Earth Day- 22nd April is celebrated as Earth Day by planting saplings by students of LTS in various areas of the city.
- Library Day: on the occasion of Birth Anniversary of Rabindranath Tagore cultural programme is organized along with donation of books by various stakeholders to the Library.
- World Environment Day- 5th June- various programmes are organized by students through social outreach committees spreading environmental concern and consciousness.
- Independence Day-A program is organized to celebrate India's Independence day through reliving our past and paying tribute to the heroes who laid their lives for their motherland.
- Teachers Day- students organize programmes for the teachers to celebrate the Birth anniversary of DrSarvepalli Radhakrishnan.
- Active Learning day- Students take part in various intra department competitions like power point presentation, painting, non fire cooking , etc which are organized to test

their skills other than curriculum.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | No File Uploaded          |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### 1. Improving Teaching - Learning Process (ICT)

2. Title of the Practice : 'Skill Development for WomenEmpowerment'

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | No File Uploaded          |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institution strives to empower today's' women and uphold universal moral and social values along with a number of other visions. This year too, the Institution has worked and achieved some milestones as a part of their social outreach activities. Even during the hard times of the pandemic when the institution space became inaccessible and physical meetings were not possible attempts were taken to provide positive vibe in the students. Contributions and donations were forwarded to various social welfare organizations. Student members were also encouraged to participate in various activities and webinars that included relevant topics like yoga, mental wellbeing, health awareness, legal issues, social causes, gender stereotypes, career opportunities and such others. Volunteers are taking online classes; many of them have used the college NCC platform to help

people in pandemic times by posting information about availability of blood, oxygen supply, hospital beds etc. They have also collected money and other useable articles from doorsteps of donors through collaboration to help people affected by the pandemic and Amphan, the cyclone. The Teachers Council of this college made significant contribution to purchase Oxygen Cylinders to meet any kind of urgency at the time of pandemic.

| File Description                             | Documents        |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information               | No File Uploaded |

### 7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year .The following plan of actions are to be considered for the next academic year

1. New Common room with modern facilities like wi-fi etc for boys' and girls' hostels to be prepared.
2. New cycle stand to be prepared and renovation of the existing one to be done for accommodating the cycles of the students and staff.
3. More infrastructural development to be done for Coaching for competitive examination.
4. Seed money for the publications and research are to be given to teachers.
5. The canteen room has to be improved.
6. Emphasis to be given to the practice of Students' seminar for making it the best practice in future.