

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year : 2012- 13

I. Details of the Institution

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

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

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

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

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

1.9. Institutional Status

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

1.10. Type of Faculty/Programme

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

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

1.12. Special status conferred by Central/ State Government

UGC/CSIR/DST/DBT/ICMR etc

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

2. IQAC Composition and Activities

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

2.11. No. of meetings with various stakeholders:

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

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

Yes No

If yes, mention the amount

2.13. Seminars and Conferences (only quality related)

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

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

Women Studies, Human Rights, Literature, Stress Management, Social Sciences, Career Counselling and Science.

2.14. Significant Activities and contributions made by IQAC

Constant monitoring of academic progress, interacting with faculty and management, motivating young teachers for research etc. are done.

2.15. Plan of Action by IQAC/Outcome

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

* Plan of Action	Achievements
Since no significant development in garnering funds either form the state Government or the UGC, the GB is intense urged upon to immediately focus on resources through which infrastructure can be expanded.	The GB was appreciative of the constraints of the college and decided to leave no stone unturned to get funds sanctioned for development of physical infrastructure.

Attach the Academic Calendar of the year as Annexure

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

Provide the details of the action taken

The efforts of the IQAC were appreciated by the management. Further, the GB has initiated efforts at interacting more and more with the Government to get funds sanctioned and to have the green signal in filling up the vacant staff posts as early as possible.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	One
Trimester	
Annual	Four

1.3 Feedback from stakeholders*

(On all aspects)
 Alumni Parents Employers Students

Mode of feedback:

*Please provide an analysis of the feedback in the Annexure

 Online Manual Co-operating schools (for PEI)

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

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

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

Yes. Mass Communication (Honours)

Criterion – II

2. Teaching, Learning and Evaluation

- 2.1. Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Part time & Guest)
39	27	12		55

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

26

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

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

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

25 (Guest)

29 (Part-time)

1 (Contractual)

- 2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/		8	10
Presented papers		1	10
Resource Persons			

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

Stress was laid on the use of power point presentation and audio visual aids to bring in fresh approaches to classroom teaching. Previously only a couple of departments used technology in classrooms but this year nearly all departmental teachers were inspired and motivated to do so. The effect was very encouraging.

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

180

2.8. Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

No significant reforms were initiated.

2.9. No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop:

5 (BRS)

2.10. Average percentage of attendance of students:

70

2.11. Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	540 (H) 680(G)		11	89		100
BSc	240(H) 191 (G)		30	70		100
PG	16		100			100

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

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

2.13. Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	8
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14. Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	23	9	Nil	Nil
Technical Staff	1	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC has been constantly motivating and encouraging the faculty in submitting MRP to the UGC and sensitizing teachers who are working for their Ph.D. degrees to complete their work as early as possible.

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		7	7	0
Outlay in Rs. Lakhs		16.4	14.23	

3.4. Details on research publications

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

3.5. Details on Impact factor of publications:

Range Average h-index Nos.in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2012-14	UGC	14.23	11.38
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			14.23	11.38

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

ii) Without ISBN No.

3.8. No. of University Departments receiving funds from:

UGC-SAP	CAS	DST-FIST	DPE	DBT Scheme/funds

3.9. For colleges:

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

3.10. Revenue generated through consultancy:

3.11. No. of conferences organized by the Institution :

Level	International	National	State	University	College
Number					Nil
Sponsoring agencies					

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

3.13. No. of collaborations:

3.14. No. of linkages created during this year:

International National Any other

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

From Funding agency	11.38	From Management of University/College	Nil
Total	11.38		

3.16. No. of patents received this year:

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

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

of the institute in the year:

Total	International	National	State	University	Dist	College
1				✓		

3.18.

No. of faculty from the Institution who are Ph. D. Guides	3
and students registered under them:	8

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

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

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

JRF		SRF		Project Fellows	1	Any other	

3.21. No. of students Participated in NSS events:

University level	47	State level	13
National level	10	International level	Nil

3.22. No. of students participated in NCC events:

University level	108	State level	34
National level	2	International level	Nil

3.23. No. of Awards won in NSS:

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

3.24. No. of Awards won in NCC:

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

3.25. No. of Extension activities organized:

University forum	2	College forum	6	NCC	4
NSS	6	Any Other			

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

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

Criterion – IV

4. Infrastructure and Learning Resources

4.1. Details of increase in infrastructure facilities:

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

4.2. Computerization of administration and library:

The administrative office is already computerized and the process of computerization of the library is already 90% complete.

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19602		179	55099	211117	
Reference Books	13069		400	102326	15610	
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	8	4750	Nil		8	4750
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4. Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	29		All	Nil	Nil	6	21	2
Added	4		All	Nil	Nil	3	Nil	1
Total	33					9	21	03

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

Only the administrative office was computerized with internet facilities. The library has also geared up the process of computerization. Some departmental teacher have started training their students in the use of computers.

4.6. Amount spent on maintenance in lakhs :

i. ICT	0.70	
ii. Campus Infrastructure and facilities	1.62	
iii. Equipments	1.02	
iv. Others	1.79	
Total		1.81

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

The IQAC has been active to create awareness regarding the student support system. The career counselling cell, the grievance redressal cell, the anti-ragging cell etc. were formed and all these cells started working. The students were also not only informed by notice, but also by the teachers inside the classroom so that each and every student becomes aware of the facilities available to them.

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

The IQAC constantly keeps on informing the principal about its initiative in this regard.

5.3.**a) Total Number of students**

UG	PG	Ph. D.	Others
2888	32		

b) No. of students outside the state c) No. of international students

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1635	660	93	522	3	2913	1673	642	106	496	3	2920

Demand ratio: 15:1

Dropout: 12-13%

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

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

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

NET	15	SET/SLET	1	GATE	10	CAT	0
IAS/IPS etc	0	State PSC	34	UPSC	38	Others	More than 400

5.6. Details of student counselling and career guidance:

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

No. of students benefitted **5.7. Details of campus placement:**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	More than 500

5.8. Details of gender sensitization programmes:

The Women's Empowerment Cell has put up a special exhibition about Gender Issues during the Annual Cultural festival so that a maximum number of students are made aware.

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

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

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

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

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

	Number of students	Amount
Financial support from institution	244	109800
Financial support from government	1211	10899000
Financial support from other sources	21	105000
Number of students who received International/ National recognitions	1	Certificate Only

5.11. Student organised / initiatives:

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

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

6

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

Criterion – VI**6. Governance, Leadership and Management****6.1. State the Vision and Mission of the institution:**

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

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

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

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

6.2. Does the Institution has a management Information System:

No

6.3. Quality improvement strategies adopted by the institution for each of the following:**6.3.1. Curriculum Development:** Not Applicable**6.3.2. Teaching and Learning:**

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

6.3.3. Examination and Evaluation:

No special initiative has been taken in this regard.

6.3.4. Research and Development:

It is owing to the constant inspiration and encouragement of the faculty by the IQAC that two new research proposals have been submitted to the UGC.

6.3.5. Library, ICT and physical infrastructure / instrumentation:

Library is being computerized in full speed. Plans of buying new computers and extending internet facilities have been taken.

6.3.6. Human Resource Management:

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

6.3.7. Faculty and Staff recruitment:

Recruitment of faculty is done through West Bengal College Service Commission. Though there are many administrative staff positions vacant, the Government is yet to give us a green signal for recruitment. This leads to administrative constraints.

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

First forms are sold for ₹ 50 for Arts and Science (Hons & Gen.) courses. On receipt of application, a merit list is prepared subject-wise and admission is done through open counselling in order to maintain transparency. Admission based on merit only.

6.4. Welfare schemes for:

Teaching	
Non teaching	
Students	Students' Aid Fund.

6.5. Total corpus fund generated: ₹ 4, 32710**6.6. Whether annual financial audit has been done:** Yes No **6.7. Whether Academic and Administrative Audit (AAA) has been done?**

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

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

For UG Programmes	Yes		No	<input checked="" type="checkbox"/>
For PG Programmes	Yes		No	<input checked="" type="checkbox"/>

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

Nil

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

6.11. Activities and support from the Alumni Association:

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

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

6.13. Development programmes for support staff:

Provision for loans from the college cooperative.

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

By now the college can be called a green zone.

Criterion – VII

7. Innovations and Best Practices

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

The system of students' seminar has been introduced by all departments. Advanced learners are located by the teachers who are asked to be the speakers, while some of the slow learners and students with lack of sociability are motivated to ask questions. Such seminars have proved to be a fruitful campus activity.

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

Since no specific plan of action was drawn last year, the question of ATR does not hold ground this year.

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

Bombardment session.

Students' Seminars

7.4. Contribution to environmental awareness / protection:

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

7.5. Whether environmental audit was conducted?

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

Nil

8. Plans of institution for next year

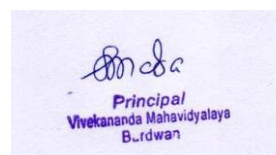
First and foremost the college management would be motivated to take up initiatives to move the State Government for sanctioning of the longstanding vacancies among the administrative staff. Moreover, the Principal and the President GB, were requested to move the college service commission so that many vacant posts could be filled.

Name: Dr. Suman Jana



Signature of the Coordinator, IQAC

Name: Dr. Siba Prasad Rudra



Signature of the Chairperson, IQAC

Annexure I

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

Annexure II

- Advanced learners were located by the respective teachers of each and every department. They were given a few topics and were asked to find out data on those areas and to prepare papers of approximately 1000 words. In case students found it difficult the teachers would come to help so that a student can prepare a standard seminar paper. The subjects always related to the respective curriculum of the students. Three papers were read out on a day which spanned around 45 to 50 minutes and the audience were motivated to ask questions. This resulted in the most beneficial part of the session and the interaction gradually became lively and dynamic. The students enjoyed the seminars by their peers and as such a lot of enthusiasm was generated. Such seminars inevitably contributed to the academic growth of the students.

FEEDBACK REPORT OF IQAC REGARDING PARENT TEACHERS' MEET

2012-13

In our faculty meetings with the parents of students of different departments the picture that has evolved is exactly the same as in 2011-12. Only this year parents have pointed out that the canteen facilities in the college are not enough and need to be extended. The only silver line regarding the Canteen was that the parents concede that the food was healthy and the pricing moderate.

The demand for opening up PG courses in the Humanities section was again raised and the same explanation was offered by teachers. He IQAC has decided that it would send a written note to all parents through their wards explaining our problems vis a vis the opening of PG courses so that this issue does not come up every year.

All guardians appreciated the student teacher relationship in the college which is our USP.