



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Vidyasagar Mahavidyalaya
• Name of the Head of the institution	Dr. Samir Kumar Sinha
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	
• Mobile No:	09433722499
• Registered e-mail	vm.principal@gmail.com
• Alternate e-mail	drnibir.goswami@gmail.com
• Address	Suchia, Mosat, Hooghly
• City/Town	
• State/UT	West Bengal
• Pin Code	712701
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	Calcutta University				
• Name of the IQAC Coordinator	Nibir Goswami				
• Phone No.	08582937211				
• Alternate phone No.	9433311620				
• Mobile	08582937211				
• IQAC e-mail address	drnibir.goswami@gmail.com				
• Alternate e-mail address	vm.principal				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>					
<b>4.Whether Academic Calendar prepared during the year?</b>	No				
• 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	2.28	2016	05/11/2016	28/02/2023
Cycle 1	C++	66	2007	23/03/2007	22/03/2012
<b>6.Date of Establishment of IQAC</b>	10/01/2007				
<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	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes				
• Upload latest notification of formation of IQAC	No File Uploaded				

<b>9.No. of IQAC meetings held during the year</b>		
<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>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>Yes</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>		
<b>Silver Jubilee of the College Celebrated in this session.</b>		
<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	
To Install Solar Panels on the rooftop of the college areas.	Installation of Solar Panels on the rooftop of the college building is not possible due to financial problems.	
To create a gymnasium for physical fitness of the staff and students.	Not possible due to financial problems.	
<b>13.Whether the AQAR was placed before statutory body?</b>		<b>Nil</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		
Name	Date of meeting(s)	
<b>Nil</b>	<b>Nil</b>	
<b>14.Whether institutional data submitted to AISHE</b>		

Year	Date of Submission
2021-2022	09/01/2023
<b>15.Multidisciplinary / interdisciplinary</b>	
Not applicable	
<b>16.Academic bank of credits (ABC):</b>	
<p>Vidyasagar Mahavidyalaya is prepared to register under the ABC to allow the students to avail the benefit of multiple entries and exit during the chosen programme, and to enable credit transfer also such as easily access of students data . We believe that it would be highly beneficial to students to learn as per their ability and convenience. Our College is affiliated to the University of Calcutta and completely follows the curriculum framework approved by by the University of Culcutta. The College will implement Academic Bank of Credits framework as per directives of the Higher Education Department, Government of West Bengal and the University of Calcutta. As and when the University adopts the Academic Bank of Credits, the college will be prepared to implement it.</p>	
<b>17.Skill development:</b>	
Nil	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
Nil	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<p>Vidyasagar Mahavidyalaya offers 16 programs. They are all the Humanities and Social Sciences. All these programs are offered as outcome-based education that is designed by the affiliated Calcutta university, keeping in mind the regional and global requirements. This college always tries to implement outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes, and Course Outcomes.</p>	
<b>20.Distance education/online education:</b>	
<p>Our Vidyasagar Mahavidyalaya is not accredited yet for any online/ open distance learning programs, this institution is emphasizing on developepment of desired skillsets and infrastructure for the same.</p>	
<b>Extended Profile</b>	

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>248</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1712</b>
<b>File Description</b>	<b>Documents</b>
Data Template	No File Uploaded
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>168</b>
<b>File Description</b>	<b>Documents</b>
Data Template	No File Uploaded
2.3 Number of outgoing/ final year students during the year	<b>458</b>
<b>File Description</b>	<b>Documents</b>
Data Template	No File Uploaded
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>11</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2	<b>12</b>

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	19
4.2 Total expenditure excluding salary during the year (INR in lakhs)	974807
4.3 Total number of computers on campus for academic purposes	5

## 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

The Institution is affiliated to the University of Calcutta and hence the curriculum is constituted and governed by the University itself. Institution takes the following initiatives to ensure proper implementation of it.

Tutorials, remedial classes, class tests, and internal assessments are done along with the formal evaluative processes. For applied subjects, classroom lectures are complemented with practical classes as applicable, hands-on training, projects and field works.

Students are encouraged to avail central library as well as corresponding departmental seminar libraries.

All the faculty members are strictly instructed to complete the syllabus within a stipulated time.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Though the college has not prepared any academic calendar but before the commencement of every semester the faculty members of each department prepares an academic calendar. Where the HOD prepares the class time table, teaching plan for the upcoming semester. IQAC periodically monitors the coverage of syllabus, quality of assignments etc. Principal and head of the departments regularly inform the IQAC about the execution of teaching plans. Also examination committee monitors the overall internal assessment process and informed IQAC

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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	No File Uploaded
Any additional information	No File Uploaded

**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**

04

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)	No File Uploaded

**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 )	No File Uploaded

**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	No File Uploaded

### 1.3 - Curriculum Enrichment

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

The college always try to take a empathetic approach to create the consciousness among students about how gender based inequalities and lack of ethics hamper individuals holistic growth. This awareness allows students to participate in the society in a democratic way. Also there is a probision for students to study political science as a subject. which informed them about Indian constitution and identify their role and ethical responsibility towards society. Also they can understand human rights, duties and their implications in Indian society. The study of political science can help students to gain civic knowledge, legal literacy and their duty toward society. To study History students can aware about record as archives, importance of our monuments, ValuesIndian art architecture, impotance of heritage and our cuture. Also the University has made it compulsory to study environmental studies in their regular curriculum to create awareness among students about various environmental issues in the world facing today.

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

### 1.4.2 - Feedback process of the Institution may be classified as follows **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## 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

953

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

#### 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

628

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

### 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

Each department take necessary actions for slow and advanced learners

1. Class test, tutorials and group discussions are arranged according to students need.
2. Remedial classes organised for slow learners
3. Student's weaknesses are identified and taking proper measures.
4. Teachers always giving time beyond schedule classroom to hear student's problems.
- . Teachers provided study materials, reference books and possible questions.
6. Slow learners are encouraged to participate in various academic activities.

Also Various measures taken for advanced learners

1. Teachers provided study materials and research oriented articles to motivate advanced learners.
2. Faculty exchange programme are organized among departments.
3. Teachers informed regularly about competitive exams.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1712	10

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

The college maintenance student centric approach and Fortis method includes

A) for students homework teachers give assignment as project and as part of internal assessment

B) students have participated we can days like international mother language day Rabindra jayanti world environmental through their active participation

C) students are encourage to participate in different compositions arranged by the college

D) special lectures are arranged and inter display seminars are held was students interact with experts

E) departmental world magazines have been published expressing students creativity

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

For making effective teaching learning the teachers used ICT enable tools like

A) every department provided a single laptop for their information searching and gaining subject knowledge.

B) The college has separate computer room with smart board and projector

C) printers and scanners are available in the office and library

D) faculty members use this pen drive, CDs, DVDs and laptops etc.

E) teachers create se Google classroom for uploading teaching material audios and PPT

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	Nil

### 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

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

11

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)	<a href="#">View File</a>

### 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

141

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

## 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.

According to the university guideline the college constantly assessing students performance in different way and try to transparent the internal assessment mechanism in the following way

A) to ensure quality teaching learning the college divided 3 year undergraduate courses into 6 semester.

B) In every semester students have to appear in the exam for evolution.

C) the distribution of internal assessment marks including attendance are shared with students before every internal assessment exam.

D) the faculty members of every department setting question paper and evaluate the answers script accordingly.

E) the examination committee plays an important role in conducting internal assessment. like allocation of students, teachers duty, allotment of roomsetc.

F) faculty members carefully do their jobs including uploading marks in the Calcutta University portal and any other discrepancy related to communication with the university examination co-ordinating cell.

G) students continuously evaluatesthrough class test, unit test, viva and assignments.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Internal examination related misery is dealt with in two categories - one at the level of the department concerned where the teachers try to address any misery. If they are not able to address any grievance, the students may approach the Principal and the Examination Committee of the College. The Principal solves such problems in consultation with the faculty members of the Department. If the misery pertains to any technical error in the portal, the Principal takes up the matter with the university authorities to solve allproblems.

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 success of any kind of curriculum depends on its learning outcomes. so the college should periodically asessed course and program outcomes. Specifically student graduated in arts subject develop a proficiency in communicative language, civics, value system and in democratic citizenship. The following are the mechanism of communicating the course outcomes to the students A)



at the beginning of each semester teachers provided syllabus distribution to students to generate awareness. B) during classroom teaching teachers portray about the opportunities associated with the course and also opportunity in the higher education and research aspects and in livelihood practices. C) subject teachers consult with the board of study members regarding outcome based courses.

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

Not in a very official way

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

### 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

437

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
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)

[chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://vidyasagarmahavidyalaya.org.in/files/Student%20Satisfaction%20Survey%20-2021-2022%20\(SSS\).pdf](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://vidyasagarmahavidyalaya.org.in/files/Student%20Satisfaction%20Survey%20-2021-2022%20(SSS).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)

00

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)	No File Uploaded

#### 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

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
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**

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

**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**

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

**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	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

**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

**Nil**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**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**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of awards for extension activities in last 5 year(Data Template)	<b>No File Uploaded</b>
e-copy of the award letters	<b>No File Uploaded</b>

**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**

**0**

File Description	Documents
Reports of the event organized	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<b>No File Uploaded</b>

**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**

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)	No File Uploaded

**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)	No File Uploaded
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**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## 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 1712 students in UG Programmes. There are 1 ICT enabled smart room and 1 seminar hall in our Mahavidyalaya. In the central library, there are more than 14458 textbooks (including 712reference books). There are common rooms for student dsequipped with indoor-game facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

Yes evry year various cultural programmes are organised where teachers and students partcicipate. Carom and table tennis are there as indoor game facility. Annual sports are held every year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

1

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

1

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)**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

**4.2 - Library as a Learning Resource**

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

no

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** **E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

**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)**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

**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**

56

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure**

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



yes.

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

#### 4.3.2 - Number of Computers

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 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)

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)	No File Uploaded

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.

Casual employees are appointed for cleaning and washing the college premises along with the toilets and wash rooms. AMC is there for maintenance of computers.

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

## 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

793

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted 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

A. All of the above

File Description	Documents
Link to institutional website	<a href="http://www.vidyasagarmahavidyalaya.org.in/">http://www.vidyasagarmahavidyalaya.org.in/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited 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**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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**

84

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**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.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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 )

Student representation is there in various bodies and committees of the Mahavidyalayalike the Governing Body, Internal Complaints Committee,IQAC Anti Ragging Cell, Library Committee, , Sports Committee, Cultural Committee andMagazine Committee.One student representative is a member of the highest administrative and decision-making body of the institution, the Governing Body. A student representative is a member of the IQAC.

The students council organizes verious cultural programmes, Teachers Day programmes, Vidyasagar Jayantiand also Saraswati Pujaof the College. The students council brings out ourannual magazine. Thus, student representation is there at both the administrative as well as cocurricular and extra-curricular activities of our Mahavidyalaya.

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

**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**

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)	No File Uploaded

## 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

NA

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

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

Almost all members of the Teachers' Council either as member of the Governing Body or as member of the other 17 different subcommittees which is prepared by the Teachers' Council and later on approved by the College Governing Body, participate in implementing the decisions which clearly satisfy the condition of decentralized participatory management. An Examination Committee and most of

committees headed by the Principal . A central Routine Committee is always working at the starting of every academic session of Culcutta University. After getting central routine, preparation of departmental (arts and commerce ) routine, distribution of syllabus with paper and syllabus modules, purchase of new books. Each year, our students participate University organised cultural competitions and sports and many programme. The college IQAC guides the faculties to organise seminars, conferences, workshops as well as inspire them to represent the College in academic events organised by other institutions in India.

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

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

The Examination Committee of the Mahavidyalaya consisting of the Principal. The Committee take important decisions like the dates of holding Internal Assessment examinations, printing of question papers sent by the respective departments and allotment of rooms for conduction of the examinations. The Examination Committee had organized a system of holding spot evaluations for the Arts Departments and commerce Department. after lockdown period when examinations are being conducted online, the Examination Committee has taken on the full responsibility of uploading of question papers on our college website in time and ensuring that the new process in many ways unfamiliar to both teachers and students, is adopted successfully through ensuring timely communication of the system to both teachers and students.

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

Examination Committee subsequently approved by Governing Body of the College, Everyday performance of a student is assessed by asking short questions from the lecture of previous day's. Class tests are taken in the form of short as well as descriptive questions. The corrected answer scripts are given back to the students. As per the guidelines of the Calcutta University Internal assessments are conducted individually of all the semesters in front of each subsequent final examination of semester. Under the condition of lockdown of our country due to the COVID-19, it was instructed by the University of Calcutta, following the order of Higher Education department of West Bengal to arrange online exams for the final semester students. The Examination Committee of our Mahavidyalaya had arranged a well-managed system to conduct online examination in this session of about 1700 students, most of which are belonging to village area. The online evaluation of answer scripts of the students was also successfully done well in advance through email adapted by the College in collaboration with IQAC and Examination Committee also.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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.

Vidyasagar Mahavidyalaya functions as per statute of the Calcutta University and guidelines issued by the West Bengal Higher Education Department. The Governing body has 11 members: the Principal, as Secretary, four from the teaching staff, two from non-teaching 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 along with her team of HODs, IQAC Coordinator, TCS, Non-teaching Council Secretary, Head Clerk and Accountant.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

Our college has taken different welfare measures for teaching and non-teaching member in every year.

#### Advance salary:

The institution has the provision of paying advance salary to the newly appointed staff until their pay fixation is received from West Bengal Higher Education Department and they are included in pay -packet.

#### Financial Support:

Limited Financial support up to all teaching staff is provided for attending conference, workshop and seminar. Conveyance fees for Teachers are offered for participating in Faculty Exchange Programme with other colleges Non-teaching staff can avail financial support

in pursuance of their skill development programmes. Our college has a registered Credit Cooperative Society established in October, 2009 called Vidyasagar Mahavidyalaya Employees' Credit Cooperative Society. The society offers short term, mid-term, house building and personal loan for both teaching and non-teaching staff as members.

#### Provident Fund (PF) Loans:

Smooth availability of PF Loans is a great source of financial strength to all the substantive staff

#### Bonus:

Bonus is annually provided to limited no. of Nonteaching staff

#### Medical Facilities:

On call medical facility is available for all students and staff.

#### Sick Room:

There is a provision of sick room.

#### Cleaning and Sanitization:

Regular Cleaning and Sanitization is undertaken to keep the campus clean and healthy.

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

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)	No File Uploaded
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

There is at present no statutory performance appraisal system for teaching and non-teaching staff as per the norms of the State Higher Education Department or the affiliating institution. Therefore, the College has not initiated any such performance appraisal system on its own. Appraisal for teachers is a part of the Career Advancement Scheme however there is no performance appraisal on the part of the institution as per current norms

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

### 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

Institution conducts internal and external financial audits regularly. The Body advises the Principal to take measures on various comments of the audit firm. External Audit is conducted either by the Higher Education Department or the affiliating University as and when required. The college completed the last External Audit in the session 2018-2019.

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

na

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

Due to covid attack and mandatory clousure of college for a long time the IQAC could not contribute to its best. However the Governing body members tried to cope up with the situation and recovered soon to bring evrything in normalcy.

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

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 Governing Body meetings are held on regular basis to discuss the issues of teaching learning and other issues for academic as well as infrastructural development.

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

**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)**

**E. None of the above**

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

NA

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

### 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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

As all colleges in West Bengal and Higher Education institutions were closed in this period due to Covid-19 lockdown, this item has not been implemented yet. It will be pursued after normalization of activities post restrictions.



File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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** C. Any 2 of the above

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for 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	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**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** C. Any 2 of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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 of reading material, screen reading**

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	<a href="#">View File</a>

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).

na

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 seeks to impart the Constitutional Values of Liberty, Equality, Fraternity and Justice through maintaining an atmosphere celebrating freedom and inclusiveness on the campus. Vidyasagar Mahavidyalaya observes Republic Day, Independence Day, Vidyasagar Jayanti Netaji Jayanti, Birthday of B.R. Ambedkar every year. Moreover, students are made aware of their responsibilities as voters and responsible citizens of our country.

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** D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

A number of national and international commemorative days, events, and festivals such as Vidyasagar Jayanti, Rabindra jayanti, Subhash Chandra Bose Jayanti, Republic Day Celebration, International Mothers' Language Day, Teachers' Day, World Environment Day etc. are observed by Vidyasagar Mahavidyalaya every year.

In this session 2021-2022, Central and State Governments declared covid protocols due to the COVID-19 pandemic situation, where no student gathering was allowed within the campus, but still some National commemorative days and festivals were conducted in the premises by the local staff and Student Council members and in some cases in virtual mode through google meet. The national Flag was hoisted in the college premises by the local staff and Student Council members on Independence Day in 2021 and Republic Day in 2022, maintaining all covid protocols. Teachers' Day was celebrated on 5th September virtually by the Students' Union to commemorate the birth anniversary of Dr Sarvapalli Radhakrishnan. Saraswati puja was celebrated on 5th February 2022 by the Students' Union, avoiding excess gathering as per covid rules.

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

## 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. Student Centric Learning, Sports and Cultural Activities.

2. Maintaining very high quality formal and informal student teacher relationship which is always praiseworthy.

3. Eco friendly plastic free-zone: It is one of the best practices that has already been taken up as an important measure for preservation of environment which is to be further developed.

2.The Magazine sub-committee has been taking an immense effort to publish the college magazine on regular basis. This is also considered one of the best institutional practices as teachers and students submit their creative writings in this magazine.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Our Vidyasagar Mahavidyalaya is located in a rural area and so our important mission is to extend the opportunity of education to the economically weaker section and deprived section of the area and to provide the best possible infrastructure to socially and economically marginalized students. Once weak and slow learners are identified on the basis of classroom teaching and continuous class tests, special classes, both theoretical and practical, are arranged for development of the knowledge gap of our students.

## 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

The Institution is affiliated to the University of Calcutta and hence the curriculum is constituted and governed by the University itself. Institution takes the following initiatives to ensure proper implementation of it.

Tutorials, remedial classes, class tests, and internal assessments are done along with the formal evaluative processes. For applied subjects, classroom lectures are complemented with practical classes as applicable, hands-on training, projects and field works.

Students are encouraged to avail central library as well as corresponding departmental seminar libraries.

All the faculty members are strictly instructed to complete the syllabus within a stipulated time.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Though the college has not prepared any academic calendar but before the commencement of every semester the faculty members of each department prepares an academic calendar. Where the HOD prepares the class time table, teaching plan for the upcoming semester. IQAC periodically monitors the coverage of syllabus, quality of assignments etc. Principal and head of the departments regularly inform the IQAC about the execution of teaching plans. Also examination committee monitors the overall internal assessment process and informed IQAC

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

<b>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</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

<b>1.2 - Academic Flexibility</b>
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>
<b>04</b>

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)	No File Uploaded

<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data</b>

**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 )	No File Uploaded

**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	No File Uploaded

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

The college always try to take a empathetic approach to create the consciousness among students about how gender based inequalities and lack of ethics hamper individuals holistic growth. This awareness allows students to participate in the society in a democratic way. Also there is a probision for students to study political science as a subject. which informed them about Indian constitution and identify their role and ethical responsibility towards society. Also they can understand human rights, duties and their implications in Indian society. The study of political science can help students to gain civic knowledge, legal literacy and their duty toward society. To study History students can aware about record as archives, importance of our monuments, ValuesIndian art architecture, impotance of



heritage and our culture. Also the University has made it compulsory to study environmental studies in their regular curriculum to create awareness among students about various environmental issues in the world facing today.

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

#### 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**

953

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

**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**

628

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

**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

Each department take necessary actions for slow and advanced learners

1. Class test, tutorials and group discussions are arranged according to students need.

2. Remedial classes organised for slow learners

3. Student's weaknesses are identified and taking proper measures.

4. Teachers always giving time beyond schedule classroom to hear student's problems.

. Teachers provided study materials, reference books and possible questions.

6. Slow learners are encouraged to participate in various academic activities.

**Also Various measures taken for advanced learners**

1. Teachers provided study materials and research oriented articles to motivate advanced learners.
2. Faculty exchange programme are organized among departments.
3. Teachers informed regularly about competitive exams.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1712	10

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

The college maintenance student centric approach and Fortis method includes

A) for students homework teachers give assignment as project and as part of internal assessment

B) students have participated we can days like international mother language day Rabindra jayanti world environmental through their active participation

C) students are encourage to participate in different compositions arranged by the college

D) special lectures are arranged and inter display seminars are held was students interact with experts

E) departmental world magazines have been published expressing students creativity

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

For making effective teaching learning the teachers used ICT enable tools like

A) every department provided a single laptop for their information searching and gaining subject knowledge.

B) The college has separate computer room with smart board and projector

C) printers and scanners are available in the office and library

D) faculty members use this pen drive, CDs, DVDs and laptops etc.

E) teachers create se Google classroom for uploading teaching material audios and PPT

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	Nil

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

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

11

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)	<a href="#">View File</a>

### 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

141

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

## 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.

According to the university guideline the college constantly assessing students performance in different way and try to transparent the internal assessment mechanism in the following way

A) to ensure quality teaching learning the college divided 3 year undergraduate courses into 6 semester.

B) In every semester students have to appear in the exam for evolution.

C) the distribution of internal assessment marks including attendance are shared with students before every internal assessment exam.

D) the faculty members of every department setting question paper and evaluate the answers script accordingly.

E) the examination committee plays an important role in conducting internal assessment. like allocation of students, teachers duty, allotment of roomsetc.

F) faculty members carefully do their jobs including uploading marks in the Calcutta University portal and any other discrepancy related to communication with the university examination co-ordinating cell.

G) students continuously evaluatesthrough class test, unit test, viva and assignments.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Internal examination related misery is dealt with in two categories - one at the level of the department concerned where the teachers try to address any misery. If they are not able to address any grievance, the students may approach the Principal and the Examination Committee of the College. The Principal solves such problems in consultation with the faculty members of the Department. If the misery pertains to any technical error in the portal, the Principal takes up the matter with the university authorities to solve all problems.

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 success of any kind of curriculum depends on its learning outcomes. so the college should periodically assessed course and program outcomes. Specifically student graduated in arts subject develop a proficiency in communicative language, civics, value system and in democratic citizenship. The following are the mechanism of communicating the course outcomes to the students A) at the beginning of each semester teachers provided syllabus distribution to students to generate awareness. B) during classroom teaching teachers portray about the opportunities associated with the course and also opportunity in the higher education and research aspects and in livelihood practices. C) subject teachers consult with the board of study members regarding outcome based courses.



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

Not in a very officia way

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

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

437

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
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)

[chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://vidyasagarmahavidyalaya.org.in/files/Student%20Satisfaction%20Survey%200-2021-2022%20\(SSS\).pdf](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://vidyasagarmahavidyalaya.org.in/files/Student%20Satisfaction%20Survey%200-2021-2022%20(SSS).pdf)

RESEARCH, INNOVATIONS AND EXTENSION	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
00	
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)	No File Uploaded
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
00	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
00	

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 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

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

#### 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	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 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

Nil

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

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
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

0

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)	No File Uploaded

### 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**

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)	No File Uploaded

**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)	No File Uploaded
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**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## 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 1712 students in UG Programmes. There are 1 ICT enabled smart room and 1 seminar hall in our Mahavidyalaya. In the central library, there are more than 14458 textbooks (including 712reference books).There are common rooms for student dsequipped with indoor-game facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

Yes evry year various cultural programmes are organised where teachers and students partcicipate. Carom and table tennis are there as indoor game facility. Annual sports are held every year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.**

<b>1</b>	
<b>4.1.3.1 - Number of classrooms and seminar halls with ICT facilities</b>	
<b>1</b>	
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>
<b>4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)</b>	
<b>4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)</b>	
File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded
<b>4.2 - Library as a Learning Resource</b>	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<b>no</b>	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

<b>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>	<b>E. None of the above</b>
--	-----------------------------

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<b>No File Uploaded</b>

**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)**

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)	<b>No File Uploaded</b>

**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**

**56**

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

yes.

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

## 4.3.2 - Number of Computers

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

## 4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

## 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)

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)	No File Uploaded

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.

Casual employees are appointed for cleaning and washing the college premises along with the toilets and wash rooms. AMC is there for maintenance of computers.

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

## 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

793

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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**

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted 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**

A. All of the above

File Description	Documents
Link to institutional website	<a href="http://www.vidyasagarmahavidyalaya.org.in/">http://www.vidyasagarmahavidyalaya.org.in/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>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</b>	<b>B. Any 3 of the above</b>
---	------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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**

84

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**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.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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 )

Student representation is there in various bodies and committees of the Mahavidyalayalike the Governing Body, Internal Complaints Committee, IQAC Anti Ragging Cell, Library Committee, , Sports Committee, Cultural Committee and Magazine Committee. One student representative is a member of the highest administrative and decision-making body of the institution, the Governing Body. A student representative is a member of the IQAC.

The students council organizes verious cultural programmes, Teachers Day programmes, Vidyasagar Jayantiand also Saraswati Pujaof the College. The students council brings out ourannual magazine. Thus, student representation is there at both the administrative as well as cocurricular and extra-curricular activities of our Mahavidyalaya.

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

**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**

14

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)	No File Uploaded

#### 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

NA

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

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

Almost all members of the Teachers' Council either as member of the Governing Body or as member of the other 17 different subcommittees which is prepared by the Teachers' Council and later on approved by the College Governing Body, participate in implementing the decisions which clearly satisfy the condition of decentralized participatory management. An Examination Committee

and most of committees headed by the Principal . A central Routine Committee is always working at the starting of every academic session of Culcutta University. After getting central routine, preparation of departmental (arts and commerce ) routine, distribution of syllabus with paper and syllabus modules, purchase of new books. Each year, our students participate University organised cultural competitions and sports and many programme. The college IQAC guides the faculties to organise seminars, conferences, workshops as well as inspire them to represent the College in academic events organised by other institutions in India.

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

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

The Examination Committee of the Mahavidyalaya consisting of the Principal. The Committee take important decisions like the dates of holding Internal Assessment examinations, printing of question papers sent by the respective departments and allotment of rooms for conduction of the examinations. The Examination Committee had organized a system of holding spot evaluations for the Arts Departments and commerce Department. after lockdown period when examinations are being conducted online, the Examination Committee has taken on the full responsibility of uploading of question papers on our college website in time and ensuring that the new process in many ways unfamiliar to both teachers and students, is adopted successfully through ensuring timely communication of the system to both teachers and students.

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

Examination Committee subsequently approved by Governing Body of the College, Everyday performance of a student is assessed by asking short questions from the lecture of previous day's. Class tests are taken in the form of short as well as descriptive questions. The corrected answer scripts are given back to the students. As per the guidelines of the Calcutta University Internal assessments are conducted individually of all the semesters in front of each subsequent final examination of semester. Under the condition of lockdown of our country due to the COVID-19, it was instructed by the University of Calcutta, following the order of Higher Education department of West Bengal to arrange online exams for the final semester students. The Examination Committee of our Mahavidyalaya had arranged a well-managed system to conduct online examination in this session of about 1700 students, most of which are belonging to village area. The online evaluation of answer scripts of the students was also successfully done well in advance through email adapted by the College in collaboration with IQAC and Examination Committee also.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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.

Vidyasagar Mahavidyalaya functions as per statute of the Calcutta University and guidelines issued by the West Bengal Higher Education Department. The Governing body has 11 members: the Principal, as Secretary, four from the teaching staff, two from non-teaching 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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

Our college has taken different welfare measures for teaching and non-teaching member in every year.

**Advance salary:**

The institution has the provision of paying advance salary to the newly appointed staff until their pay fixation is received from West Bengal Higher Education Department and they are included in pay -packet.

**Financial Support:**

Limited Financial support up to all teaching staff is provided for attending conference, workshop and seminar. Conveyance fees for Teachers are offered for participating in Faculty Exchange Programme with other colleges Non-teaching staff can avail financial support in pursuance of their skill development programmes. Our college has a registered Credit Cooperative Society established in October, 2009 called Vidyasagar Mahavidyalaya Employees' Credit Cooperative Society. The society offers short term, mid-term, house building and personal loan for both teaching and non-teaching staff as members.

#### Provident Fund (PF) Loans:

Smooth availability of PF Loans is a great source of financial strength to all the substantive staff

#### Bonus:

Bonus is annually provided to limited no. of Nonteaching staff

#### Medical Facilities:

On call medical facility is available for all students and staff.

#### Sick Room:

There is a provision of sick room.

#### Cleaning and Sanitization:

Regular Cleaning and Sanitization is undertaken to keep the campus clean and healthy.

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**

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**

06

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

There is at present no statutory performance appraisal system for teaching and non-teaching staff as per the norms of the State Higher Education Department or the affiliating institution. Therefore, the College has not initiated any such performance appraisal system on its own. Appraisal for teachers is a part of the Career Advancement Scheme however there is no performance appraisal on the part of the institution as per current norms

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

#### 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

Institution conducts internal and external financial audits regularly. The Body advises the Principal to take measures on various comments of the audit firm. External Audit is conducted either by the Higher Education Department or the affiliating University as and when required. The college completed the last External Audit in the session 2018-2019.

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

na

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

Due to covid attack and mandatory clousure of college for a long time the IQAC could not contribute to its best. However the Governing body members tried to cope up with the situation and recovered soon to bring evrything in normalcy.

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

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 Governing Body meetings are held on regular basis to discuss the issues of teaching learning and other issues for academic as well as infrastructural development.

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

**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)**

E. None of the above

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

NA

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

**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**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

As all colleges in West Bengal and Higher Education institutions were closed in this period due to Covid-19 lockdown, this item has not been implemented yet. It will be pursued after normalization of activities post restrictions.



File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
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>	C. Any 2 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. landscaping with trees and plants</li> </ol>	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit</b>	C. Any 2 of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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 of reading material, screen reading**

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	<a href="#">View File</a>

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).

na

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 seeks to impart the Constitutional Values of Liberty, Equality, Fraternity and Justice through maintaining an atmosphere celebrating freedom and inclusiveness on the campus. Vidyasagar Mahavidyalaya observes Republic Day, Independence Day, Vidyasagar Jayanti Netaji Jayanti, Birthday of B.R. Ambedkar every year. Moreover, students are made aware of their responsibilities as voters and responsible citizens of our country.

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**

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

A number of national and international commemorative days, events, and festivals such as Vidyasagar Jayanti, Rabindra jayanti, Subhash Chandra Bose Jayanti, Republic Day Celebration, International Mothers' Language Day, Teachers' Day, World Environment Day etc. are observed by Vidyasagar Mahavidyalaya every year.

In this session 2021-2022, Central and State Governments declared covid protocols due to the COVID-19 pandemic situation, where no student gathering was allowed within the campus, but still some National commemorative days and festivals were conducted in the premises by the local staff and Student Council members and in some cases in virtual mode through google meet. The national Flag was hoisted in the college premises by the local staff and Student Council members on Independence Day in 2021 and Republic Day in 2022, maintaining all covid protocols. Teachers' Day was celebrated on 5th September virtually by the Students' Union to commemorate the birth anniversary of Dr Sarvapalli Radhakrishnan. Saraswati puja was celebrated on 5th February 2022 by the Students' Union, avoiding excess gathering as per covid rules.

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

**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. Student Centric Learning, Sports and Cultural Activities.

2. Maintaining very high quality formal and informal student teacher relationship which is always praiseworthy.

3. Eco friendly plastic free-zone: It is one of the best practices that has already been taken up as an important measure for preservation of environment which is to be further developed.

2.The Magazine sub-committee has been taking an immense effort to publish the college magazine on regular basis. This is also considered one of the best institutional practices as teachers and students submit their creative writings in this magazine.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Our Vidyasagar Mahavidyalaya is located in a rural area and so our important mission is to extend the opportunity of education to the economically weaker section and deprived section of the area and to provide the best possible infrastructure to socially and economically marginalized students. Once weak and slow learners are identified on the basis of classroom teaching and continuous classtests, special classes, both theoretical and practical, are arranged for developed the knowledge gap of our students.

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

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