

**The Annual Quality Assurance Report  
(AQAR)  
of the IQAC**

**2016 – '17**

**Submitted by**

**VIDYASAGAR EVENING COLLEGE  
39, SANKAR GHOSH LANE  
& 8A, SHIB NARAYAN DAS LANE,  
KOLKATA – 700006.**

## Part – A

### I. Details of the Institution

1.1 Name of the Institution	Vidyasagar Evening College
1.2 Address Line 1	39, Sankar Ghosh Lane, and
Address Line 2	8A, Shib Narayan Das Lane,
City/Town	Kolkata
State	West Bengal
Pin Code	700006
Institution e-mail address	vidyasagarevening@yahoo.in
Contact Nos.	(033) 22419508, (033) 64597118
Name of the Head of the Institution:	Dr. Ramswarup Gangopadhyay
Tel. No. with STD Code:	(033) 22419508
Mobile:	+91 9433724454
Name of the IQAC Co-ordinator:	Dr. Samir Kumar Ghosh
Mobile:	+91 9433894420

IQAC e-mail address:

iqacvec@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN25608

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

EC(SC)/17/A&A/103.1 dated 16-09-2016

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.vec.ac.in

Web-link of the AQAR:

[http://www.vec.ac.in/NAAC/20170918\\_AQAR\\_2016-17.pdf](http://www.vec.ac.in/NAAC/20170918_AQAR_2016-17.pdf)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.25	2016	Upto 15-09-2021
2	2 <sup>nd</sup> Cycle	N.A.	N.A.	N.A.	N.A.
3	3 <sup>rd</sup> Cycle	N.A.	N.A.	N.A.	N.A.
4	4 <sup>th</sup> Cycle	N.A.	N.A.	N.A.	N.A.

1.7 Date of Establishment of IQAC: DD/MM/YYYY

19/04/2013

1.8 AQAR for the year (for example 2010-11)

2016 – '17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR: **None submitted so far** (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

University of Calcutta

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc: **None.**

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other ( <i>Specify</i> )	N.A.
UGC-COP Programmes	N.A.		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	Six
2.2 No. of Administrative/Technical staff	Two
2.3 No. of students	One
2.4 No. of Management representatives	One
2.5 No. of Alumni	Nil
2.6 No. of any other stakeholder and community representatives	One
2.7 No. of Employers/ Industrialists	Nil
2.8 No. of other External Experts	One
2.9 Total No. of members	Twelve
2.10 No. of IQAC meetings held	Four
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="2"/>
	Non-Teaching Staff / Students <input type="text" value="2"/> Alumni <input type="text" value="-"/> Others <input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="N.A."/>

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Seminar on “Understanding human rights in contemporary campus life.</li> <li>2. 3-day Entrepreneurship Awareness Program, sponsored by DST, GoI.</li> <li>3. Program on Pain Management as a Health Awareness Initiative.</li> </ol> |
|--|

2.14 Significant activities and contributions made by IQAC

- Implementation of the online feedback system for the outgoing students through the College website.
- Introduction of the virtual classroom.
- Formation of Entrepreneurship Development Cell with a purpose to help job-seekers.
- Creation of social networking groups to intensify and broaden student-teacher interaction.
- Research Subcommittee formation to encourage and engage teachers and in research activities.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Planning to fulfil the criteria laid down by NAAC as much as possible for the ensuing NAAC visit in August 2016.	NAAC visit completed and the College received grade B with a CGPA of 2.25.
Online feedback system for the final year outgoing system was proposed.	Online feedback system implemented successfully.
Planning of extensive use of ICT in teaching-learning process.	A virtual classroom has been installed to fulfil the objective.
Hiring of teaching members out of college fund for the departments where the number of teachers are below standard norm was proposed.	A few departments have been benefitted from the implementation of the proposal.

\* *Academic and activity calendar attached as Annexure-I.*

2.16 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

Joint meeting of internal members of IQAC and GB on 01-09-2017.
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### **Provide the details of the action taken**

- The report on students' offline feedback submitted to the Principal in due time.
- Self-appraisal reports of the faculty members submitted to Principal.
- A showcase was installed in the stairs to display prizes, cups and medals etc. to encourage students for more participation in extracurricular activities.
- All relevant information including the working principles of Anti-ragging and Anti-harassment Cell have been uploaded in college web site for the convenience of all stakeholders.
- Updating of asset register.
- Uploading of teaching plans for the year 2016-17 in the College web site.
- An allout effort has been taken for acquisition of land for a second College campus, following decision of the Governing Body meeting.
- An online feedback collection system has been introduced through college website for the final year passed out students.
- Virtual class room facility has been installed on receiving financial assistance from the Higher Education Department of the Govt. of West Bengal.
- A committee has been formed to organize and run the virtual class room. Members requested to issue notice as early as possible regarding formation and working of the committee.
- Governing Body approved formation of Entrepreneurship Development Cell to start functioning from the new session (2017 – '18).
- To organize short term courses on Research Methodology Dr. D. Joddar was entrusted with.
- Preparation of proposal regarding RUSA fund was completed and reviewed.
- All departmental heads were requested to broaden interactions with the present and ex-students through social media groups.
- A committee has been formed to provide support to the teaching members for extensive usage of the smart class room facility.
- A Research Subcommittee has been formed to support research activities by the staff and students.
- The Principal has been entrusted to talk with the IC department of University of Calcutta to prepare the guideline for academic audit.
- Library Subcommittee has been restructured with the inclusion of Dr. Sabuj Chowdhury, a Govt. nominee in the Governing Body and Assistant Professor, Department of Library Science, University of Calcutta.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	Eleven	Nil	Nil	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	Eleven			
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	Eleven

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

**\*Feedback report attached as Annexure-II.**

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

This is beyond the scope of the College.

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

None.



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	35+1 (Principal)	27	8+1 (Principal)	Nil	2 (Librarian)

2.2 No. of permanent faculty with Ph.D. 20

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Assistant Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	5	5	-	-	-	-	-	-	5	5

2.4 No. of Guest and Visiting faculty and Temporary faculty 7 - -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	13	3
Presented papers	8	9	2
Resource Persons	4	1	3

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

- Usage of a smart classroom.
- Regular class tests and students' seminar.
- Special practice classes for practical papers before the final examination.
- Film shows relevant to the curriculum.
- Organizing study tour.
- Free internet access for students.

2.7 Total no. of actual teaching days during this academic year 199

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

1. Open book internal assessment.
2. Taking retest after Test exam for unsuccessful students.

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

One		
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2.10 Average percentage of attendance of students

62.54
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Class				
		Distinction %	I %	II %	Others %	Pass %
B.A. (Hons) in Bengali	15	-	6.7	66.7	0.0	73.4
B.A. (Hons) in English	15	-	0.0	86.7	0.0	86.7
B.A./B.Sc. (Hons) in Geography	29	-	6.9	68.9	3.4	79.2
B.A. (Hons) in Political Science	2	-	0.0	50.0	0.0	50.0
B.Sc. (Hons) in Mathematics	24	-	12.5	33.3	25.0	70.8
B.Sc. (Hons) in Physics	10	-	0.0	10.0	0.0	10.0
B.Sc. (Hons) in Physiology	12	-	33.3	66.7	0.0	100.0
B.Com (Hons)	77	-	3.9	27.3	0.0	31.2
Title of the Programme	Total no. of students appeared	Division				
		Distinction %	1 <sup>st</sup> %	2 <sup>nd</sup> %	P-div. %	Pass %
B.A. (Gen)	79	-	0.0	3.8	10.1	13.9
B.Sc. (Gen)	70	-	4.3	31.4	10.0	45.7
B.Com. (Gen)	107	-	0.0	0.9	3.7	4.6

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

- Extending academic freedom to the departments for internal assessment.
- Reviewing marks obtained in class tests, mid-term and final preparatory tests.
- Meeting parents to assess their level of satisfaction in regard to their wards' progress.
- From final University results and subsequent entry into academic spheres.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	5
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	8	1	-
Technical Staff	16	8	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC as well as the Management always encourages the teaching members to participate / present papers in conferences and sanction leaves for the said purpose, if applied. Recently the IQAC has proposed the formation of a Research Subcommittee to consider the provision of financial support to the participants in seminars or seed money for a new research work before submitting proposal to the funding agencies.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	-
Outlay in Rs. Lakhs	2.65	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	-	-
Outlay in Rs. Lakhs	2.25	0.9	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	18	1
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	7	1

#### 3.5 Details on impact factor of publications: Not estimated so far.

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC-DAE CSR	Rs. 2,65,800/-	Rs. 2,65,800/-
Minor Projects	2	UGC	Rs. 3,15,000/-	Rs. 3,15,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			Rs. 5,80,800/-	Rs. 5,80,800/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: N.A.

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

3.9 For colleges  
 Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	-	-	-	-	4
	Sponsoring agencies	-	-	-	-	College

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year: None.

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

3.17 No. of research awards/ recognitions received by faculty / research fellows of the institute in the year  
None.

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

2

3

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

-

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: None.

University level  State level

National level  International level

3.22 No. of students participated in NCC events: N.A.

University level  State level

National level  International level

3.23 No. of Awards won in NSS: None.

University level  State level

National level  International level

3.24 No. of Awards won in NCC: N.A.

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text"/>

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

- An outreach programme on malaria and dengue awareness in the locality on 20-08-2016 to propagate awareness and prevent from threat
- AIDS awareness program for the slum children in the form of a magic show on 16-03-2017.
- Drawing competition on environmental awareness for the neighbourhood children on 20-03-2017.
- Program on Swachh Bharat Aviyon in collaboration with Ministry of Youth Affairs and Sports, Govt. of India, on 23-03-2017.
- Thalassemia screening program for students in collaboration with the Thalassemia Control Unit, School of Tropical Medicine, Kolkata, on 24-03-2017.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4620 m <sup>2</sup>	-	-	4620 m <sup>2</sup>
Class rooms	35	-	-	35
Laboratories	10	-	-	10
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	1	-	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	3.0 (for smart classroom)	-	3.0
Others	-	-	-	-

#### 4.2 Computerization of administration and library

One computer has been allotted to the new Librarian, besides the existing computers and browsing centre inside the library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value	No.	Value
Text Books	28,420	27,24,987/-	Nil	N.A.	28,420	27,24,987/-
Reference Books	2,211		Nil	N.A.	2,211	
e-Books	1,38,500 (through NLIST)	Free	-	-	1,38,500 (through NLIST)	Free
Journals	14	13,000/-	Nil	N.A.	14	13,000/-
e-Journals	6300	Free	-	-	6300	Free
Digital Database	16620 (through Soul 2.0)	Free	-	-	16620 (through Soul 2.0)	Free
CD & Video			-	-	-	-
Others (specify)			-	-	-	-



#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	23 desktops, 27 laptops	1 (10 computers)	Borad Band	1 (2 desktops)	None	4 desktops, 1 laptop	4 desktops, 26 laptops	
Added	1 desktop, 2 laptops	None	Leased line	-	None	None	-	
Total	24 desktops, 29 laptops	1 (10 computers)	-	1 (2 desktops)	None		4 desktops, 26 laptops	

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

1. The Bursar and Accountant attended a HRMS program organized by Govt. of West Bengal in April 2017.
2. The Head Clerk and one of the Librarians attended an e-pension program organized by Govt. of West Bengal in March 2017.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.382
ii) Campus Infrastructure and facilities	1.696
iii) Equipments	0.815
iv) Others	0.840
<b>Total:</b>	<b>3.733</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Each year, the IQAC organises an Orientation Program for the newly admitted students before the beginning of 1<sup>st</sup> year classes to inform them the various financial and other support services offered by the College.

#### 5.2 Efforts made by the institution for tracking the progression

The social networking group created by the various Departments among their students and their personal interaction with the teachers help to track the progression.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1354	-	-	-

(b) No. of students outside the state

6

(c) No. of international students

1

Men

No	%
990	73.1

Women

No	%
364	26.9

Last Year ('15 – '16)						This Year ('16 – '17)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1195	93	7	95	1	1391	1127	101	8	115	3	1354

Demand ratio 3.35

Dropout: 15.1% in 2016 – '17 (compared to admission during 2014 – '15).

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

No such coaching arrangement could be organized during this year.

No. of students beneficiaries

N. A.

5.5 No. of students qualified in these examinations: Not available / not applicable for UG college

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

An affirmative action program by Tata Consultancy Services was organized during 1<sup>st</sup> July to 9<sup>th</sup> August 2016 to train students for career oriented skills.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
One	38	17	Data not available

5.8 Details of gender sensitization programmes

No such program could be organized during this year.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	68	Tuition fee waiver for several months
Financial support from government	13 (from Kanyasree scheme)	Rs. 3,25,000/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	None.	N.A.

5.11 Student organised / initiatives: **None.**

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

- An outreach programme on malaria and dengue awareness in the locality on 20-08-2016 to propagate awareness and prevent from threat
- AIDS awareness program for the slum children in the form of a magic show on 16-03-2017.
- Drawing competition on environmental awareness for the neighbourhood children on 20-03-2017.
- Program on Swachh Bharat Aviyan in collaboration with Ministry of Youth Affairs and Sports, Govt. of India, on 23-03-2017.
- Thalassemia screening program for students in collaboration with the Thalassemia Control Unit, School of Tropical Medicine, Kolkata, on 24-03-2017.

5.13 Major grievances of students (if any) redressed:

Only one, resulting from the act of indiscipline and harassment by a student. The student has been warned by the Anti-ragging and Anti-harassment Cell.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

The College believes in generation of knowledgeable, socially sensitive, and caring individuals capable to contribute to the society through social involvement and innovative thinking.

Since the students the College gets, are neither affluent nor academically brilliant, its mission is to educate its mediocre students to enable them to compete in the present global sphere. The goal of the College is to groom students and equip them with a robust character, uphill confidence, and a love for humankind. Vidyasagar Evening College believes in creation of individuals who will have a compassionate heart, a tireless brain, and a sympathetic touch.

#### 6.2 Does the Institution has a management Information System

The College has created a group using WhatsApp application software to circulate the message of management into the teaching staff members, whenever required.

The non-teaching staff are informed using notices and verbal communications.

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

##### 6.3.1 Curriculum Development

The College has no scope to develop the curriculum as the matter is entirely decided by the affiliating University.

##### 6.3.2 Teaching and Learning

- The College provides appointment to new faculty members as and when possible.
- The utilization of smart class room and other audio-visual aids make learning process more interesting.
- Availability of free wi-fi facility in the college helps them to access online educational resources, whenever required.
- Enrichment of the departmental libraries has increased the access to them by the students.

##### 6.3.3 Examination and Evaluation

To prepare the students for the final exams, the college adopts the following strategies:

- Periodic internal assessment of the students.
- Discussion with the students, showing the answer scripts.
- Off-class interaction with the students to solve their individual difficulties.

#### 6.3.4 Research and Development

- The College always encourages its faculty member to engage themselves in active research, as evident from the updated publications of the faculty members. (page 12, item no. 3.4).
- The college subscribes INFLIBNET to extend browsing facility to faculty members for research journals.
- Constitution of a research committee has been planned to explore scopes for enhancement of research, consultancy and extension activities and better utilization of different schemes offered by various funding agencies like UGC, CSIR etc.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library provides LAN facility to students to browse online educational resources and journals using INFLIBNET.
- Within limited resources, the college provides ICT support to facilitate better teaching.
- All the labs are kept up-to-date and well-equipped to meet students' requirement.
- The college provides maintains drinking water facility, sanitary napkin vending machine, backup for electrical power, photocopying and scanning facility, lighting facility through clean energy,

#### 6.3.6 Human Resource Management

The college authority manages the academic and administrative duties in a decentralized way through the various subcommittees. The subcommittees report their actions to the college authority in due course. Strategic changes are made if necessary based on the feedback of the conveners of the different subcommittees.

#### 6.3.7 Faculty and Staff recruitment

- Permanent faculty members are recruited following the recommendation by the West Bengal College Service Commission. The existing part-time faculties have already been recruited by the College following the rules laid down by the Higher Education department of the Govt. of West Bengal.
- Need based guest faculty members are paid out of college fund.
- Similarly, the non-teaching staff are appointed following the regulations of Govt. of West Bengal.
- Need based trained casual non-teaching staff are also paid out of college fund.

#### 6.3.8 Industry Interaction / Collaboration

Presently there is no collaboration of the College with the industry.

### 6.3.9 Admission of Students

- The College practices online process for filling up of admission form and generation of merit list. Separate merit lists for honours and general candidates are published on dates declared earlier in the website along with other important dates and information regarding admission. The merit list accommodates all the applicants in order of merit to ensure transparency. Students are admitted on the basis of merit as long as seats lie vacant in various departments.
- The applicants in Honours course, sorted according to their merit score, are called for counseling (as long as seats are vacant) to assess their interest in the subject applied for.
- Students are admitted in the General courses serially from the merit list.

### 6.4 Welfare schemes for

Teaching	Term deposit facility and availability of loan from the Co-operative society of Vidyasagar group of Colleges.
Non teaching	Term deposit facility and availability of loan from the Co-operative society of Vidyasagar group of Colleges.
Students	<ol style="list-style-type: none"> <li>1. College provides fee waiving schemes for financially weaker students.</li> <li>2. The College mediates scholarships offered for minority (SC/ST) students offered by the State Govt.</li> <li>3. The College mediates the Kanyasree scheme of the State Govt. so that girl students can avail financial benefits.</li> <li>4. Career counselling and placement cell for training for job oriented training.</li> <li>5. Anti-ragging and anti-harassment cell for addressing the grievances.</li> <li>6. Tie-up with Students' Health Home for treatment at nominal cost.</li> </ol>

### 6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done: Yes  No  (under process)

### 6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	Yes	IQAC
Administrative	No	N.A.	No.	N.A.

### 6.8 Does the University/ Autonomous College declares results within 30 days? **N. A.**

For UG Programmes Yes  No

For PG Programmes Yes  No

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

This is not applicable to our College.

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

No such effort is made by the affiliating University in the UG level.

6.11 Activities and support from the Alumni Association

The Alumni Association offers a merit based book grant every year to the freshmen; however, the grant for the session 2016-17 is still pending.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Association is non-existent in our College.

6.13 Development programmes for support staff

No separate development program could be organized for the support staff. However, the support staff actively participate with the teaching staff in the cultural programs organized by the College.

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

1. Use of solar photovoltaic power to illuminate the corridors.
2. Use of LED lamps in the corridors.
3. Vigilance to minimize the wastage of electrical power.
4. Plantation of trees as many possible in and around the building.
5. Urging on the use of trash bins.



## Criterion – VII

### **7. Innovations and Best Practices**

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

1. Establishment of a virtual classroom with the help of State Government fund.
2. Free wi-fi facility and high speed internet connectivity inside the new building.

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

- The report on students' offline feedback submitted to the Principal in due time.
- Self-appraisal reports of the faculty members submitted to Principal.
- A showcase was installed in the stairs to display prizes, cups and medals etc. to encourage students for more participation in extracurricular activities.
- All relevant information including the working principles of Anti-ragging and Anti-harassment Cell have been uploaded in college web site for the convenience of all stakeholders.
- Updating of asset register.
- Uploading of teaching plans for the year 2016-17 in the College web site.
- An allout effort has been taken for acquisition of land for a second College campus, following decision of the Governing Body meeting.
- An online feedback collection system has been introduced through college website for the final year passed out students.
- Virtual class room facility has been installed on receiving financial assistance from the Higher Education Department of the Govt. of West Bengal.
- A committee has been formed to organize and run the virtual class room. Members requested to issue notice as early as possible regarding formation and working of the committee.
- Governing Body approved formation of Entrepreneurship Development Cell to start functioning from the new session (2017 – '18).
- To organize short term courses on Research Methodology Dr. D. Joddar was entrusted with.
- Preparation of proposal regarding RUSA fund was completed and reviewed.
- All departmental heads were requested to broaden interactions with the present and ex-students through social media groups.
- A committee has been formed to provide support to the teaching members for extensive usage of the smart class room facility.
- A Research Subcommittee has been formed to support research activities by the staff and students.
- The Principal has been entrusted to talk with the IC department of University of Calcutta to prepare the guideline for academic audit.

- Library Subcommittee has been restructured with the inclusion of Dr. Sabuj Chowdhuty, a Govt. nominee in the Governing Body and Assistant Professor, Department of Library Science, University of Calcutta.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Usage of the smart classroom facility by the faculty members.
2. Support in training and placement for final year students through the Affirmative action program organised by Tata Consultancy Services.

**\* Best practises detailed as Annexure-III.**

7.4 Contribution to environmental awareness / protection

The College has been able to maintain its campus greener through tree-plantation and they are looked after by the staff of the College.

7.5 Whether environmental audit was conducted?      Yes       No

7.6 Any other relevant information the institution wishes to add. (for example, SWOT Analysis)

**Strength:** New recruitment of five young and dedicated faculty members in five different disciplines through West Bengal College Service Commission.

**Weakness:** Insufficient space for classrooms, especially laboratories.

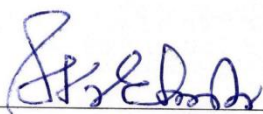
**Opportunity:** Successful running of job-oriented courses for the enhancement of employability of students.

**Challenge:** Establishment of the second campus of the College.

## **8. Plans of the institution for the next year**

1. Purchasing a land for setting up the second campus of the College so as to host playground, hostel, more classrooms etc.
2. Erection of 3<sup>rd</sup> floor in the new building to create more teaching space through bigger classrooms.
3. Expansion of the existing computer laboratory, keeping in view the huge software based practical classes in the forthcoming syllabus involving CBCS and semester system.
4. Full-fledged utilization of virtual class room and smart classroom.
5. More extensive use of ICT in teaching-learning processes.
6. Regular monitoring of the students' attendance in the classes and counselling those with lower attendance to help in their betterment.
7. Enhancement of the stock of the departmental libraries and seminar libraries for the benefit of students.
8. Enhanced vigil on the campus through installation of CCTV cameras in the old building premises to monitor campus discipline.
9. Implementation of the teacher-specific response format in the online student feedback system.
10. Completion of the cataloguing and enhancement of the safety system in the library.

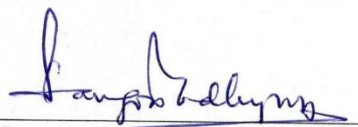
Name: **Dr. Samir Kumar Ghosh**



Signature of the Coordinator, IQAC

**CO-ORDINATOR**  
**IQAC**  
**VIDYASAGAR EVENING COLLEGE**  
**KOLKATA-700 006**

Name: **Dr. Ramswarup Gangopadhyay**



Signature of the Chairperson, IQAC  
Principal

**Vidyasagar Evening College**  
**Kolkata-700 006**

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## Annexure-I

### Academic-cum-Activity Calendar for 2016 – '17

#### Vidyasagar Evening College Academic-cum-Activity Calendar 2016 – '17

SL NO	EVENT	DATE AND DAY	ORGANISED BY
<b>JUNE-JULY, 2016</b>			
1.	TCS Employability Programme	29th June – 3rd August	Career Counselling Sub committee
2.	<b>Orientation Programme for 1<sup>st</sup> Year B.A., B.Sc., B. Com. (General) students</b>	<b>July 23, Saturday</b>	IQAC
3.	<b>Orientation Programme for 1<sup>st</sup> Year B.A., B.Sc., B.Com. (Honours) students</b>	<b>July 26, Tuesday</b>	IQAC
4.	Departmental Seminar***	Last week of every month	Department of Bengali
5.	Open monthly academic meet with ISNA***	Last Saturday of each month	Department of Mathematics
6.	<b>Commencement of 1<sup>st</sup> year classes</b>	<b>3<sup>rd</sup> week of July, 2016</b>	College
7.	Program on Pain Management	July, 2016.	IQAC
<b>AUGUST 2016</b>			
8.	Celebration of death anniversary of Rabindra Nath Tagore	9th August, Tuesday	Department of Bengali
9.	Lecture Series on Women and Human Rights	13th August, Saturday	Anti Ragging and Anti Harassment Cell
10.	Celebration of Independence Day	15th August, Monday	College
11.	<b>Registration of 1<sup>st</sup> year students</b>	<b>2<sup>nd</sup> and 3<sup>rd</sup> week of August, 2016</b>	College
12.	Lecture on Human Rights	August, 2016	IQAC
<b>SEPTEMBER, 2016</b>			
13.	NSS Orientation Programme for 1 <sup>st</sup> year	1st week of September	NSS Unit
14.	Film show 'Midsummer Nights' Dream	5th September, Monday	Department of English
15.	Students' presentation for 1 <sup>st</sup> and 2 <sup>nd</sup> year Honours	5th September, Monday	Dept. of Political Science
16.	Workshop on SEBI	10th September, Saturday	Department of Commerce
17.	Intra Departmental Seminar with Hindi department on "The influence of English Romantic Poetry on Hindi Literature"	16th September, Friday	Department of English
18.	Celebration of Birth anniversary of Pandit Ishwar Chandra Vidyasagar	20th – 26th September, 2016	Student Activity Club
19.	NSS Day Celebration	24th September, Saturday	NSS Unit
20.	Publication of Wall Magazine	28th September, Wednesday	Department of Bengali
21.	Freshers' Welcome Programme	30th September, Friday	Students' Union
<b>NOVEMBER, 2016</b>			
22.	College Safai Programme	1st Week of November	NSS Unit
23.	Common Room Tournament	November, 2016	Students' Union
24.	<b>Mid-term examination</b>	<b>November, 2016</b>	College

**Note: All programs are subject to change**

**Vidyasagar Evening College**  
**Academic-cum-Activity Calendar 2016 – '17**

SL NO	EVENT	DATE AND DAY	ORGANISED BY
<b>NOVEMBER, 2016</b>			
25.	Medical Health Check up	November, 2016	Students' Union
26.	Biodiversity Profiling of College Campus for 2 <sup>nd</sup> and 3 <sup>rd</sup> year students.	November 2016 to April 2016	Department of Zoology
27.	Students Departmental Seminar on "History of English Literature" for 1 <sup>st</sup> Year	5th November, Saturday	Department of English
28.	Intra College Cricket Tournament	Nov 10-12	Students' Union
29.	Students' Seminar for 1 <sup>st</sup> and 2 <sup>nd</sup> year Honours students	November, 10, Thursday	Department of Political Science
30.	Quiz Contest for 1 <sup>st</sup> Year	12th November, Saturday	Department of English
31.	Students' Departmental Seminar for 2 <sup>nd</sup> Year	19th November, Saturday	Department of English
32.	Winter Carnival	November 22-26	Students' Union
33.	Cancer Awareness Programme	25th November, Friday	NSS Unit
34.	Value Education Lecture	November 2016	Students' Activity Club
35.	Debate Competition for 1 <sup>st</sup> Year students	November, 2016	Department of Sociology
<b>DECEMBER, 2016</b>			
36.	World AIDS day	December 1, Thursday	NSS Unit
37.	Parents'-Teacher meeting	1st Week of December	Department of Bengali
38.	Workshop on Preparation of Project for 3 <sup>rd</sup> year B.Com. (Hons)	10th December, Saturday	Department of Commerce
39.	Educational Tour	December, 2016	Department of Bengali
40.	College Picnic	December 7, Wednesday	Students' Union
41.	Departmental Seminar for all students	December 10, Saturday	Department of English
42.	Annual Sports	December 16-17	Students' Union
43.	Students' Seminar for 3 <sup>rd</sup> yr Physics (Hons)	3rd week of December	Department of Physics
44.	Blood donation camp	20th December, Tuesday	NSS Unit
45.	Indoor Games competition for Girl students	December 22, Thursday	Students Union
46.	Students' Seminar	December, 2016	Department of Physiology
47.	Group Discussion for 2 <sup>nd</sup> and 3 <sup>rd</sup> Year Students	December, 2016	Department of Sociology
48.	<b>Test examination for 3<sup>rd</sup> year students</b>	<b>2<sup>nd</sup> week of December, 2016</b>	
<b>JANUARY, 2017</b>			
49.	Visit to West Bengal Legislative Assembly, for 2 <sup>nd</sup> year Honours students	January, 16, 2017, Monday	Department of Political Science
50.	Field Trip to Santragachhi to study bio-diversity for III <sup>rd</sup> year BSc students	2nd week of January	Department of Zoology
51.	Celebration of Youth Day-Swami Vivekananda's Birthday	12 <sup>th</sup> January, Thursday, 2017	NSS Unit and Students' Activity Club

**Note: All programs are subject to change**

**Vidyasagar Evening College**  
**Academic-cum-Activity Calendar 2016 – '17**

Sl. no.	EVENT	DATE AND DAY	ORGANISED BY
<b>JANUARY, 2017</b>			
52.	Celebration of Republic Day	26 <sup>th</sup> January, Thursday, 2017	NSS Unit
53.	Research Laboratory visit for 3 <sup>rd</sup> yr Physics (Hons) students	January 2017	Department of Physics
54.	Excursion to Indian Museum for 2 <sup>nd</sup> year BSc students	3 <sup>rd</sup> /4 <sup>th</sup> Week of January	Department of Zoology
55.	Excursion to Zoological Garden, Alipore for 2 <sup>nd</sup> year BSc students	3 <sup>rd</sup> /4 <sup>th</sup> Week of January	Department of Zoology
56.	Film Show	Last week of January, 2017	Department of English
57.	Field Study Tour	January, 2017	Dept. of Physiology
58.	<b>Test examination for 2<sup>nd</sup> year students</b>	<b>2<sup>nd</sup> week of January, 2017</b>	College
59.	<b>Part-III form fill up for 3<sup>rd</sup> year students</b>	<b>2<sup>nd</sup> week of January, 2017</b>	College
<b>FEBRUARY, 2017</b>			
60.	National Seminar on Dynamical System	1 <sup>st</sup> Week of February	Department of Mathematics
61.	Excursion to Tollygunge State Poultry for 3 <sup>rd</sup> year B.Sc. students	1 <sup>st</sup> /2 <sup>nd</sup> Week of February	Department of Zoology
62.	UGC Sponsored State Seminar	11 <sup>th</sup> and 12 <sup>th</sup> February	Department of Commerce
63.	Slum Visit	February, 2017	NSS Unit
64.	Parliament Quiz and Extempore for Iyr (H) and 2 <sup>nd</sup> Yr (H)	February, 12, 2017	Department of Political Science
65.	Workshop on "Art in Literature/Literature in Arts"- Pratim Saha (Ex-student)	4 <sup>th</sup> February, 2017	Department of English
66.	Celebration of Bhasha Divas (International Language Day)	21 <sup>st</sup> February, 2017	Department of Bengali
67.	<b>Test examination for 1<sup>st</sup> year students</b>	<b>2<sup>nd</sup> week of February, 2017</b>	College
68.	<b>Compulsory language exam (Part-I) of 1<sup>st</sup> year students</b>	<b>Last week of February, 2017</b>	<b>University of Calcutta</b>
69.	<b>Part-II form fill up for 2<sup>nd</sup> year students</b>	<b>2<sup>nd</sup> week of February, 2017</b>	College
<b>MARCH, 2017</b>			
66.	NSS Special Camp	March, 2017	NSS Unit
	Entrepreneurship Awareness Program	March, 2017	IQAC
<b>APRIL, 2017</b>			
	<b>Part-I form fill up for 1<sup>st</sup> year students</b>	<b>2<sup>nd</sup> week of March, 2017</b>	College
67.	Dr. Ambedkar Jayanti	14 <sup>th</sup> April, Friday, 2017	NSS Unit
68.	Celebration of Earth Day-film screening	22 <sup>nd</sup> April, Saturday	NSS Unit
70.	NSS Field visit-to Marble palace	15 <sup>th</sup> May, Monday	NSS Unit
71.	Celebration of Birth anniversary of Rabindra Nath Tagore	April 2016	Students' Activity Club
<b>JUNE, 2017</b>			
72.	Summer School for PG Entrance Examinations	1 <sup>st</sup> Week of June, 2017	Department of Mathematics

**Note: All programs are subject to change**



## Annexure-II

### Students' Feedback Report for 2016 – '17

10/31/2017

Vidyasagar Evening College - Online Feedback Form



# VIDYASAGAR EVENING COLLEGE

Affiliated to University of Calcutta

Established in the year 1961

### Report of Online Feedback

Total : 342	
Punctuality/regularity of the teachers	: 68.3625730994%
Completion of the syllabus	: 64.0935672515%
Student-Teacher relationship	: 68.7719298246%
Ability of the teachers to motivate	: 66.0233918129%
Availability of the teachers outside the classroom	: 65.0292397661%
Central library facilities	: 64.4444444444%
Departmental library facilities	: 65.1461988304%
Availability of online educational resources	: 57.8947368421%
Internet facility in the college	: 58.3040935673%
Laboratory facilities	: 64.6198830409%
Facility for sports and games in the college	: 59.2397660819%
Helping attitude of the office	: 56.1988304094%
Co-curricular activities	: 58.6549707602%
Condition of the classrooms	: 67.9532163743%
Canteen facility	: 58.3625730994%
Campus environment / cleanliness	: 65.9649122807%
Functioning of the Placement Cell	: 58.7134502924%
Functioning of the Grievance Redressal Cell	: 58.7719298246%
Functioning of the NSS Unit	: 62.865497076%
Student welfare activities regarding concession, scholarship (minority scholarship, Kanyasree) etc.	: 64.3859649123%

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## Annexure-III

### **Best Practices of the College**

#### **Best Practice 1**

**1. Title of the Practice:** Orientation Programme for the newcomers on their first day in this College.

**2. Objectives of the Practice**

To inform the new students the overall atmosphere, curriculum and facilities offered by the college, as well as the rules and regulations they have to abide by.

**3. The Context**

The students coming to the College for the first time may not be aware about the manifold aspects of their Institution. They may not be aware of the manner of official procedures like fee submission and may be at a loss when faced by certain problems. To inform them about all these things and to motivate them for academic excellence in the University examination, the College authority has arranged for this Orientation Programme.

**4. The Practice**

Before the commencement of 1st year classes, the Orientation Programme is organized by the IQAC. During the program, the students are first welcomed by the Principal and the Coordinator of IQAC. Then the students are first informed about the glorious history of the College, its vision & mission and the existing Departments. The schedule of submission of College and University fees are described by the Bursar. He also informs the scholarships and concessions available to the students. The students are advised to go to Students' Health Home (having a tie-up with the College) to avail medical facilities at a low cost. The sports, cultural and other clubs of activities as well as the facilities in the College are described then. Finally, the students are instructed to follow the Institutional codes of conduct, which is read out by the General Secretary of the Students' Union. The General Secretary of the Students' Union administers a pledge to the students whereby they undertake to preserve the sanctity of the institution and dedicate themselves to become worthier students and responsible citizens of future India.

**5. Evidence of Success**

- The students are now approaching the faculty members more frequently in case of any difficulty.
- Fees are now being timely deposited to the office.
- Students are more focused on their academic goals and social responsibilities

**6. Problems Encountered and Resources Required**

No problems arose as such with the practice.



## **Best Practice 2**

**1. Title of the Practice:** Support in training and placement for final year students through the Affirmative action program organised by Tata Consultancy Services.

### **2. Objectives of the Practice**

The objective of the practice is to provide job-oriented training and subsequent placement of the final year students after passing Part-III examination.

### **3. The Context**

Every year the students passing out of the college face the problem: what to do now. Some of them are interested in admission to post graduation courses and if they score sufficient marks, they get the opportunity in Universities for the relevant courses. Other students striving for jobs face the competition with the huge number of other such unemployed youth. In this situation, getting a job would require the acquisition of special skills which, in general, are offered by training schools against considerably high fees, which the students are often unable to bear.

### **4. The Practice**

Tata Consultancy Services (TCS) is organizing an Affirmative Action Program (AAA) for the final year students. Interested students enrol their names after the Part-III examination and are trained free of cost by TCS personnel. The training program stresses on communication skills in English, basic mathematics, logical reasoning and aptitude, and some computer skills. At the end of the program, TCS conducts an examination and some of them are absorbed in their concern. Even if they are not absorbed by TCS, the training helps them to sit for other competitive examinations.

### **5. Evidence of Success**

Each year, about 14 – 15 students are picked up by TCS after training for subsequent placement in their concern.

### **6. Problems Encountered and Resources Required**

In spite of the free training, some students are reluctant about availing the facility.