The Annual Quality Assurance Report (AQAR)
of the IQAC

2017 – '18

Submitted by

VIDYASAGAR EVENING COLLEGE

39, SANKAR GHOSH LANE
& 8A, SHIB NARAYAN DAS LANE,
KOLKATA – 700006.

Part – A

1. 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

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:

> Prof. Soukhen Joardar

Mobile:

> +919831108008

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

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

1.5 Website address:

www.vec.ac.in

Web-link of the AQAR:

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.25	2016	Upto15-09-2021
2	2nd Cycle	N.A.	N.A.	N.A.	N.A.
3	3rd Cycle	N.A.	N.A.	N.A.	N.A.
4	4th 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)*

2017 – '18

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

   i.   AQAR 2016 – '17, submitted to NAAC on 07/11/2017.
   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   [N.A.]

University with Potential for Excellence   [N.A.]   UGC-CPE   [N.A.]

DST Star Scheme	N.A.		N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (*Specify*)	N.A.
UGC-COP Programmes	N.A.		

2. IQAC Composition and Activities

2.1 No. of Teachers — Seven

2.2 No. of Administrative/Technical staff — One

2.3 No. of students — Nil

2.4 No. of Management representatives — One

2.5 No. of Alumni — Nil

2. 6 No. of any other stakeholder and community representatives — Nil

2.7 No. of Employers/ Industrialists — Nil

2.8 No. of other External Experts — One

2.9 Total No. of members — Ten

2.10 No. of IQAC meetings held — Four

2.11 No. of meetings with various stakeholders: No. 4 Faculty 1

Non-Teaching Staff / Students – Alumni - Others 3

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☑

If yes, mention the amount N.A.

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 2 | International | | National | | State | 1 | Institution Level | 1

(ii) Themes

1. NAAC revised manual (03-02-2018).
2. Use of ICT in teaching-learning and development of e-learning module. (19-04-2018).

2.14 Significant activities and contributions made by IQAC

❖ Increased participation of teachers, non-teaching staff and students in the development of the college.
  ✓ Formation of various sub-committees and cells comprising of faculty members, non-teaching staff and students to organise seminars, workshops and programmes.
❖ Effort towards human resource development and capacity building of the students.
  ✓ Organinsing employability training courses in association with Tata Consultancy Services.
  ✓ Organinsing employability training courses in association with La Martiniere SEOMP.
  ✓ Organising vocational training on mushroom cultivation.
  ✓ Organinsing value education seminar by Prajapita Brahmakumaris.
❖ Effort towards human resource development and capacity building of the teachers.
  ✓ Teachers participating in the Faculty Development Programmes, seminars and workshops.
❖ Promoting the use of technology in college activities.
  ✓ Introduction and implementation of College Automation Software.
  ✓ Wifi enabled campus.
  ✓ Use of Virtual class-room and smart class room.
  ✓ Websites of departments, subcommittees and cells.
  ✓ Uploading of teaching plans in the departmental websites.
❖ Inculcating value system among students by organising seminars and workshops.
  ✓ Debate club to promote the practice of logical thinking among students.
  ✓ Drama club to stage drama every year in cultural programmes in college.
  ✓ Equal Opportunity Cell to create space for the deprived groups in the mainstream.
  ✓ Employability Cell to enhance the prospects of employment of students.
  ✓ Anti-ragging and Anti-harassment Cell to prevent harassment of students in the college.
❖ Formation of criteria specific sub-committees to focus on the preparation of SSR.
  ✓ The sub-committees holding regular discussion/deliberation to give shape to the SSR.
❖ Introduction of the culture of accountability among the teaching and non-teaching staff.
  ✓ Introduction and implementation of online/offline feedback system for students, alumni and parents.
  ✓ Monitoring the Performance Based Appraisal System (PBAS) for teachers.

❖ Extension of infrastructure of the college.
  ✓ Installation of CCTV.
  ✓ Plan for construction of 3rd floor submitted for clearance from the Kolkata Municipal Corporation.
  ✓ Application for allotment of land submitted to the Govt. of West Bengal.
❖ Upgradation of library stock.
  ✓ Books worth Rs. 52000/- have been purchased this year.

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 *

Serial no.	Plan of action	Outcome achieved
1.	Purchasing a land for setting up the second campus of the College to host playground, hostel, classrooms etc.	Application has been submitted for availing a land from Govt. of West Bengal.
2.	Erection of 3rd floor and expansion of the computer laboratory in the new building.	Plan for construction of 3rd floor has been submitted to the Kolkata Municipal Corporation.
3.	Enhancing ICT infrastructure using smart and virtual classrooms.	Usage of smart and virtual classrooms has been started by various departments.
4.	More extensive use of ICT in teaching-learning processes	Teachers have been appealed for enhancing the use of ICT in teaching and store the relevant records.
5.	Regular monitoring of the students' attendance and counselling those with lower attendance to help in their betterment.	Regular monitoring enhanced the attendance of students.
6.	Enhancement of the stock of the departmental libraries and seminar libraries for the benefit of students.	Books have been purchased out of Govt. fund for enriching the departmental libraries.
7.	Enhanced vigil on the campus through installation of CCTV cameras in the old building premises to monitor campus discipline.	Five places in the old building have been brought under monitoring through CCTV camera.
8.	Improvement of the feedback system through the implementation of the teacher-specific response format in the online student feedback system.	Teacher-specific feedback format, as well as alumni and parents' feedback have been implemented,
9.	Completion of the cataloguing and enhancement of the safety system in the library.	Cataloguing is under progress. Security issue are being managed using CCTV cameras.

Academic calendar for 2017 – '18 has been attached as Annexure-I.

2.16 Whether the AQAR was placed in statutory body   Yes **√**   No ☐

Management ☐   Syndicate ☐   Any other body | IQAC (in its meeting on 22-12-2018) |

Provide the details of the action taken

- Search for a Government land is under process for setting up a new campus of the college.
- Plan for erection of 3rd floor of the new building has been submitted to the Kolkata Municipal Corporation.
- Enrichment of the collection of the central and departmental libraries using books purchased out of State Government financial aid.
- More vigilance over the campus through CCTV cameras.
- Implementation of online staff-specific feedback mechanism for all students, as well as feedback from alumni and parents.
- Procurement of College Automation Software for managing students' data.
- Support to the faculty members for oral presentation of papers in National / International conferences.
- Creation of networking (Whatsapp) groups among students and teachers in honours and general departments for better communication.
- Creation of dedicated webpages by the departments, subcommittees and cells.
- Distribution of responsibilities to work with the seven criteria laid down by NAAC for AQAR and SSR.

Part – B

Criterion – I

1. 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				
Total	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	Two
Trimester	Nil
Annual	Nine

1.3 Feedback from stakeholders*   Alumni [ ]   Parents [√]   Employers [ ]   Students [√]
(On all aspects)

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

*Feedback analysis report has been 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. However, the University of Calcutta has revised its syllabi for B.Com. (honours and general) into that suitable for semester-wise choice based credit system (CBCS) from the academic year 2017 – '18.

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
45+1 (Principal)	28	8	1 (Principal)	9 (Govt. approved Part-time)

2.2 No. of permanent faculty with Ph.D.   22

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
1	4	-	-	-	-	-	-	1	4

2.4 No. of Guest and Visiting faculty and Temporary faculty   16 (Guest)   -   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	6	8
Presented papers	13	12	6
Resource Persons	3	-	1

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

- Usage of a smart classroom for making lectures more attractive.
- Continuous internal assessment.
- Students' seminars.
- Special practice classes for practical papers before the final examination.
- Film shows relevant to the curriculum by departments.
- Organizing study tours and excursions for outdoor hands o experience related to curriculum.
- Internet access for students to check online study materials.

2.7 Total no. of actual teaching days during this academic year   191

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 by some departments.
2. Verification of marks by students after checking the answer scripts by the teachers.
3. Evaluation through quizzes, worksheets and crossword puzzles.

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

One		

2.10 Average percentage of attendance of students

61.8%

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	13	-	7.7	84.6	7.7	100.0
B.A. (Hons) in English	8	-	0.0	100.0	0.0	100.0
B.A./B.Sc. (Hons) in Geography	13	-	53.8	46.2	0.0	100.0
B.A. (Hons) in Political Science	4	-	0.0	75.0	0.0	75.0
B.Sc. (Hons) in Mathematics	17	-	0.0	88.2	5.9	94.1
B.Sc. (Hons) in Physics	23	-	8.7	69.5	13.0	91.2
B.Sc. (Hons) in Physiology	11	9.0	36.3	63.7	0.0	100.0
B.Com (Hons) in Accountancy	54	-	9.3	40.7	1.8	51.8
Title of the Programme	Total no. of students appeared	Division				
		Distinction %	1st %	2nd %	P-div. %	Pass %
B.A. (Gen)	37	-	0.0	5.4	43.2	48.6
B.Sc. (Gen)	42	-	21.4	47.6	14.3	83.3
B.Com. (Gen)	71	-	0.0	1.4	15.5	16.9

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.

2.13 Initiatives undertaken towards faculty development:

Faculty members are allowed to join the development programs organized by UGC Human Resource development Centres or other similar programs. The number of faculty members benefitted from such programs during 2017 – '18 are given below.

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	29
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	7 (filled)	11	-	4
Technical Staff	7 (filled)	9	-	2

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 a Research Subcommittee has been formed 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. Two faculty members have received financial support worth Rs. 5300/- in total during the FY 2017 – '18.

3.2 Details regarding major projects

Project type	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	-
Outlay in Rs. Lakhs	1.92	-	-	-

3.3 Details regarding minor projects

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

3.4 Details on research publications

Publication in	International	National	Others
Peer Review Journals	20	7	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	3	3	-

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

Range | 0.99 – 6.56 | 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	4	UGC-DAE CSR	Rs. 1,92,800/-	Rs. 1,92,000/-
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			Rs. 1,92,000/-	Rs. 1,92,000/-

3.7 No. of books published   i) With ISBN No. | 13 | Chapters in Edited Books | 4 |

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 | None. |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	1	6
Sponsoring agencies	-	-	-	College	College

3.12 No. of faculty served as experts, chairpersons or resource persons | 3 |

3.13 No. of collaborations   International | | National | | Any other | |

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs:

From funding agency | 1.920 | From Management of University/College | 0.053 |

Total | 1.973 |

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

3

5

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

1

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

JRF [ ]   SRF [ ]   Project Fellows [1]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level [70]   State level [20]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level [ ]   State level [ ]

National level [1]   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		College forum	2	
NCC		NSS	8	Any other

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

- Participation on the National Integrity Day on 31-10-2017 through a "Run for unity" campaign.
- A Declamation Contest on 'Patriotism and Nation Building", sponsored by Ministry of Youth Affairs and Sports, Government of India (as a part of Republic Day Celebration, 2018) at Block Level, was organized by Nehru Yuva Kendra in the college on 5th December, 2017.
- A Declamation Contest on Patriotism and Nation Building at District Level along with Nehru Yuva Kendra, Kolkata (North) on 23rd December, 2017. One of the NSS volunteers, Sonam Tobden Sherpa stood Third in the contest.
- Participation of fifty five NSS volunteers of the college along with Programme Officer and other teacher members of the NSS Unit in the Prabhat Pheri on 12th January, 2018 as a part of the National Yuva Day. The procession visited Swami Vivekananda's ancestral home and the volunteers also participated in the programme organized by NSS department, University of Calcutta.
- Participation in the Republic day programme, organized by University of Calcutta on 26-01-2018.
- Survey programme by the NSS volunteers on 03-02-2018 to the local adopted slum at Shib Narayan Das Lane.
- Celebration of International Mother-language Day on 21-02-2018 and organization of a debate on "Matri Bhasa" (mother-language).
- A Health Awareness Programme on the 'Nutritional Aspect of Mother and Child' by the NSS Unit of Vidyasagar Evening College on 10th February, 2018 which was attended by Dr. Trina Paul.
- Drawing and dancing competition for children from the adopted slum on 26-02-2018, followed by prize distribution.
- Distribution of leaflets on "Child sexual abuse" by the NSS volunteers to the students of different nearby schools and colleges, on 28-02-2018.
- Thalassemia screening program for 103 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^2	-	-	4620 m^2
Class rooms	35	-	-	35
Laboratories	10	-	-	10
Seminar Halls	1	-	-	1
No. of important equipment purchased ($\geq$ 1.0 lakh) during the current year.		-	-	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

A College Automation Software (CAS) has been purchased to manage students' data regarding fees collection, personal details, attendance and marks etc.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	28,420	27,24,987/-	152	52,248/-	28,572	27,77,235/-
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	Depart-ments	Others
Existing	24 desktops, 29 laptops	1 (10 computers)	Broad Band	2 (4 desktops)	None	4 desktops, 1 laptop	4 desktops, 26 laptops	3 desktops (Library)
Added	1 desktop, (2 laptops defective)	None	Leased line	-	None	4 laptops	3 laptops re-distributed among others	3 laptops
Total	25 desktops, 27 laptops	1 (10 computers)	Broadband	2 (4 desktops)	None	4 desktops, 5 laptop	4 desktops, 19 laptops	3 desktops (Library), 3 laptops

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

> A one-day University level workshop on "Use of ICT on teaching-learning and development of e-learning module", with Dr. Manas Kumar Baidya (Dept. of Commerce, Malda College) as the resource person.

4.6 Amount spent on maintenance in lakh:

i) ICT

4.198

ii) Campus Infrastructure and facilities

5.035

iii) Equipment

1.264

iv) Others

0.988

Total:

11.485

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 1st 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
1206	-	-	-

(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 ('16 – '17)						This Year ('17 – '18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1127	101	8	115	3	1354	1006	111	15	74	-	1206

Demand ratio   3.88

Dropout: 58.9% in 2017 – '18 (compared to admission during 2015 – '16).

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

> 1. A 100 hour affirmative action program for 50 students by Tata Consultancy Services from 21-08-2017 to train students for career oriented skills.
> 2. A workshop for 79 students during 16th to 18th January 2018 for entrepreneurship awareness by Entrepreneurship Development Institute, Govt. of India.

No. of students benefitted | 129 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
One	50	14 offered placement	-

5.8 Details of gender sensitization programmes

> A program in association with SWAYAM was organized on 22-03-2018 and 23 students participated in it.

5.9 Students Activities

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

State/ University level | 32 | National level | × | International level | × |

No. of students participated in cultural events

State/ University level | 22 | National level | × | International level | × |

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

Sports: State/ University level | 2 | National level | × | International level | × |

Cultural: State/ University level | 2 | National level | × | International level | × |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	64	Tuition fee waiver for several months
	17 (for scoring first class in final exam)	Rs. 1000/- for each.
Financial support from government	24 (applied for Kanyasree scheme)	Rs. 25,000/- for each upon sanctioning
Financial support from other sources	"Student of the year" prize for all-round performance	Rs. 5000/-
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 | Nine, as listed below. |

- Participation on the National Integrity Day on 31-10-2017 through a "Run for unity" campaign.
- Participation of fifty five NSS volunteers of the college along with Programme Officer and other teacher members of the NSS Unit in the Prabhat Pheri on 12th January, 2018 as a part of the National Yuva Day. The procession visited Swami Vivekananda's ancestral home and the volunteers also participated in the programme organized by NSS department, University of Calcutta.
- Participation in the Republic day programme, organized by University of Calcutta on 26-01-2018.
- Survey programme by the NSS volunteers on 03-02-2018 to the local adopted slum at Shib Narayan Das Lane.
- A Health Awareness Programme on the 'Nutritional Aspect of Mother and Child' by the NSS Unit of Vidyasagar Evening College on 10th February, 2018 which was attended by Dr. Trina Paul.

- AIDS awareness programme for the local slum dwellers on 23-02-2018, in association with the Department of Health and Family Welfare, Govt. of West Bengal.
- A magic show to promote AIDS awareness among the local slum dwellers on 23-02-2018.
- Drawing and dancing competition for children from the adopted slum on 26-02-2018, followed by prize distribution.
- Distribution of leaflets on "Child sexual abuse" by the NSS volunteers to the students of different nearby schools and colleges, on 28-02-2018.

5.13 Major grievances of students (if any) redressed:

A few students of Physiology (honours) complained in September 2017 about one of their classmates for the harassment of some girl students by him. Summoning by the Grievance Redressal Cell, his parents were warned and the student apologised for his behaviour.

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 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.
- The college subscribes INFLIBNET to extend browsing facility to faculty members for research journals.
- Constitution of a research committee enabled 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.
- Open air stage is available for hosting various students ' programmes.

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 document verification (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	1. College provides fee waiving schemes for financially weaker students. 2. The College mediates scholarships offered for minority (SC/ST) students offered by the State Govt. 3. The College mediates the Kanyasree scheme of the State Govt. so that girl students can avail financial benefits. 4. Carrier counselling and placement cell for training for job oriented training. 5. Anti-ragging and anti-harassment cell for addressing the grievances. 6. Tie-up with Students' Health Home for treatment at nominal cost. 7. Prizes for scoring first class in the final University examination and all-round performance in the college.

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 declare 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

No support from the Alumni Association was received during 2017 – '18.

6.12 Activities and support from the Parent – Teacher Association

Departmental level parent-teacher interactions are there to provide feedback for improved teaching-learning.

6.13 Development programmes for support staff

1. Training has been provided to the staff for handling the new College Automation Software.
2. Teachers have been trained to work with the new CBCS system.

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

1. Use of solar photovoltaic power to illuminate the corridors and lobbies.
2. Use of energy efficient LED lamps.
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. Vocational training on mushroom cultivation was initiated by Entrepreneurship Development cell, enthusiasm and good response from the students led to the cultivation of mushrooms within the college premises, inspiring students and teachers alike to keep up the continuity of the program.
2. Creation of individual free websites by the departments and cells for easier communication with the students.
3. The college initiates a gender neutral atmosphere and approach by relabeling the ladies toilets as private spaces for women and third genders.
4. The college has organized sustainable programs on mental health like conducting personality tests, organizing seminar on quality education and mental health and arranging a lecture on stress management.

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

Serial no.	Plan of action	Action taken
1.	Purchasing a land for setting up the second campus of the College to host playground, hostel, classrooms etc.	Application has been submitted for availing a land from Govt. of West Bengal.
2.	Erection of 3rd floor and expansion of the computer laboratory in the new building.	Plan for construction of 3rd floor has been submitted to the Kolkata Municipal Corporation.
3.	Enhancing ICT infrastructure using smart and virtual classrooms.	Usage of smart and virtual classrooms has been started by various departments.
4.	More extensive use of ICT in teaching-learning processes	Teachers have been appealed for enhancing the use of ICT in teaching and store the relevant records.
5.	Regular monitoring of the students' attendance and counselling those with lower attendance to help in their betterment.	Regular monitoring enhanced the attendance of students.
6.	Enhancement of the stock of the departmental libraries and seminar libraries for the benefit of students.	Books have been purchased out of Govt. fund for enriching the departmental libraries.
7.	Enhanced vigil on the campus through installation of CCTV	Five places in the old building have been brought under monitoring through CCTV

	cameras in the old building premises to monitor campus discipline.	camera.
8.	Improvement of the feedback system through the implementation of the teacher-specific response format in the online student feedback system.	Teacher-specific feedback format, as well as alumni and parents' feedback have been implemented,
9.	Completion of the cataloguing and enhancement of the safety system in the library.	Cataloguing is under progress. Security issue are being managed using CCTV cameras.

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

> 1. Orientation Programme for the newcomers on their first day in this College.
> 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: Many young and dedicated faculty members in various disciplines, adding to the human resource of the college and bringing with them a fresh approach, updated teaching-learning skills and subjective knowledge pertaining to their individual disciplines.

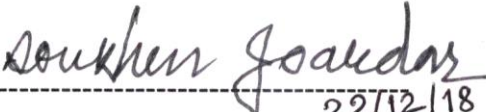**Weakness**: Insufficient space for classrooms, especially laboratories.

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

Challenge: Establishment of the second campus of the College, and providing more space in the existing campus.

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

1. Extension of physical infrastructure by construction of classrooms and laboratories in the 3rd floor to offer better teaching-learning facility.
2. Expansion of campus area by purchasing another land for the college.
3. Expansion of IT infrastructure by procuring more computers for the computer laboratory.
4. Measures for proper recording of marks and attendance of students, using software-centric method.
5. Enhancement of soft skills and English speaking power of the students by organising training programmes.
6. Informing students about the competencies, course outcome and programme outcome, by displaying them on the departmental and college website, and evaluating their achievement of the same.
7. Implementation of students' online feedback system following SSS format.
8. Development of feedback mechanism for the alumni.
9. Enhancement of students mentoring system.
10. Conducting Workshops/Seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices.
11. Development of more comprehensive mechanism for Academic and administrative audit.
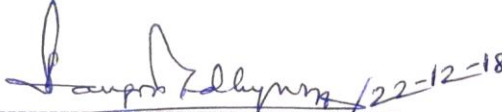
Name: Prof. Soukhen Joardar

Name: Dr. Ramswarup Gangopadhyay

_____
22/12/18

Signature of the Coordinator, IQAC

CO-ORDINATOR
IQAC
VIDYASAGAR EVENING COLLEGE
KOLKATA-700 006

_____ 22-12-18

Signature of the Chairperson, IQAC
Principal
Vidyasagar Evening College
Kolkata-700 006

Annexure-I

Academic Calendar for 2017 – '18

Course of Studies	Date of commencement of Classes	Mid-term Exam.	Test Final	Result of Test Exam	Filling up form for Univ. Exam
Part-I	Third week of July'17	Oct.'17	1st week of March, 2018	Last week of March, 2018	1st week of April, 2018
Part-II	Within 7 days from the completion of Part-I Exam.	Oct.'17	Last week of January, 2018	2nd week of February 2018	Last week of February, 2018
Part-III	Within 7 days from the completion of Part-II Exam.	Oct.'17	Second week of December, 2017	1st week of January, 2018	Last week of January, 2018
Part-I	Submission of Registration forms by the students to College: 28.08.2017 (without fine) and within 05.09.2017 (with fine).				
	Compulsory language Exam. 20.02.2018 – 27.02.2018				

Annexure-II

Feedback analysis report for 2017 – '18

(A) Brief report on feedback analysis of students

Collecting feedback has been a routine practice of IQAC. The feedback is collected for all programmes conducted in the college. The feedback is taken once a year for all programmes.

The following are the components of student feedback:
- Covering of syllabus,
- Effectiveness of teacher,
- Teachers communication skills,
- Use of audio-visual skills,
- Availability of teacher beyond normal classes
- Laboratory facilities,
- Library, internet facilities
- Co-curricular and extra-curricular activities

The students were asked to give responses to specific statements, '1' being 'totally disagree' to '5' being 'fully agree'. IQAC prepared a detailed time table for execution of this programme. A circular was issued by IQAC regarding the procedure on "How and When to collect the Feedback". IQAC assessed and analysed the received Feedback.

The results have been discussed with the Principal. Wherever improvement is needed, an interaction meeting was organized along with the teacher(s) and heads of the department to discuss the feedback and seek improvement in teaching. Efforts taken by teachers(s) to enhance the quality of their teaching were also appreciated.

The following are the results of the feedback for the year 2017-2018 analysis.

- The teacher has covered whole syllabus
- The communication skills of teachers are appreciated by students
- Most of the teachers covered relevant topics beyond syllabus.
- Communication skills of some teachers are not taken well by the students
- Students are satisfied for the use of audio –visual aids while delivering course content
- Students are satisfied with the pace of teachers' in content delivery
- Students demanded new sports and gymnasium equipment.
- Some Students demanded new books for competitive examinations
- An analysis of the feedback forms reveals that general perception of the students about teaching, content delivery communication skills of teachers, facilities in the laboratories.
- Use of audio visual aids and laboratory facilities are very good.

(B) Brief report on feedback analysis of parents

The college has introduced Parents' Satisfaction Survey (PSS) from the year 2017-18. The parents were asked to fill up the PSS form (available online and offline) by marking any of the five options available against the questionnaire (excellent/very good/good/average/poor).

The following are the components of the survey:
1. Provision of career oriented programs
2. The teaching-learning environment
3. System of monitoring of students' progress
4. Competence and commitment of faculty
5. Encouragement provided to students for participation in academic forums
6. Response to community needs and extension programs
7. Infrastructural facilities like visual class room, common room, playground, open air theatre etc.
8. Learning resources such as library internet service, computer laboratory etc.
9. Support services like bank, career counselling cell, employability cell, health check-up centre etc.
10. Enhancement of students' personality.
11. Institutional sensitivity to changed educational, social and market needs
12. Value based education such as spiritual, social and educational practices etc.
13. Discipline in college campus.
14. Co-curricular activities in college such as sports, drama, music, dance, photography etc.
15. Parental pride and respect for the college.
16. Response and communication with the college.

The feedback were collected and analysed in detail by IQAC. The positive and negative aspects of the response were scrutinized and the suggestions offered were considered.

The following are the outcome of the analysis:
1. The parents expressed satisfaction at the initiatives of the college.
2. The guardians opined that the teaching learning environment though satisfactory but there is scope for improvement.
3. The system of monitoring the students' progress according to the parents is very good.
4. The parents felt the faculty members of the college are competent and committed.
5. According to the guardians students are encouraged to participate in academic forums.
6. The parents are very enthusiastic about the efforts of the college in organizing extension programmes.
7. The guardians in spite of expressing satisfaction at the infrastructural facilities, believes the same can be improved further.
8. The parents are of the opinion that the learning resources deserve to be improved.
9. The support services of the college are average as opined by the guardians.
10. The parents are happy at effort of the college in enhancing students' personality
11. The institutional sensitivity is commendable according to the guardians.
12. According to the guardians the college is making positive impact on the student's value system through its programmes.
13. The discipline in college campus has to be improved, as opined by the parents.
14. The parents are proud to be associated with the college.
15. The guardians feel that the response and communication with the college is improving.

The parents have also offered the following suggestions:

1. Dedicated laboratories are needed for Evening College.
2. Introduction of Post-graduation course, B. Ed. Course and more honours subjects like Bio-technology, Microbiology, and Psychology etc.
3. More emphasis on students' games, sports and co-curricular activities.
4. Enhanced security for female students through CCTV surveillance in both the buildings.
5. Better quality of food at the college canteen.
6. More clean and hygienic washrooms (mainly those for ladies').
7. Organization of more career-related short term courses, educational seminars and workshops.
8. Well-lit and more airy class rooms.
9. Strict administration in keeping discipline in the college campus.
10. Well behaved office staff.

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.