YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   VIDYASAGAR METROPOLITAN COLLEGE

- Name of the Head of the institution   Dr. Ramswarup Gangopadhyay

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   9433724454

- Mobile No: 9433724454

- Registered e-mail   vidyasagarevening@yahoo.in

- Alternate e-mail   vidyasagar.metropolitancollege@yahoo.in

- Address   39, Sankar Ghosh Lane & 8A, Shibnarayan Das Lane

- City/Town   Kolkata

- State/UT   West Bengal

- Pin Code   700006

2.Institutional status

- Affiliated / Constitution Colleges   Affiliated

- Type of Institution   Co-education

- Location   Urban

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **University of Calcutta**

- Name of the IQAC Coordinator   **Arunabha Mishra**

- Phone No.   **9433153678**

- Alternate phone No.   **9433153678**

- Mobile   **9433153678**

- IQAC e-mail address   **iqacvec@gmail.com**

- Alternate e-mail address   **vidyasagarevening@yahoo.in**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.vec.ac.in/documents/naac/aqar/20221119_AQAR_2020-21.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.vec.ac.in/documents/academic_calendar/Academic_Calendar_2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.25**	**2016**	**16/09/2016**	**15/09/2021**

6.Date of Establishment of IQAC   **19/04/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Vidyasagar Metropolitan College	Salary grant	Government of West Bengal	FY 2021-22	84,653,756
Vidyasagar Metropolitan College	Medical reimbursement	Government of West Bengal	FY 2021-22	62,300
Ms Damayanti Bakra	Research grant	Government of West Bengal	FY 2021-22	297,000

8.Whether composition of IQAC as per latest NAAC guidelines   No

- Upload latest notification of formation of IQAC   No File Uploaded

9.No. of IQAC meetings held during the year   2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Organising mental health programme for students

Organising invited lectures/study tours for students

Organising an International webinar

Celebrating Commemorative events

Oraginising competitions among the students

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Organising mental health programme for students	Organised more than 42 hours of online programmes for students
Organising invited lectures/study tours for students	Organised twenty special lectures
Organising study tours	Organised two study tours
Celebrating Commemorative events	Organised six commemorative lectures/events
Oraginising competitions among the students	Organised two competitions among students

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	20/06/2023

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	VIDYASAGAR METROPOLITAN COLLEGE
• Name of the Head of the institution	Dr. Ramswarup Gangopadhyay
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• Mobile No:	9433724454
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• Location	Urban
• Financial Status	Grants-in aid
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• Alternate phone No.	**9433153678**
• Mobile	**9433153678**
• IQAC e-mail address	**iqacvec@gmail.com**
• Alternate e-mail address	**vidyasagarevening@yahoo.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.vec.ac.in/documents/naac/aqar/20221119_AQAR_2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vec.ac.in/documents/academic_calendar/Academic_Calendar_2021-22.pdf

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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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NAAC guidelines		
• Upload latest notification of formation of IQAC	No File Uploaded	
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• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
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• If yes, mention the amount		

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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	20/06/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	20/01/2023

15.Multidisciplinary / interdisciplinary

Developing multidisciplinary/interdisciplinary acumen/mindset at the college level can help prepare students for higher studies as well as in professional activities in varied subjects/areas by providing a broad and holistic understanding of the same and their connections. The college regularly organizes Special Lectures, Seminars, and Workshops on multidisciplinary/interdisciplinary subjects as it is important for the students to understand the importance of multidisciplinary/interdisciplinary approaches not only in academics but also in real life. The students from all subject streams are encouraged to participate, learn and interact on subjects to increase their knowledge base and widen the horizon of their understanding.

Some of the events which were organized with the aforementioned approach in mind are:

1. Online inter-college paper presentation competition for UG students of science by the Department of Zoology and Botany
2. Educational Tour to A unique Exhibition " Cluster of Museums" by the Department of History
3. Celebration of "International Mother Language Day" by the department of Bengali
4. Student seminar "B R Ambedkar: His life and legacy" by Students Activity Sub-committee and Department of Political Science
5. Career building vis-à-vis effective job searching by the Central Library
6. Seminar on "If we all are women/girls/men/boys then who is "human"? by Internal Complaints Committee.
7. International Webinar on "Mathematical modelling of Biology and Medicine" by Department of Mathematics.
8. E-waste and plastic collection drive by National Service Scheme
9. Webinar on "Electrocatalysis in Chemical Value Addition" by the Department of Chemistry.

In addition to the above, the NSS unit organizes projects with the local slum dwellers to engage students in community service. Further Environmental Studies is a compulsory course that all students have to mandatorily complete by their second semester in college. In the said course all students are required to submit a project on environmental issues. Such Co-curricular and Extension projects/activities help students understand the importance of multidisciplinary/interdisciplinary education at higher educational institutions. The institution has planned more such activities/seminars in the coming year so that the students realise the importance of multidisciplinary/ interdisciplinary education.

16.Academic bank of credits (ABC):

Academic Bank of Credit (ABC) is an important and path-breaking change being introduced in the New Education Policy.

The teachers of Vidyasagar Metropolitan College have initiated the process of making the students aware of the same via discussions organised by college teachers for this purpose. The College will take the next step of registering under ABC once it is facilitated by the University of Calcutta. The learners will

be able to use the facility to record/store their records inspite of multiple entries and exits during the chosen course of study.

The teachers are informing the students about the benefit of such bank and soon the college will organise formal workshops.

17.Skill development:

Skill development is an essential component of the National Education Policy 2020. The policy not only highlights the need to equip students with a broad range of skills that are essential for their personal and professional development but also emphasizes the integration of vocational education with mainstream education, allowing students to acquire both academic knowledge and practical skills.

It has rightly recognized the importance of both cognitive and non-cognitive skills, including critical thinking, problem-solving, creativity, communication, collaboration, and digital literacy.

Furthermore, the NEP 2020 stresses on promoting entrepreneurship and self-employment by fostering an innovative and entrepreneurial mindset among students. It encourages the establishment of incubation centers, tinkering labs, and entrepreneurship cells in educational institutions to nurture creativity, problem-solving abilities, and entrepreneurial skills.

The policy also emphasizes the importance of skill development for teachers. It encourages teachers to update their knowledge and skills regularly through professional development programs, workshops, and training sessions.

Overall, the National Education Policy 2020 recognizes the importance of skill development and aims to create a more holistic and inclusive education system that prepares students for the challenges of the 21st century.

Accordingly, the college has taken necessary steps like organising activities like

1) Mental power training session for students

2) Online inter-college paper presentation competition

3) Educational Tour
4) Career counselling lecture series
5) Best out of waste competition

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

The institution believes that appropriate integration of the Indian Knowledge system can be done through a combination of the following approaches

1. Teaching in Indian Languages: Indian knowledge systems are best expressed and understood in Indian languages. Therefore, teaching in Indian languages is the best way to promote these systems. It can also make education more accessible to a wider range of students who may have difficulty learning in a foreign language.
2. Cultural Integration: Integrating Indian culture into education can help students understand the context and relevance of the knowledge they are learning. This can be done through activities such as educational visits, commemorative lecture series, and special lecture series. This can help create a more holistic and integrated learning experience. Appropriate integration of Indian knowledge systems requires a combination of approaches that are culturally sensitive, accessible, and innovative. Bottom of Form

The following events/activities of the institution are aimed at integrating the Indian knowledge system.

1. Webinar on Rethinking Gandhi: The man, his life and legacy by the Department of History
2. Lecture on Prantik SamajSanskriti: Banglr Bagdi Jati O Tader Apon Satta Nirman by the Department of History
3. Visit to Jorasanko Thakurbari by the department of Bengali
4. Cultural Programme "RabindranathNajrul preme praney –e sroddhyay smorone" by Student Activity sub-committee.
5. Literature day by the Department of English

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

Outcome-based education (OBE) focuses on defining specific learning outcomes that students are expected to achieve. It also emphasizes on designing instruction and assessment activities to

support the attainment of those outcomes. In other words, it highlights the end results of education rather than the means.

The first step in OBE is to identify the specific outcomes students are expected to achieve by the end of the educational program or course. These outcomes should be clear, measurable, and aligned with the goals and objectives of the program. Once the learning outcomes have been identified, the curriculum and instruction are designed accordingly to support the attainment of those outcomes. Assessment procedures to measure the extent to which students have achieved the intended outcomes are then finalised keeping in mind the fact that the focus of OBE is on measuring the achievement of specific learning outcomes. Finally, OBE emphasizes continuous improvement and encourages instructors and educational institutions to review and refine their programs and teaching strategies based on the results of their assessments.

Keeping the approach mentioned above in mind the institution ensures that every department formulates its Course outcome, and displays the same for the students on the college website. Further, the institution keeps a close eye on the end-semester results of the students which are an indication of the achievement of the learning outcomes identified.

20.Distance education/online education:

Online/Distance Learning mode of education through lectures and activities has become a regular feature in the academic calendar of Vidyasagar Metropolitan College. The institution has recognized the utility of the blended mode of learning and started implementing the policy. The activities during 2021-22 which were conducted in an online manner are as follows:

1. Online mental well-being counseling sessions for students organised by Human Values and Professional Ethics Subcommittee
2. Webinar on Rethinking Gandhi: The man, his life and legacy organised by the Department of History
3. Online inter-college paper presentation competition for UG students of science organised by the Department of Zoology and Botany
4. Commemorative lectures organised by Internal Quality Assurance Cell
5. Webinar on "Waiting for and with Beckett" organised by the Department of English

6. International Webinar on "Mathematical modelling of Biology and Medicine" organised by the Department of Mathematics
7. Webinar on "Electrocatalysis in Chemical Value addition organised by the Department of Chemistry

Extended Profile

1.Programme

1.1	**11**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**1119**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**424**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**231**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**56**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	**58**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**28**
Total number of Classrooms and Seminar halls	
4.2	**64.64**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**59**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution normally ensures effective curriculum delivery by following the academic calendar provided by the University of Calcutta. Due to the pandemic situation, the university did not publish any academic calendar in the year 2020-21. But the faculty members analyze the needs of the students before the commencement of every semester. A detailed discussion is held in the departmental meetings and Academic Council. The head of every department submits a statement of workload at the beginning of every semester based on which the general timetable is prepared. Accordingly, each department prepares its own teaching plan allocating term-wise topics to be taught within the stipulated time. A series of interactive activities like classroom teaching, group discussions, power point presentations, quiz, debates, webinars, special lectures, etc. were organized to give practical

insight into the curriculum that helps them to develop their cognitive skills like critical analysis, problem-solving, and evaluation. The periodic tutorial/class test / MCQ/group discussion/students' seminars are conducted to evaluate the students' understanding. The examination results are reviewed and remedial classes are organized for weaker students. Teachers put in all efforts to ensure quality and enhance academic growth. A file consisting of the academic calendar and samples of lesson plans &routines is enclosed

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.vec.ac.in/documents/academic_calendar/Academic_Calendar_2021-22.pdf

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

As a practice, the Academic subcommittee after discussing in a meeting of the subcommittee, consisting of Heads of the Departments, issues necessary guidelines. A routine is designed centrally and the departments form lesson plans detailing the syllabus and number of classes to be completed by the faculty members. Departmental routines and lesson plans are uploaded by the concerned departments on their respective websites. The Continuous Internal Evaluation is conducted by the departments in the form of written tests, quizzes, MCQs, etc. Evaluations are made and corrective measures are implemented by the concerned teachers and mentors.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.vec.ac.in/documents/academic_calendar/Academic_Calendar_2021-22.pdf

1.1.3 - Teachers of the Institution participate	B. Any 3 of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The college is affiliated with the University of Calcutta and follows the curriculum set by the affiliating University. And the syllabus of the courses offered does integrate crosscutting issues relevant to Professional ethics, Gender, Human Values, Environment, and Sustainability. Professional Ethics is taught to the students of Commerce as a part of the Core Course Entrepreneurship Development and Business Ethics. Gender is part of the syllabus of English and Political Science. Environment and sustainability are deeply ingrained in the subject of Environmental Studies which is an Ability Enhancement Core Course for all the Programmes. Human values are taught to the students of Political Science in detail. Therelevant files are enclosed.

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

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

11

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

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

542

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.vec.ac.in/documents/naac/aqar/2021-2022/20230728_FEEDBACK_ATR_2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

960

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

77

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Faculties devote time in their classes as well as in off class sessions to clear doubts of the students if any, check their copies with necessary remarks, conduct class tests time to time to assess their understandings. These help the faculties to identify advanced and slow learners and act according to the need of the students. Also the various faculties of the College take special care to integrate the needs of the advanced as well as the slow learners through special programmes. The students are encouraged to attend webinars, seminars and talks on topics which they have in their respective courses. Some of these programmes are organized by the College and some of these events are collaborations with other colleges. Question and answer sessions at the end of such programmes help slow learners to clear their doubts about the topic being discussed. Advanced learners also benefit from such programmes as the depth of their understanding on a particular topic is enhanced through experts' viewpoints as well as interactions among themselves.

File Description	Documents
Link for additional Information	[NA](#)
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1119	56

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

As an affiliated college of University of Calcutta it has the scope within the university curriculum to implement experiential learning, participative learning and problem solving methodologies. The DSE and SEC courses especially lend faculty members to implement experiential learning, participative learning and problem solving methodologies. Students apply the knowledge of their core courses in these electives. Each of the science teaching departments in their practical courses offer scope for experimental learning through in hand experience in their laboratories for better understanding of the theoretical topics they learn in their theoretical courses. Regular field study of the Department of Geography gives the students a scope to discover a set of geographical facts through observation of landscape in minute details hitherto not experienced. The Department of History used to organize participative learning by taking the students to the places of Historical interest related to their syllabus (e.g. Indian Museum, Netaji Bhavan, Gandhi Museum) so that the students can come out with critical historical analysis on their field visits. Department of Bengali and Political science also arrange study tour as part of their curriculum which enhances students' depth of knowledge in particular topic and make learning a memorable experience. In the Department of Commerce, students use to get practical statistical survey experience in their project works as most of the students choose topics which require primary data which they collect personally.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.vec.ac.in/documents/naac/aqar/2021-2022/20230725_metric_2.3.1.pdf

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

With infrastructural constraints, teachers try their best to use ICT enabled tools in their class rooms to streamline their lessons. There are 59 computers (including departmental laptops) with uninterrupted internet facility availabe in the campus for academic purpose. The College provides laptops and a dedicated smart board for usage by all departments. ICT-reliant classes fine-tune the lessons as teachers can organize their teaching resources in various formats and distribute them freely. Students are also encouraged to use ICT tools through classroom presentations. The College has plans to broaden the exposure of the students to ICT based teaching-learning modules as and when newly built class rooms at the extended floor of the building become well equipped. Teachers also design study modules and integrate them with the syllabus to make learning more comprehensive. In pandemic situation the teachers were unable to use ICT enabled tools in physical class room teaching though each and every teacher tried best to continue teaching learning in online mode using various online platforms, sharing study materials and meeting with students as and when required.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.vec.ac.in/documents/naac/aqar/2021-2022/20220224_2.3.2_ICT_tools_and_resources_available_2021-22.pdf

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

2.3.3.1 - Number of mentors

55

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	*View File*
Circulars pertaining to assigning mentors to mentees	*View File*
mentor/mentee ratio	*View File*

2.4 - Teacher Profile and Quality

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

56

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	*View File*
List of the faculty members authenticated by the Head of HEI	*View File*

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

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

28

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

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

2.4.3.1 - Total experience of full-time teachers

590

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

2.5 - Evaluation Process and Reforms

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

The internal assessments are held regularly as stipulated by the University. The question patterns of the internal assessments as fixed by the University (usually different for different subject) are discussed with the students to familiarize them with the exam process. As far as transparency is concerned the students are instructed on the marking pattern so that they may understand what kind of content is required from them in order to score decent marks. Also mock tests and practice tests are held from time to time to familiarize the students with the question pattern and question type.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[NA](#)

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

The students can address the examination related grievances to their respective departmental head who then takes up the matter with the concerned examiner. In case of any anomalies the result of the student is rectified and the correction is made and the data updated in the departmental records. Students may also approach the Result Committee and seek intervention in their respective cases. All cases relating to examination-related grievances are attended to promptly and with complete integrity.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[NA](NA)

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers teaching the new CBCS curriculum are aware of the Course Outcomes and Programme Specific Outcomes for each Core Course and Generic Elective subject. The course outcome of each paper streamlines the students' understanding of certain fundamental aspects of their chosen subject. Moreover each semester consolidates the skills acquired by the students in the earlier semester and hones it further to give their understanding of the subject proper depth. The Departmental websites carry detailed account of the Programme Specific Outcomes and Course Outcomes for both the Honours and General courses. The different types of courses –Core, Discipline Specific Elective and Skill Enhancement courses all have variegated outcomes and the teachers continuously strive to moderate their teaching to complement the Course Outcome and Programme Specific Outcome goals.

File Description	Documents
Upload any additional information	[View File](View_File)
Paste link for Additional information	https://www.vec.ac.in/academics_learning_outcome.shtml
Upload COs for all courses (exemplars from Glossary)	[View File](View_File)

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

Attainment of Programme outcomes and course outcomes are evaluated by the institution through performances of the students in internal assessments, tutorial and practical examinations and theory examinations of the Calcutta University (CU). Programme outcome depends on attainment of course outcomes. Students have to qualify in each course separately to be successful in any programme they admitted for. There are several Core Courses (CC), Discipline Specific Electives (DSE) and Skill Enhancement Courses

in each programme. If a student is found to be successful in any programme offered by the college approved by the CU, that definitely imply the student has successfully attained the minimum qualifying marks set by CU for each CC, DSE and SEC papers.

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

2.6.3 - Pass percentage of Students during the year

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

231

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://www.vec.ac.in/documents/naac/aqar/2021-2022/20230224_Annual_Report_Pass_percentage_2022.pdf

2.7 - Student Satisfaction Survey

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

https://www.vec.ac.in/documents/naac/aqar/2021-2022/20230727_FEEDBACK-ACTION-TAKEN-REPORT-STUDENTS-2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.97

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.serbonline.in/SERB/HomePage

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

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

18

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

4

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

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

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

9

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college regularly organises extension activities for the students for their holistic development. During 2021 - 2022, Department of History, Employability and Placement subcommittee and NSS unit organised four collaborative events for enhance the exposure of students beyond classroom knowledge. Besides, Students activity subcommittee, IQAC, departments of English, Mathematics, Economics and Bengali, as well as Teachers' Council, ICC and Equal Opportunity Cell also organised lectures / seminars for students. These, we believe, would have resulted in overall mental development of students.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/ 2021-2022/20230704_Compressed_Reports_for_ 21-22.pdf
Upload any additional information	**No File Uploaded**

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

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

0

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

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

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

4

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

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

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

295

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Any HEI has to ensure that it provides an enhanced academic environment for the students. Vidyasagar Metropolitan College understands the need for a vital infrastructural ecosystem in order to streamline the teaching-learning experience of the students. Classrooms, laboratories, and computing equipment are provided to the students studying in the various disciplines of the College. There is a building-sharing facility with the day section of the College by virtue of which we have been able to optimize our space constraints.Currently,the College offers 35 classrooms ,10 laboratories and 1 auditorium.7 classrooms have LCD facility and 7 classrooms are wifi enabled and have a LAN connection. The plans to extend the number of classrooms are on the anvil which would further minimize our space constraints.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/ 2021-2022/20230807_Metric_4.1.1_Audit_Repo rt_2021-22.pdf

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

Cultural and extra-curricular activities provide the much-needed relief from the tedium of academics and therefore is essential to the teaching-learning experience. The College has a legacy of

celebrating various cultural events where the students and staff members participate wholeheartedly.The College Auditorium "Ishwarchandra Sabhakaksho" is the venue for most of these cultural events. Commemorative programmes and intra-departmental competitions are hosted in the auditorium regularly. The College does not have any playground but the students regularly participate in sports competitions organized by the University and various other Colleges.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/2021-2022/20230807_Metric_4.1.2_Audit_Report_2021-22.pdf

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/2021-2022/20230807_Metric_4.1.3.1_ICT_Enabled_Class_Rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

17.36

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library is using SOUL software purchased from INFLIBNET since 2014, version 3.0.4 installed at one computer of the library to provide access to all the workstations attached through LAN and which have client software installed. Through SOUL software the library is entering of bibliographic records of documents, updating of records, generation of reports and circulation of documents. The staff of Library has privilege to enter, maintain, and modify the bibliographic data of the library.

Modules of SOUL software: Cataloguing Module: provides catalogued books already available through acquisitions or in its stock. A separate GODEX printer is available in the library to print Bar code of books and membership ID given in the Library card.

Circulation Module: provides membership record keeping, membership transaction management, reservation of books, circulation maintenance.

OPAC: provides a robust Online Public Access Catalogue with simple and advanced search facility using author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more fields of bibliographic records. Administrative Module: it is the master of all modules, which has provision to administrate all the modules and system settings.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.vec.ac.in/facilities_library.s html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

Rs. 50263.00

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

45

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The IT infrastructure of the College as outlined in the previous AQAR OF 2020-'21 has remained the same. The College provides the following IT facilities to its stakeholders:

1. The College Computer Laboratory has 10 desktops and the College Library has two desktops for students' access respectively.

2. There are seven ICT enabled classrooms in the New Building.

3. The RAM capacity of the desktops in the Computer Laboratory, have been expanded from 2 GB to 4GB.

4. The new building has Wifi Broadband connectivity provided by Alliance Broadband Service with 50 mbps capacity.

The institution plans to improve its IT infrastructure substantially in the near future to ensure that stakeholders benefit from an ICT enabled learning environment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/2021-2022/20230807_Metric_4.3.1_ICT_Maintenance.pdf

4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

31.43

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The College ensures the maintenance and upgradation of the physical and academic facilities through a transparent and uniform system that helps in the efficient operation of the College. The following steps are followed:

- **Submission of Proposal for Activity to IQAC.**
- **Submission of Proposal by Departments and Subcommittees for**

Financial assistance to Finance Committee.

- Preparation of Central Budget by accommodating financial requirements of all departments andsubcommittees.
- Approval of Budget Proposal through discussion in Finance Committee meeting.
- Approval of recommendations of Finance Committee by the Governing Body .
- Expenditure on different heads are managed by the Principal and Bursar followingthedecisions taken in the meeting of Finance Committeeand regulations of Directorate of Higher Education council of Govt. of W.B.
- The College has now started a system where the budget allocated to the various Subcommittees is reviewed and scrutinized by the IQAC.

Day to day maintenance of the infrastructure is done in the following ways:

- Maintenance of the College Auditorium is managed by a subcommittee through the cleaning and dusting of the auditorium by assigning a number of support staff. The acoustics and the electronic equipment of the auditorium are regularly checked for better performance.
- The Laboratories have special support staff for maintaing the equipments.
- The Campus Development Subcommittee meets regularly to ensure that the classrooms are fully functional. The fans, lights etc are regularly checked and the furniture is properly maintained.
- The Library Committee is in charge of maintaining the library and its facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/2021-2022/20230807_Metric_4.4.2_Approval_of_Budget_2021-22.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

0

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

22

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

57

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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

Students' Union of Vidyasagar Metropolitan College is an important stakeholder of the college. All the students of the college are members of the Students' Union. It has a major representation in the academic and administrative bodies of the institution. General secretary of Students' Union is a member of Governing Body and many subcommittees of the college. Similarly, Sports Secretary is the member of the sports subcommittee of the college. Student representatives are also part of Internal Complaints Committee of College for matters related to students'complaints.Students' Union is involved in organizing various cultural events throughout the

year. However, during the academic year 2021-22, college remained closed for almost six months due to pandemic. During the time college was working in an online mode,Students' Union conducted a few social endeavours like community kitchens.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/about_us_governing_body.shtml
Upload any additional information	**No File Uploaded**

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

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

6

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The college thorugh its Alumni Association has always tried to forge warm and creative relationship with its former students. However, in the academic year 2021-22, not much could be done due to the pandemic induced lockdown and closure of college for more than 6 months. Nonetheless, many of our alumni enthusiastically serve college in various capacities based on their specializations whenever need arises.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision statement outlines the desired future state or the long-term goal that the institution aspires to achieve.

The mission statement, on the other hand, describes the fundamental purpose of the institution and the core activities it engages in to fulfill its purpose.

The mission of the institution is to groom a generation of young citizens with thinking minds, who will be intellectually sound, morally upright, and socially responsible while the vision is to emerge as an academically and socially vibrant place where the students are free to express their views while respecting those of others.

Governance is the key to achievingthe aforementioned as it refers to the overall framework and processes through which an institution is directed, controlled, and managed.

The Governing Body of the institution frames policies and provides decision-making structures to ensure accountability. The supreme body directs, controls, and manages the institution through policies that give a sense of purpose and direction.

While the departments managethe academic activities of the students, the extracurricular activities of the students are

influenced and guided by the subcommittees. Both are key to the achieve the goals envisaged in the vision and mission statement.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/about_us_vision_mission.shtml
Upload any additional information	**No File Uploaded**

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

Decentralised and participative management is ingrained in The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 (enclosed as additional information), which is the guiding statute for the state-aided institution. While Section 4 of the Act says that there shall be Governing Body, Section 5 delineates the composition of the aforesaid body headed by The President who is a person interested in education, and assisted by the Principal/ Vice-Principal/Teacher-in-Charge, three whole-time regular teachers including librarians and Graduate Laboratory Instructors, one non-teaching employee, two persons to be nominated by the State Government and one person to be nominated by the West Bengal State Council of Higher Education, one representative from amongst the donor of the college or from the sponsoring body promoting the establishment of the concerned college, two persons to be nominated by the affiliating University from amongst eminent educationists of whom at least one shall be a woman; one student representative, who shall be the General Secretary of the duly constituted Students' Body or Union, shows decentralised and participative management. A minute of the Finance Committee, which is a statutory body is enclosed where a resolution is made approving the recommendation of IT Sub-committee (page 13).

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/about_us_governing_body.shtml
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A strategic plan typically includes an analysis of the
organization's current situation, identifies its strengths,
weaknesses, opportunities, and threats, and defines the strategies
and tactics to be implemented. It provides a roadmap for decision-
making and resource allocation to ensure the organization moves in
the desired direction of achieving the aims and aspirations as
enshrined in the vision and mission of the institution.

To achieve the aforementioned the Academic Council prepares an
Academic Calendar where both academic and other extra-curricular
activities are included so that the students and the faculty
members can plan well ahead of the activities planned.

Further, the departments as advised by the Academic Council design
a lesson plan which gives an idea to the students regarding the
way in which the syllabus will be taken care of. The departments
also discuss the Programme Outcomes and Course outcomes with the
students so they can understand the specific learning outcomes
they are expected to achieve through their courses and programmes.

In addition, there are various sub-committees which planvarious
lectures/seminars/extension activities/programmes to equip the
students with qualities like civic education, life skills,
cultural and social awareness, environmental stewardship, and
leadership development.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	chrome-extension://efaidnbmnnnibpcajpcglcl efindmkaj/https://www.vec.ac.in/documents/ academic_calendar/Academic_Calendar_2021-2 2.pdf
Upload any additional information	**No File Uploaded**

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

The College being a state-aided institution enjoys limited
autonomy in its functioning. Still, theeffective and efficient
functioning of theinstitutional bodies is evident as follows:

1.The Governing Body as formed by The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, frames well-defined and coherent policies that guide theoperations of the various academic and administrative units. These policies are clear, comprehensive, and aligned with the organization's mission and vision. They address key areas such as governance, decision-making processes, resource allocation, and accountability of the various departments and sub-committees. Further, the Finance Committee, formed as the Statute of the University of Calcutta frames policies regarding the financial procedures to be followed.

2. The appointment and service rules of the employees are in line with those framed by the Government of West Bengal.

3. It can further be added that the procedures in which the college functions are aligned with those framed by the Government of West Bengal.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.vec.ac.in/about_us_organogram.shtml
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The institution has various welfare measures for the teaching staff, which are enumerated below:

(i) financial support for attending conferences and workshops (no financial support was extended for the said period)

(ii) a registered Co-operative Society to provide loans at a low rate

(iii) interest-free Puja advance and salary advance for the teaching staff (page 15 of enclosed file)

The welfare measures adopted by the college for the non-teaching staff are

(i) provide uniform and warm clothing (no warm clothing was provided during the said period)

(ii) a registered Co-operative Society to provide loans at a low rate

(iii) interest-free Puja advance for the non-teaching staff (page 15 of enclosed file)

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

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

6

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

The IQAC has devised aGoogle form to collect data regarding thenumber of hours spent in direct teaching, invigilation, paper setting, evaluation of answer scripts, innovative teaching-learning, and attending meetings. The form further collects data regarding minor research projects, research papers published, invited lectures, professional development programmes attended, and research guidance. The form is submitted twice a year.

In addition to the above a self-appraisal book needs to be filled up by the respective teachers and needs to be submitted to IQAC every year (a picture of a sample copy is enclosed as additional information).

A separate form has been devised for the non-teaching staff and will be used for performance appraisal from the year 2022-23

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

The institution in spite of being a state-aided organisation

conducts internal and external financial audits regularly and has established a robust mechanism for settling audit objections. The institution believes that the aforesaid can enhance financial transparency, accountability and ensure compliance with the relevant regulations.

The financial rules and regulations as delineated in various orders of the Government of West Bengal are followed in letter and spirit and the same is ensured by the Finance Committee of the college represented by the Principal, teachers, non-teaching representative, students' representative, and an external member, who are also members of the Governing Body. A full-time teacher of the institution, who acts as Bursar and is the Financial Officer of the college oversees the day-to-day financial affairs assisted by the accountant. In addition, a Chartered Accountant has been appointed to assist in the college in following the accounting/taxation-related rules and regulations.

The external/statutory audit is conducted by an auditor appointed by the government of West Bengal. The audit objections raised by the auditor are studied in detail by the Chartered Accountant, Bursar, and Principal of the college and settled to the satisfaction of both sides.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

Rs 0.10 (page 10 of enclosed report which includes Rs 0.15 of 2020-21)

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The major source from which the institution receives funds is State Government, as it is a state-funded institution, the majority of which is utilised in paying salaries of the teaching and non-teaching staff.In addition, the fees deposited by the students are also utilised by the institution for the maintenance of the campus and for providing requisite facilities to the students. There are other minor sources from which funds are mobilized by the institution like Calcutta University Centre fees, interest from bank fixed deposits, and savings accounts (copy of audited financial statements of accounts attached). Further, there are teaching members who donate funds for the benefit of the students.

The account of income and expenditure is prepared by the Accountant, supervised by an experienced teacher appointed as Bursar or Financial Officer. The Statement of Accounts is audited by a Chartered Accountant appointed by the college to provide technical advice. The Finance Committee, a statutory body appointed by the Governing Body, is in charge of finalising the Statements of Accounts.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/about_us_administration.shtml
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

Quality assurance strategies and processes of an educational institution are implemented to ensure that the services meet predetermined standards, as mentioned in the mission and vision, and fulfill the expectations of the students. The IQAC of the college organised the following programmes/activities in order to instirutionalise the quality assurance strategies and processes (ink of Annual report enclosed)

1. Psychological counselling session for students

2. Online inter-college paper presentation competition for UG students of science

3. Educational Tour to A unique Exhibition " Cluster of Museums"

4. Lecture on Different aspects of Nazi rule and their consequences during the Second World War

5. Post Covid Career Opportunities and NEST

6. Career counselling - lecture series

7. Student seminar "B R Ambedkar: His life and legacy"

8. International Webinar on "Mathematical modeling of Biology and Medicine"

9. Seminar on "If we all are women/girls/men/boys then who is "human"?

10. Best out of-waste competition

11. Celebrating World Environment Day

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/ 2021-2022/20230727 Metric 6.5.3 Annual Report 2021-22.pdf
Upload any additional information	No File Uploaded

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

The IQAC led by the Principal conducts regular meetings to review its teaching, learning process, structures and methodologies of operations and learning outcomes. The minutes are uploaded in the relevant website, link of which is provided. In addition to above, Academic Council also reviews the teaching learning process and methodologies.All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research. Teachers are also supported and encouraged to participate in examination evaluation processes. The poor and needy students are provided with financial aid out of the college fund . The Students' Welfare Subcommittee also guides the students regarding Government Scholarships.The college also provides platform for the students to participate in Intra-College level debates, competitions, seminars etc. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes. Almost all the laboratories are provided with financial support for effective teaching- learning process.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.vec.ac.in/documents/naac/aqar/2021-2022/20230727_Metric_6.5.3_Annual_Report_2021-22.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. One Billion Rising by RAHI, 14th Feb, 2022

Students and faculty members of VMC joined the Kolkata chapter of One Billion Rising, in collaboration with RAHI in a rally to rise against violence against women. It is a kind of mass agitation for justice and revolution to bring about systematic change. It is a clarion call for creating a new kind of consciousness through solidarity.

2. Gender Sensitization Program by internal Complaints Comittee,13th May 2022

"If we are all women/girls/men/boys, then who is human?"

The Speaker, Dr. Saswati Ghosh, Associate Professor in Economics, City College, Kolkata, sensitized the audience regarding body politics and the making of the gendered body with special reference to queer identities.

https://sites.google.com/view/internalcomplaintscommitteeicc/activities

File Description	Documents
Annual gender sensitization action plan	https://www.vec.ac.in/activities_gender_eq uity_programs.shtml
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.vec.ac.in/activities_gender_eq uity_programs.shtml

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

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

The college had an MOU signed with Vital Waste for recycling and management of waste. But due to the covid 19 pandemic and the global shutdown, their pick up services were stalled and therefore the college could not implement its waste management program.

The college organised a e-waste and plastic waste collection drive in the college and the adjoining neighbourhood on 13.6. 22, which was later handed over to Hulladek for recycling and waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

D. Any 1 of the above

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

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

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

`D. Any 1 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

`Online Speech Competition on the occasion of 75th Independence Day 2021 Organised By: NSS Unit, Vidyasagar Metropolitan College`

Topic: My country, my thoughts/Amar desh, amar bhabna/ Meri desh, meri bhavna Date and Time: 22.08.2021 at 4:00 pm Online Platform: Google meet. Recording available on YouTube: https://www.youtube.com/watch?v=wcJe_CVzqNc

Vidyasagar Metropolitan College in Collaboration with IQAC, organised a special lecture on Dr. Ambedkar and the Indian Constitution addressed by Prof. Debi Chatterjee, Jadavpur University, on 17/02/22. Platform Google Meet (owing to Covid 19 pandemic). Recorded on YouTube :https://www.youtube.com/watch?v=TO15MGZuTts\

The Students' Activity Subcommittee organized a special programme,"Rabindra-Nazrul-Preme-Prane-Sroddhaye-Smorone," remembering Rabindranath Tagore and Kazi Nazrul Islam and their vision of harmony and tolerance towards all ethnicities and religions, on 21/05/2022.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In addition to regular lectures sensitizing students regardingconstitutional rights and duties by the Departments of Political Science and History, special invited lectures were also organized to emphasize the importance of such sensitization drives.

The Students' Activity Subcommittee in collaboration with theEqual Opportunity Cell and the Department of Political Science organized a Seminar on B.R. Ambedkar: His Life and Legacyon 30.04. 2022, involving students in exploring the possibilities offered by the Constitution and the lived reality of those rights.

Chandrani Boler, Department of Political Science, Semester VI spoke on Caste and Politics in India

Ritankar Mallick, Department of Political Science, Semester IV delivered lecture on Annihilation of Caste.

Diptendu Dutta and Disha Ghosh, Semester VI came up with a Literary Deliberation of Caste.

The Commemorative Lecture series Examplary Lives: Charting India's Destiny organized by the IQAC, included a Lecture on "Subhas Chandra Bose O Swades Prem," by Prof. (Retd.) Benoy Kumar Banerjee, University of North Bengal where he elaborated on the importance of responsibility towards the nation, as seen in the exemplary life of Netaji, combining heightened awareness of both rights and duties, forming the backbone of how ideas regarding Nation, Nationality and Nationhood might be cultivated in India, even today.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

1.Republic Day-- All students and staff members participated in a flag hoisting session.A Quiz on Netaji and Gandhi was organizedby the Students Welfare Committee and the NSS on 5th Jan, 2022.

2. Birth Anniversaries of Swami Vivekananda, Netaji Subhas Chandra Bose and Dr. B.R. Ambedkar---Invited Lectures on 16/02/2022, 17/02/2022 and 18/02/2022.

3. World Environment Day--The Environmental Consciousness and Sustainability Subcommitee organized a Sapling Donation Drive on 04.06.2022.

4. M.K Gandhi's Birth Anniversary: The IQAC andthe Department of History organized a special lecture on Rethinking Gandhi on 22.10.2021.

5. Literature day by the Department of English on 20/05/2022--Students performed as different characters from literary texts.

6. Earth Day--The Environmental Consciousness and Sustainability Subcommitee and theHuman Values and Professional Ethics Sibcommitte jointly organized "Planet in Crisis" on 22/04/2022,followed by a screening and discussion of the film Wall-E.

8. World Heritage Week--The Department of History commemorated World Heritage Week from 19th-25th November 2021, with an educational tour to an exhibition "Cluster of Museums," hosted by Kolkata Centre for Creativity in Collaboration with Paschimbanga Sangrahalaya Samiti.

9.Independence day-- Aflag hoisting ceremony in the presence of teachers, students and staff members on 15.08.2021.

10. Rabindranath Tagore and Kazi Nazrul Islam's Birthdays--celebrated on 21.05.2022

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

TCS training and Employability programme

An Affirmative Action Training Programme especially for the SCs / STs, as a part of Corporate Social Responsibility of TCS. Following the ideals of our founder, the institution believes in creating a system of self-reliance that equips the students for life.

Mind Power Training and Yoga programme

In a continuous year long program, Arup Ghosh, consultant hypnotherapist and Life Coach of the college, conducted sessions with students of all semesters of the college every sunday evening, addressing their problems, stress and concentration issues in group meditation and therapy. He also provided one-on-one counselling to those requiring individual attention in addition to these sunday meets, averting suicides and other health problems in students suffering from depression, abuse and stress.

Yoga trainer moumita rooj also supported students and teachers through the covid pandemic crisis through regular online sessions training participants in breathing and asanas to help them manage health issues and feel joyous.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

The college has been consistent in providing merit cum means scholarship to students from backward classes and economically disadvantaged positions to disseminate knowlede among all. Following the ideals of the Swami Ishwar Chandra Vidyasagar, the founding father, the college believes that education is not about learning, reading and writing, it should provide comprehensive knowledge. it should lead to all round development, altruism and humanism. education will help in character building, which in turn will go a long way in nation building. keeping thisgoal in mind, the college has instituted several academic awards, together with the award for the student of the year.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Rain water harvesting

2. Beautification of the garden.

3. Setting up alternative energy resources

4. Conducting more programmes on human values and professional ethics.

5. Conducting gender workshops

6. Organizing collaborative programs and interships on environment and gender

7. Green Audit

8. Programmes promoting tolerance towards different cultural, regional, linguistic and communal identities.