Yearly Status Report - 2019-2020

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 own campus	**Yes**
Phone no/Alternate Phone no.	**+919433724454**
Mobile no.	**9433724454**
Registered Email	**vidyasagarevening@yahoo.in**
Alternate Email	**vidyasagar.metropolitancollege@yahoo.in**
Address	**39, Sankar Ghosh Lane and 8A, Shibnarayan Das Lane**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700006**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Prof. Arunabha Misra**
Phone no/Alternate Phone no.	**03322419508**
Mobile no.	**9433153678**
Registered Email	**misra.arunabha@gmail.com**
Alternate Email	**iqacvec@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.vec.ac.in/NAAC/20210305_AQAR_2018-19.pdf

4. Whether Academic Calendar prepared during the year	**No**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B**	**2.25**	**2016**	**16-Sep-2016**	**15-Sep-2021**

6. Date of Establishment of IQAC	**19-Apr-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
International webinar	**17-Oct-2020** **2**	**350**
International Webinar	**28-Jul-2020** **2**	**300**

National Level Seminar	11-Jan-2020 1	125
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Debalina Banerjee, Department of English	FDP contingency	UGC	2019 730	14198
Dr. Sarajit Sardar, Department of Commerce	MRP	ICSSR	2019 730	126000
Vidyasagar Metropolitan College	Bicentenary celebration of Pt. Ishwar Chandra Vidyasagar	Govt of West Bengal	2019 1	10000
Dr. Sarajit Sardar, Department of Commerce	Seminar Grant	ICSSR	2019 1	90000
Dr. Shyamasree Basu, Department of English	MRP	UGC	2020 730	25000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Efficient planning and implementation of online classes during AY 2019 20. 2. Arrangement of online seminars for enhancing the knowledge base.

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

Plan of Action	Achivements/Outcomes
Taking initiatives for changing the name of the college from Vidyasagar Evening College to Vidyasagar Metropolitan College in the records of UGC and Dept. of Higher Education (Govt. of West Bengal).	Change of name has been achieved in the records of UGC (vide folio no. 8-145/2019 (CPP-I/C) dated 25-02-2020, and Dept. of Higher Education (Govt. of West Bengal) vide memo no, 1280-Edn (CS) / 4C-72 / 2016 dated 19-08-2019.
Regular updation of the college website as well as the individual websites of departments, cells and subcommittees.	Regular updation of the websites is now a practice.
Increasing the share of renewable energy for supplying electricity to the college and enhanced usage of energy saving lamps to reduce the electricity bill.	This could not be carried out during 2019 – '20.
Monitoring the PBAS of both teaching and non-teaching members by IQAC.	The process is being continued.
Taking initiatives for energy audit, green audit and library audit in the college.	Could not be implemented due to closure of college in pandemic situation.
Carrying out Academic and Administrative Audit through external agency.	This could not be carried out during 2019 – '20.
Proper documentation of students' mentoring system.	This has not been possible for all the mentors. However, mentors have been assigned to the mentees.
Proper recording of marks and attendance of students, using LMS.	These are already being recorded, but needs further improvement.
Expansion of IT infrastructure by procuring more computers.	A few computers have been procured.
Extension of physical infrastructure by construction of classrooms and laboratories in the third floor of the college building.	Construction of rooms in the third floor are in progress.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	27-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2021
Date of Submission	15-Apr-2021
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1. Online students admission process (through college website, Managed by Suryashakti Infotech Pvt. Ltd.). 2. Online faculty members portal (in www.vmcstudents.net, managed by Aidni Infotech Pvt. Ltd.) 3. Online students portal. (in www.vmcstudents.net, managed by Aidni Infotech Pvt. Ltd.) 4. SMS gateway for students and internal stakeholders. 5. Display of notifications through college webpage. (www.vec.ac.in) 6. Partially computerized office and accounts.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Vidyasagar Metropolitan College is affiliated with the University of Calcutta. The institute follows the curriculum prescribed by the University as planning the same is beyond the scope of the institution. However, the institution ensures effective curriculum implementation through a well-planned and documented process. The implementation process requires dedicated and qualified teaching staff which is ensured by the Administration of the institution with the help of the West Bengal College Service Commission and Higher Education Department, Government of West Bengal. The process begins with the compulsory meeting of the Academic Council, consisting of Heads of the Departments, representatives of non-teaching staff, and students' representative. The Council discusses issues relating to the academic environment like class routine, student performances, examination schedules, matters relating to the library before the academic session begins. The opinions of all the members are listened to and discussed by the Council. Based on the discussion, a draft Academic Calendar is prepared. There are three sub-committees viz. Routine sub-

committee, examination sub-committee, and result sub-committee which deals matters relating to routine, examination, and results of the students in different internal and theoretical examinations. Based on the discussions and decisions taken every department prepares their schedules relating to the classes, examinations, purchase of library books, and other academic activities. A lesson plan is prepared by each department and uploaded to the departmental website, besides sharing the same with the students via the WhatsApp group. Probable dates of examination and other academic activities are also shared with the students. The departments also hold meetings at regular intervals to review the progress about the progress/completion of the syllabus and the academic activities planned at the beginning of the academic session. For the effective transmission and delivery of curriculum, certain departments integrate classroom teaching with various ICT tools, laboratory practical, field projects, tutorials, question papers solving, research projects, field surveys, etc. For the up-gradation of subject-related knowledge, many departments organize seminars, conferences, and Workshops. This said activity provides a platform for the faculty members and the students to participate and interact with experts in various fields and enrich and update their subject knowledge. Some departments organize guest lectures, expert lectures of eminent academicians for effective curriculum delivery. At the end of every academic year, IQAC collects feedback on curriculum from the stakeholders of the institution, which is then analyzed, a report is prepared and appropriate/corrective steps are taken.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Nil	Nil	Nil	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nill	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nill	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Geography (Honours)	26
BSc	Physiology (Honours)	13
BA	History (General)	15
BA	History (General)	74
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college has devised online and offline modes of collecting feedbacks from various stakeholders, like Students, teachers, alumni, and parents. The feedback from the students is collected through online Google forms at the end of every semester. In the academic session, 2019-20, 688 students including 488 males 200 females participated in the survey. It has been found that most of the students are satisfied with the performance of the teachers. The students agreed that the evaluation process followed by the college is fair and just. Most of the students are happy with the mentoring process of the institution. The students have expressed through the survey, their deep sense of gratitude for the efforts the institute is making to inculcate in them soft skills, life skills, and employability skills. The students are moderately happy with the teachers' use of ICT tools and the teaching-learning process which is cause for concern for the Academic Council. The students have also suggested improvements in the online mode of classes being organised by the college, which will be discussed in appropriate forum and suitable changes will be implemented. As far as online Teachers' feedbacks are concerned, it has been found that almost all the teachers are convinced that the institution is honestly trying to serve the interest of the students and teachers, although more can and should be done. The feedback of alumni is also collected through online Google forms. In the academic session 2019-20 a total of 114 alumni participated in the survey. It has been found that most of the members are proud to be associated with the institute and are ready to contribute to the development of the institute. Most of the members agree that the college not only imparts academic and technical knowledge but also handles related grievances quite effectively. The alumni expressed satisfaction with the performance of the placement cell. The college also collects feedback from the parents. The departments organise parent-teacher meetings to discuss the performance of their wards and subsequently record their views. All the analysis is made public and discussed in detail in the meetings of Governing Body, IQAC, and Academic Council. Appropriate/corrective steps are taken for the next academic session.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Nill	Please see the uploaded file	960	1726	486

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	486	Nill	54	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
54	38	20	5	2	3

View File of ICT Tools and resources
View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, the students mentoring system is available in the institution. • NO. OF STUDENTS: ALL STUDENTS ENROLLED AS HONOURS AND GENERAL CANDIDATES. • MENTORS: FULL-TIME TEACHERS OF THE DEPARTMENTS. • The Mentorship Programme of each of the departments has been designed to foster a positive teaching-learning environment and to cater to student diversity. The students come from various social/cultural/religious/economic backgrounds but their goal for academic excellence unites them all. The mentors try to understand the student competencies and provide the best kind of collaborative teaching through traditional and ICT-enabled techniques. The mentoring sessions are held once a week and part of the session is dedicated to academic exchange. The sessions are planned in a manner to enable a model for participatory learning. The teachers of the department by virtue of their proximity to the departmental students could easily determine which student required what amount of attention and would be easily able to calibrate the time devoted to personal, one-to-one exchange. The mentors also aid the students in defining their career goals and aspirations by providing them information about study programmes and courses which are available for the students at the post-graduate level. • The Mentorship Programme further seeks to address any other problems the students might be facing which are impeding his/her emotional growth as an individual. The mentors may be approached personally and strict privacy is assured in such matters. Overall, the mentors understand and endorse the role of HEIs as crucial in inculcating core moral values which in turn affect nation-building. Thus the mentor-mentee relation is one inspires trust and confidence in the students and finally leads to holistic enrichment. The mentorship programmes of each department emphasize the need to address the issue of mental health amongst the mentees since stress and anxiety-related problems are very common to them. The mentors provide a good support system whereby the students get a sympathetic hearing and also advice from the mentors. The College has plans to host workshops and counselling sessions on mental health and stress management to help students overcome their anxiety issues. • Since the programme is aimed at problem-solving, mentors provide impartial guidance and advice. If followed, the mentee obviously learns certain skills and it also enhances peer recognition. • Finally, the programme is a two-way process and a good mentor-mentee dynamic aids a better interpersonal relationship and improves a positive teaching-learning atmosphere

which in turn aids performance and improves the Learning outcomes of the various courses and improves 'teacher quality' as he/she learns about the specific needs of the mentees and adjusts his/her methodology of teaching accordingly. • As of now the mentors are meeting with the mentee group assigned to them weekly.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1128	54	1:21

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
40	37	3	1	24

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	DR. PRIYANKA KHANDURI	Assistant Professor	Best paper presentation award in the International Conference on Algae Fungi and Plants: Systematics to Applications,2020, held from 24.01.2020 to 25.01.2020
2020	DR. PRIYANKA KHANDURI	Assistant Professor	3RD Prize in Poster Competition at National Seminar on Biodiversity in the era of Globalization held from 22.02.20 to 23.02.2020
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nill	Please see the uploaded file	Nill	Nill	Nill
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated institution of Calcutta University, evaluation norms of the university are followed. Calcutta University adopted Choice based Credit grading system (CBCS) for B.Com from the academic year 2017-18 and for B.A. / B.Sc. in 2018-19. College follows criterion as directed by the University for assessing the academic performance of the students on a continuous basis. As per CU regulations, internal assessment has been allotted 20 marks for practical based subjects and 35 marks for non practical subjects. Internal assessment is comprised of two components for all the subjects (i) Internal exams which are conducted once in a semester and carry 10 marks (ii) Attendance which has been allotted 10 marks. An additional component tutorial is assigned for non practical subjects which carries another 15 marks. Following this frame work, college conducts internal exams which comprise of Objective/Multiple choice/Descriptive type question paper. Tutorial comprise of student presentations, written assignments, group discussion, viva-voce and classroom interaction. Students are evaluated for above activities. College maintains complete transparency in the internal assessment. At the beginning of the semester, faculty members inform the students about the assessment process. The internal assessment test/ tutorial schedules are prepared as per the university and communicated to the students well in advance. Other than university prescribed methods each department conducts activities like quiz, worksheets, class test throughout the semester to prepare students for semester end internal examinations and university examinations. For annual system students, college conducts midterm examinations and test examinations carrying 50 marks each. Performance of students in test exams along with attendance was considered as a criterion for allowing students to appear in final university examinations.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar for B. A. / B. Sc. / B. Com (Hons/General) (under CBCS) with semester-wise examination: Calendar for odd semesters: • Classes for 1st semester commence from 1st week of July. Classes for 3rd semester commence within seven days after completion of 2nd Semester Examination. Classes for 5th semester commence within seven days after completion of 4th Semester Examination. Filling up of form for all odd semesters' university examination starts at month of November, Internal Assessment by the college held on 3rd week of November and final university examination starts tentatively on 4th week of November for practical and 2nd week of December for theoretical papers. Calendar for even semesters: • Classes for 2nd semester commence within seven days after completion of 1st Semester Examination. Classes for 4th semester commence within seven days after completion of 3rd Semester Examination. Classes for 6th semester commence within seven days after completion of 5th Semester Examination. Filling up of form for all the even semesters' university examination starts at month of May, Internal Assessment by the college held on 3rd week of May and final university examination starts tentatively on 4th week of May for practical and 2nd week of June for theoretical papers. Academic calendar for B. A. / B. Sc. / B. Com. (Hons /General) under annual system of examination: • Classes for Part-III B. A. / B.Sc. commence within seven days after completion of Part-II Examination. Mid Term test held at October. College test held on 1st week of January, result of test publishes on 3rd week of January. Filling up of form for university examination starts at 1st week of February, and final university examination starts tentatively on 1st week of April for B.A, B. Sc. and B.Com. honours, 3rd week of April for B.A, B. Sc. and B.Com General for theoretical papers. Practical Examination for B. A, B. Sc. and B.Com Honours commence from 1st week of March and that of General starts from 3rd week of March. • Filling up of Form for University Exam for Part-II starts at 1st week of March, and final university theoretical examination starts tentatively from 4th week of April for B.Com (H), 2nd week of May for

B.Com.(G), 3rd week of May for B.A./B.Sc.(H), 4th week of May, for B.A./B.Sc.(G) and 3rd week of May, for B.A/B.Sc./B.Com.(Major). Practical Examination will commence from 4th week of March for B.Com (HG), 4th week of April for B.A./B.Sc.(HMajor) B.Com(Major) and 4th week of June,for B.AIB.Sc.(G). • Filling up of Form for University Exam for Part-I starts at lst week of April, and final university theoretical examination starts tentatively from 3rd week of June for B.Com (HG), 4th week of July for B.A./B.Sc.(HG) and 4th week of July, for B.A/B.Sc./B.Com.(Major). Practical Examination will commence from 2nd week of August, for B.A./B.Sc.(HMajor) B.Com(Major).

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.vec.ac.in/index.shtml

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Please see the uploaded file	Nill	Nill	367	228	62.1

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://drive.google.com/file/d/1L09RZW588RZMkXqRlYuAK1U-x3xgtsUs/view

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	ICSSR	1.4	1.26
Minor Projects	730	UGC	1.2	0.25
Total	Nill	Nill	Nill	1.51

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	N.A.	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category

Nil	N.A.	N.A.	Nill	Nill

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	N.A.	N.A.	N.A.	Nill	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N.A.	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	Nill
National	Library	1	Nill
National	Mathematics	2	Nill
National	Physics	3	Nill
National	Zoology	1	Nill
International	Mathematics	1	1.10
International	Physics	3	3.60
International	Physiology	3	5.71
International	Zoology	1	Nill
National	Bengali	2	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	9
English	1
Geography	1
History	1
Physics	4
Physiology	2
Political Science	1
Zoology	5

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Simple, efficient and economically viable techniques for temperature dependent thermopower data acquisition of thermoelectric materials	S. Mahakal, D, Das, A. Jana, A. banerjee, K. Malik	Journal of Physics: Conference Series	2020	Nill	Vidyasagar Evening College	Nill
XPS study of a layered chalcogenide system LaTe3	S Sarkar, V.K. Singh, P. Sadhukhan, A. Pahari, S. Roy, P. Mandal, S. R. Barman	AIP Conference Proceedings	2020	Nill	Vidyasagar Evening College	Nill
A lamin associated chromatin model for chro,osome organisation	A. Maji, J.A. Ahmed, S. Roy, B. Ch arranarti, M. K. Mitra	Biophysical Journal	2020	Nill	Vidyasagar Evening College	2

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
None	Nill	Nill	Nill	Nill	Nill	Nill

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	19	26	23	12
Presented papers	9	9	Nill	Nill

| Resource persons | 3 | 4 | Nill | 1 |

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness programme on how food choices impact the environment, public health and animals	NSS unit and VEGAN Outreach	2	35
Campaign Design and Practice on Awareness about the incest and child sextual abuse	NSS unit and RAHI Foundation, Kolkata	1	8
Creative Movement Project on Awareness about the incest and child sextual abuse	NSS unit	7	80
Observe Child Abuse Prevention Day	NSS unit, RAHI Foundation and State Child Commission	Nill	8
Rally on the occasion of National Youth Day	NSS unit and Nehru Yuva Kendra, Kolkata	2	26
Thalassemia Awareness and Screening Programme	NSS unit and Calcutta School of Tropical Medicine	6	146
Online quiz programme on Independence day	NSS unit	5	104

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
None	N.A.	N.A.	Nill

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such

None	NSS unit and VEGAN Outreach	Awareness programme on how food choices impact the environment, public health and animals	2	35
None	NSS unit and RAHI Foundation, Kolkata	Campaign Design and Practice on Awareness about the incest and child sextual abuse	1	8
None	NSS unit	Creative Movement Project on Awareness about the incest and child sextual abuse	7	80
None	NSS unit, RAHI Foundation and State Child Commission	Observe Child Abuse Prevention Day	Nill	8
None	NSS unit and Nehru Yuva Kendra, Kolkata	Rally on the occasion of National Youth Day	2	26
None	NSS unit and Calcutta School of Tropical Medicine	Thalassemia Awareness and Screening Programme	6	146
None	NSS unit	Online quiz programme on Independence day	5	104
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
None	Nil	N.A.	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant

/research lab with contact details					
None	N.A.	N.A.	Nill	Nill	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
None	Nill	N.A.	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
39.1	7.73

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0.0.11	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	28730	2827731	147	38709	28877	2866440
Reference	2211	Nill	Nill	Nill	2211	Nill

Books						
e-Books	195809	5900	Nill	Nill	195809	5900
Journals	11	2966	Nill	Nill	11	2966
e-Journals	6293	5900	Nill	Nill	6293	5900
Digital Database	16828	Nill	427	Nill	17255	Nill
CD & Video	4	1278	Nill	Nill	4	1278

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
N.A.	Nil	Nil	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	57	1	1	3	0	11	26	50	5
Added	2	0	0	0	0	2	0	0	0
Total	59	1	1	3	0	13	26	50	5

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
None	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4.15	27.53	40.1	40.26

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

As befitting any HEI we at Vidyasagar Metropolitan College are committed to

give our students a seamless teaching-learning environment. To this end the College campus needs to be maintained in a manner where the classrooms and other academic facilities are updated and upgraded at regular intervals. Addressing the space constraints of our campus, the College authorities have long deliberated upon ways to optimize available space. Currently construction is underway in the terrace and the new wing will house laboratories and classrooms. We hope to overcome the space problem substantially through the addition of this new wing. To streamline our technical operations 1 laptop has been added to the Principal's office and 1 desktop for Tally Software has been added to the Accounts section. ICT enabled teaching is an indispensable aspect of an HEI. Teachers in various departments are now using smart classrooms regularly and consistently in their lesson presentations. Power point presentations with audio-visual aids considerably streamline the quality of the lessons. A log book is maintained to keep track of the frequency with which ICT tools like whiteboards are used. Students are also encouraged to make ppt and other presentations using ICT tools as a part of their assignments/projects. In pursuance of the objectives listed in 2018-'19 the College is implementing its plans to enhance infrastructural facilities for the students and stake holders. The library is upgrading its journal collection to offer students a wide range of reading material for their opted courses as well as for reference. Each new academic session begins with a library orientation programme through which students are familiarized to the library as a learning resource. E- resources are also made available to students which they can access freely for reference while writing term papers, assignments etc. E-resources like INFLIBNET (provided by the library) are very popular with the teachers and students. The Library has a facility of e-requisition which makes procurement of printed as well as digital documents much more convenient. A feedback system has also operative and the library sub-committee meets regularly to deliberate on the feedback and tries to come up with strategies for making the library more user-friendly. Since the library's in-house operations are automated and it is fully open-access, we are well on our way to make the library a digital-empowered learning space. In future the library intends to make available online CBCS-centric learning resources through a collaborative database. Webinars will also be organized.

https://sites.google.com/view/iqacvec/home/aqar-19-20-important-links/maintenance-of-campus-infrastructure

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Please see attached file	92	71485
Financial Support from Other Sources			
a) National	Kanyashree (West Bengal Government))	24	600000
b)International	None	Nill	0
[View File]()			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Mushroom Cultivation Technique Course	24/08/2019	80	Friends Agro Products (Proprieter Mr. Chiranjit Samanta)
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	None	Nill	Nill	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Tata Consultancy	76	14	Nill	Nill	Nill
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	7	Bengali (H)	Department of Bengali	Rabindra Bharati University, Jadavpur University	M.A. (Bengali)
2019	10	B. Sc. (Biology G))	Biological Science Departments	Vidyasagar University, GD Hospital and Diabetes Institute State Medical faculty of West Bengal , Charnock	M.Sc. (Dietics and Community Nutrition Management), M.Sc. (Zoology), M.Sc. (Envir onmental Science),

				Hospital State Medical faculty of West Bengal, Suraksha Diagnostics State Medical faculty of West Bengal	Diploma in Critical Care, Diploma in Perfusion technology, Diploma in Medical laboratory Technology
2019	5	B. Com (H)	Department of Commerce	Vidyasagar University, Institute of Chartered Accountants of India, T. H. K Jain College, Institute of Cost Accountants of India	M.Com. Chartered Accountant, Cost Accountant
2019	5	Mathematics (H)	Department of Mathematics	University of Calcutta, Dr. C.V. Raman University, University of Bankura, Sarojini Naidu College	M.Sc. (Mathematics), M.Sc. (Pure Mathematics)
2019	4	Political Science (H)	Department of Political Science	Rabindra Bharati University	M.A.
2019	14	Geography (H)	Department of Geography	University of Calcutta, CAD Center, Jadavpur University	M.Sc. (Geography), PG Diploma in Applied Remote Sensing and Geo-Informatics
2019	3	English (H)	Department of English	University of Calcutta, St. Xavier's College	M.A. (English), Diploma in Mass Communication
2019	3	Physics (H)	Department of Physics	University of Burdawan, Vishwa Bharati University, Gurudas College	M.Sc. (Physics)

| 2019 | 9 | Physiology (H) | Department of Physiology | University of Calcutta | M.Sc. (Physiology) |
| 2019 | 11 | Bengali (H) | Department of Bengali | Rabindra Bharati University, Jadavpur University, Vidyasagar University | M.A. (Bengali) |

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
Any Other	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Quiz Competition	Intra-college	31
Short Essay Competition	Intra-college	12
Photography	Intra-college	5
Painting	Intra-college	11
Badminton Competition	Intra-college	24
Carrom Competition	Intra-college	16
Football Competition	Intra-college	18
Chess Competition	Intra-college	12
Cricket Competition	Intra-college	24

No file uploaded.

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	None	Nill	Nill	Nill	NA	NA

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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. Year 2019-20

has been an unprecedented year for all the institutions across the world where usual activities were interrupted due to the pandemic. Nonetheless, Students' Union of Vidyasagar Metropolitan College organized several events with whatever little sources were available. At the very beginning of the session Students' Union with its volunteers ensured smooth admission procedure at the college and helped the incoming freshers during the whole process. Like every year Students' Union briefed the new students about their functioning during the orientation program of the college. The Student's Union under the able guidance of a Sports sub-committee organized the Annual Sports Day with great fanfare with the staff and the students participating in the various events in large numbers. Most notable being the cricket match between staff and students of the college. Various cultural activities like Independence Day, Freshers party, Bijoya Sammilari and Saraswati Puja were also celebrated with great fervor. A notable contribution of Student's Union during this session has been organizing free ration distribution campaign for slum dwellers around college during the lockdown period. It also rendered financial and other support to the poor and deserving students of the college during this time.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of college has always worked to forge warm and creative relationship with its former students. Many of our alumni enthusiastically serve college in various capacities based on their specializations whenever need arises. Case in point being the self-defense and Yoga classes provided by some of our alumni to our current batch of students. The association also serves as an effective mechanism for receiving feedback on the progress of our former students in different walks of life. The Facebook page of Alumni association is regularly used by our former students to stay in touch with college and posting activities which might benefit their former companions.

5.4.2 – No. of enrolled Alumni:

114

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

- Formation of different sub-committees-The college authority maintains a policy of decentralisation wherein subcommittees are formed where issues are discussed threadbare and suggestions are made for the Governing Body to make the final decision. The sub-committee formed for decentralisation and participative management includes the Academic sub-committee, Students Grievance Redressal and welfare sub-committee, Disciplinary Sub-committee, Sports Sub-committee, etc. The sub-committee consists of representatives from teachers, non-teaching staff, and students. Meetings are held on a regular basis and the decisions taken are collective and based on consensus. In addition, there is a Teachers' Council which conducts periodical meetings to deliberate and make suggestions to the Governing Body, having a far-reaching

impact on the future of the college. • Inclusion of teacher/non-teaching staff/students' representatives in the Governing body- Governing body is the highest decision-making body as far as administrative and academic matters are concerned. The body includes representatives from the State Government, Local Administration, Univerity of Calcutta along with members selected/elected from Teachers' Council, Non-teaching Council, and Students' Union. At least four meetings are held per year and decisions are broad-based and collective.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	• The College is a constituent college of the University of Calcutta and admission of students is done according to the policies and guidelines set by the University. However, the college follows a transparent and rational process of admission to win the trust of the students and the administration. The admission process is completely online and the students need not visit the college campus for getting themselves admitted. • The Admission Committee constituting faculty members, non-teaching staff and student representatives decides the cut-offs after due deliberation. The notices regarding the admission, merit list, and fees are displayed on a dedicated website maintained for admission. • A dedicated helpline is opened every year to help the students facing difficulty in the online admission process. • The policy of Reservation of OBC/SC/ST and PWD are strictly adhered to. • Grievances of the students if any are taken care of by the admission committee without any delay. • An Anti-Ragging Committee has been constituted and their names and contact details are displayed prominently on the website. The college has a zero-tolerance policy towards Ragging and harassment.
Industry Interaction / Collaboration	• Tata Consultancy Services conducts an employability programme and absorbs a sizeable number of students at the end of 100 hours training programme. • Balmer Lawrie Co Ltd. organises anti-corruption week programmes every year to raise awareness among the students about the evils of corruption.
Human Resource Management	• The college authority acts swiftly

	and efficiently to fill up the vacancies created in teaching and non-teaching staff being retrenched and superannuated or resigning from the job. Teaching and non-teaching staff are also recruited on an ad-hoc basis to fulfill the academic and administrative requirements. • Faculty members regularly participate in the seminars/workshops/faculty development programme to upgrade their skills (academic as well as administrative). A list has been provided under 6.3.3. • Non-teaching staff are routinely guided by the faculty members to improve their administrative, communication, and technical skill.
Library, ICT and Physical Infrastructure / Instrumentation	• The college subscribes to Inflibnet regularly so that the students and teachers can avail the facilities of thousands of e-book, an e-journal for carrying out project works. • The subcommittees viz. Library sub-committee, ICT sub-committee, and Infrastructure development sub-committee have been formed and are functioning under the aegis of the Governing Body. The sub-committees routinely meet and make recommendations regarding the infrastructure/instrument up-gradation. These recommendations form the basis of the modernization of the Physical Infrastructure of libraries and ICT. • The library is equipped with CCTV cameras to prevent pilferage and overall monitoring and surveillance. • The library also has computers with an internet facility for the students and teachers. • The college has a smart classroom with a smartboard which the faculty members use for teaching the students.
Research and Development	• The college supported by the Governing Body promotes research activities of the faculty members. A Research sub-committee has been formed which meets regularly to suggest suitable methods for promoting research activities. A research fund has been created which provides financial support/incentive to the teachers presenting research findings in various national and international seminars and conferences. • The faculty members regularly publish research articles in peer-reviewed journals. • A separate section in the library is reserved for

	the exhibition of the publication of research work of the faculty members of the college to inspire further research. • The teachers of the college approach various funding agencies for sponsoring major/minor projects. (DBT, DST, ICSSR, UGC, etc.) • The departments with the help of the faculty members and the students organize seminars workshops at Institutional / State / National/levels. • The departments also arrange National level seminars in collaboration with other colleges.
Examination and Evaluation	• The college adheres to the examination schedule of the University of Calcutta to which it is affiliated. • The college through its sub-committees and department communicates to the students about the examination schedule and the evaluation process they have to go through before they sit for the final examination. • The information about the examination schedule and the publication of results are made known through the college website and various WhatsApp groups. • College has complemented traditional written examinations with project work assignments, group discussions, literature reviews, PowerPoint presentations, quizzes, open-book examinations, and seminal lectures.
Teaching and Learning	• The college authority through its decentralised system empowers the academic sub-committee and its constituents viz. Routine sub-committee, Examination sub-committee, and Result sub-committee to devise a centralised routine conduct regular examinations, and publish the timely and accurate results. The coordinated and harmonious relationship between the departments, faculty members, and students is maintained in this manner which ultimately leads to academic upliftment. • The college authority with the help of teachers and non-teaching staff facilitate wide access to internet facility to inculcate the culture of online learning among the teachers and the students. • The students are encouraged to learn through Field Work and educational excursions. The Departments of Geography, Physiology, History, Zoology and Bengali regularly organize such

	programmes. • The departments are providing online links to books for the benefit of the students. • The students can enhance their learning skills through participation in different competitions and seminars. • There is a robust feedback mechanism that is used by the teachers and students to communicate their views regarding the academic and administrative system.
Curriculum Development	• The college is affiliated with the University of Calcutta. The Curriculum Development is beyond the scope of the college. The teachers attend seminars and workshops conducted by the Under Graduate Board of Studies and contribute to the process of restructuring and rationalisation of the syllabus. • The faculty members provide feedback as and when asked for by the Under Graduate Board of Studies regarding the syllabus.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	• The college uses Whatsapp groups for teachers, non-teaching staff, and students for faster communication. • The office work has been partially digitised. The Tally software is used for maintaining accounts • A customised learning management system is used for recording the detail of students. • On-line e-tendering process is adopted for high-value purchase following the guideline of the Government of West Bengal • The library uses Soul software version 2.0 for cataloging, issue, and return of books
Administration	• The college has successfully implemented the online salary payment system of teaching and non-teaching staff adopted by the Government of West Bengal through the West Bengal Integrated Financial Management System. • The college has successfully implemented the e-pension process through the State Government portal. And all the retirement-related documents were uploaded through the e-pension portal. This reduced the hassles of the employee as well as the college authority. • The college has successfully implemented Biometric attendance for all the teaching and non-teaching employees.

Finance and Accounts	• As mentioned earlier the accounts of the college are maintained through Tally software. • The college has also implemented the Human Resource Management System of the Government of West Bengal designed to disburse the salary of the teaching and non-teaching staff.
Student Admission and Support	• The college has been carrying on the admission process electronically. A dedicated webpage has been designed and maintained by a private organisation to carry out the online admission process. The digital online payment gateway has also been put in place for the benefit of the students. A dedicated helpline for helping the students facing trouble during the admission process is another feature of the admission process. • The college has been maintaining students databases through tailor-made software. The software has the facilities like printing attendance register, recording university results, maintaining students' detail database, etc. • The college authority has implemented an online CBCS semester information system through the learning management system mentioned above.
Examination	• With the introduction of the CBCS system the college conducts internal examinations as per the guideline of the university. The university conducts the end-semester examination. • The college has successfully conducted the online examination of the students under the guidance of the University of Calcutta during the Pandemic situation.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr Priyanka Khanduri	Algae Fungi and Plants: Systematics to Applications	NA	4000
2020	Dr Priyanka Khanduri	Biodiversity in the era of Globalization: challenges and Management	NA	1000

2020	Dr. Srinwanti Mukhopadhyay	International conference organized by Bangiya itihas Samiti, kolkata	NA	600
2020	Dr. Srinwanti Mukhopadhyay	International conference organized by Pachimbanga Anchalik Itihas o loksanskriti Charcha kendra	NA	1400
2020	Dr. Srinwanti Mukhopadhyay	International conference on Human Rights organized by Bijoy Krishna Girl's College in collaboration with W.B Human Rights Commission	NA	1000
2020	Dr. Srinwanti Mukhopadhyay	International conference organized by Itihas academy,Dhaka	NA	2000
2020	Dr Sarajit Sardar	National Seminar on "Contemporary issues in Commerce and Economics"	NA	200
[View File](#)				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	Nil	Nil	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

Please see the attached file	Nill	Nill	Nill	Nill

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	Nill	1	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1) The College has a Co-operative Society which provides financial loan at cheaper rates. 2) The college subsidises the canteen facility for the teachers. 3) The college provides logistical support for maintaining certain Life Insurance and Group Insurance schemes.	1) The College has a Co-operative Society which provides financial loan at cheaper rates. 2) The college provides dresses to certain employees at alternate year. 3) The college pays ex-gratia equivalent to a months salary to certain employees.	• Students scholarships on the basis of merit as well as means are available. • The meritorious students are provided cash awards as well as free-ships based on their performance in the last examination. • The students who are from poor background are also provided free-ships based on their attendance and performance in the internal examination of the college. • A dedicated sub-committee consisting of teaching, non-teaching staff and students have been put in place to look after the same. • The college contributes to Students' Health Home scheme, an initiative of The Government of West Bengal where the students can avail of medical facilities at reasonable rates.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college authority maintains financial records as per financial guidelines of the Government of West Bengal. The latter sends an auditor to scrutinise the financial documents and recommends changes that are taken care of promptly. The college has a Finance Committee which is a statutory body that consists of the Principal, representatives from the Government, representatives from teachers, and non-teaching staff. The Finance Officer known as Bursar is responsible for the internal audit of the financial records.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	Nill

No file uploaded.

6.4.3 – Total corpus fund generated

7910246

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Individual departments maintain the Parent-Teacher association. Regular meetings of the association are conducted and exchange of ideas and information take place. The association has helped provide valuable suggestions for the development of the institution. • The exchange of ideas and information includes pointing out the weaknesses of the college-related Departments and suggesting suitable rectifications. • The parents communicate views which the students feel shy to communicate directly to the teachers about the college, department, and faculty members.

6.5.3 – Development programmes for support staff (at least three)

• Efforts are being made to train the office staff so that they can handle the online admission and registration of students. • Support staff involved in the maintenance of accounts is being trained by the college authority to handle e-Pradan of the Government of West Bengal. • Support staff involved in the maintenance of accounts is being trained by the college authority to handle HRMS systems of the Government of West Bengal.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Initiative to expand infrastructure has been undertaken. An additional floor is being constructed to accommodate more classrooms. • One National Level Seminar was conducted in collaboration with a reputed educational institution. • Two international webinars were conducted in collaboration with two reputed educational institutions.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	National Level	11/01/2020	11/01/2020	11/01/2020	125

	Seminar on " Contemporary Issues in Commerce and Economics				
2020	International Webinar on "Economic Predicament and Panacea for Covid 19"	Nill	28/07/2020	29/07/2020	300
2020	International webinar on "Revisiting History from different dimensions: Bengal in19th and 20th Century"	17/10/2020	17/10/2020	18/10/2020	350
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Fighting Incest and Child Sexual Abuse, by Ms. Soma Roy Karmakar, Project Manager, RAHI Foundation, Kolkata	11/09/2019	12/09/2019	4	4
Creative Movement Project on Awareness about Incest and Sexual Abuse in collaboration with RAHI Foundation, Kolkata	14/09/2019	14/09/2019	46	34
Observation of Child Abuse	20/11/2019	20/11/2019	4	4

Prevention Day in collaboration with RAHI Foundation and State Child Rights Commission				
"Looking Backwards to Move Forwards: Women's Struggles Against Violence", Webinar organized by Swayam and Akshara Centre in collaboration with Vidyasagar Metropolitan College.	29/11/2020	29/11/2020	33	19

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Awareness program by Vegan Outreach on 19.8.19 to teach students how food choices impact the environment, public health and animals. 2. MOU signed with Vital Waste for recycling plastic, paper and e-waste produced by the college. 3. 3 of power requirement is met by the solar PV modules installed on college rooftop.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva	Number of initiatives taken to engage with and contribute to	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

	ntages	local community					
2019	Nill	1	14/09/2019	1	Cleaning of the adjoining slum	Compromise of the health and hygiene in the area sue to lack of civic sense and awareness among the slum dwellers	100
2020	Nill	1	22/02/2020	1	Cleaning of the adjoining slum	Compromise of the health and hygiene in the area sue to lack of civic sense and awareness among the slum dwellers	100
2020	1	Nill	04/03/2020	1	Thalassemia Awareness and Screening Programme in association with Calcutta School of Tropical Medicine	Creating awareness about the disease and the necessary dos and don't s if diagnosed as a thal assemia major. And putting those diagnosed as majors through Calcutta School of Tropical Medicine for counseling and	Nill

								further treatment. 146	

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Orientation program for students inculcating institutional ethics and code of conduct.	13/11/2020	The freshers /students were made aware of their academic, social and moral responsibilities and the codes of conduct they were expected to follow while in class and inside the college campus

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Values of Life by the Brahmakumaris (Kankurgachi Centre): This program aimed to instill in the students a sense of spiritual righteousness and the ability to prioritize happiness, peace, kindness and positivity over material success, avarice, intoler	07/09/2019	07/09/2019	80
Celebrating National Youth Day, commemorating the Birth Anniversary of Swami Vivekananda in collaboration with Nehru Yuva Kendra Kolkata (North)	12/01/2020	12/01/2020	30

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Installation of Aquaphonics. 2. Collection and recycling of e -waste and paper waste from the campus by Vital Waste. 3. Mushroom cultivation and training classes. 4. Installation and maintenance of bird houses for breeding of sparrows. 5. Vermicomposting.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 1. Name of the practice: TCS Training and Employability

Programme. 2. Objectives of the practice: It is an Affirmative Action Training Programme especially for the SCs / STs. It is 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. The intention therefore was to create a system of knowledge outside the university syllabi that combined learning with career opportunities. Since a large number of our students came from economically disadvantaged backgrounds, it was the avowed purpose of the institution not only to disseminate knowledge to the students but also to provide them with career opportunities. 3. The context: Convincing the students, training the students from vernacular backgrounds, getting the students interview ready, making the students ready for a corporate culture and also ensuring that socially disadvantaged class of students formed the majority of the strength were some of the constant challenges. 4. The practice: Higher education has increasingly become costly in India. The fee structure for technical education has gone beyond the reach of the common man. Privatization of higher education has only problematized the situation. Yet the right to education is a basic and fundamental right. Each individual should have equal access to resources. Guided by the philanthropy of Pandit Ishwar Chandra, the college aspired to provide free technical education to its students apart from the regular curriculum. One of the major problems encountered was that of the students dropping out of the programme mid-way. Despite this being a free course that opened up new vistas of interest and opportunities, most students backed out due to language problems. Inability to comprehend or communicate in English proved to be the greatest stumbling block. Lack of social exposure fuelled by low self-confidence often led to students feeling overwhelmed and intimidated, subsequently leading to drop outs. 5. Evidence of success: The success rate was phenomenal. In 2019, 09 out of the 32 students got selected and further appointed by TCS. In 2020, 5 out of 39 students got their appointment letters. This is an incredible feat as it indicates the triumph of will and determination on the part of the students to overcome all odds. It is a commendable achievement for the college as well since it is able to fulfil its vision of preparing its students for life. 6. Problems encountered and resources required: The resources required are basic like internet connection, computer/smart phone and stationary. Last but not the least the biggest resource/strength is the instructor from TCS. An enthusiast faculty that plans, implements and oversees the program is perhaps the strongest pillar of support. The problem however lies in getting the students to understand and appreciate the merit of this programme. Finding the requisite number of SC/ST students is a challenge every year. In the age of consumerism whatever comes for free is devalued. Since this programme does not have the gloss and sheen of corporate culture and is more of an outreach programme, the takers are few and evidently sceptical. In 2020, the entire exercise being online was challenging in a whole new way. A large chunk of our students come from interior areas and are economically challenged. Hence having a sustainable internet connection and affording internet data was a serious challenge for them. However the success rate of our students every year is the note of promise that keeps this training going. Best Practice 2 1. Name of the practice: Mushroom Cultivation Training Program 2. Objectives: Following the ideals of our founder, the institution believes in creating a system of self-reliance that equips the students in for life. The students once they leave college must have something to give back to the institution and society at large. The intention was to create a system of knowledge outside the university syllabi that combined learning with career opportunities while contributing to the local and social scenario. The college decided to engage in and teach mushroom cultivation. 3. The context: With the aim of teaching a skill, Entrepreneurship Development Committee of Vidyasagar Evening College conducted a three month training course on Mushroom cultivation techniques to provide hands-on training to our students. Course was conducted in association with of

one of our ex-students, Mr. Chiranjeet Samanta from Friends Agro. 4. The Practice: Mushrooms are being widely used for consumption both in India and worldwide due to their high nutritious value and at the same time low cholesterol content. Mushroom production requires very little infrastructure and relatively less investment. With government providing subsidy on setting up small farms for mushroom cultivation, it is proving to be a productive business opportunity for educated youth. Training was provided to 24 students. For practical lessons a mushroom cropping room was set up in the college and two different species of mushroom were cultivated. A manual containing protocols of mushroom cultivation which were followed during the course was also prepared which was given to students for future reference. The course saw the fruition of theory and praxis, combining class room teaching with practical lessons. Business strategies and marketing techniques were also taught to the students as a part of the course. 5. Evidence of Success: Out of 24 students, 21 completed the course. 9 are seriously and consistently cultivating mushrooms. While 11 students are cultivating mushrooms seasonally. 6. Problems encountered and resources required: A dynamic instructor and a profitable learning experience are the biggest strengths of this program. One of the persistent problems however is to convince the students to think out of the box, to take avenues beyond the trodden avenues of jobs and career opportunities. The biggest stumbling block however was the onset of the pandemic. The mushroom cultivation course of 2020 that started with 35 students had to be stopped abruptly due to the lockdown. The neo normal life in lockdown has been detrimental to the continuation of the course.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://sites.google.com/view/iqacvec/home/aqar-19-20-important-links/7-2-best-practices?authuser=0

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college has been consistent in providing merit cum means scholarship to students from backward classes or economically disadvantaged positions to disseminate knowledge among all. Following the ideals of Pandit Iswar Chandra Vidyasagar, the founding father, the college believes that education is not just 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 this goal in mind the college has instituted several academic awards together with the award for the student of the year.

Provide the weblink of the institution

https://www.vec.ac.in

8.Future Plans of Actions for Next Academic Year

1. Insisting the teaching members of practical based subjects to share YouTube videos or personal videos regarding the experiments in the curriculum to compensate to some extent the lack of practical classes. 2. Motivating the teaching members to implement a continuous evaluation of students through online mode in order to enhance student engagement with the curriculum. 3. Regular hosting of webinars by the college to expand the field of knowledge of the stakeholders. 4. Completion and allotment of rooms in the third floor of the college building for increasing the teaching and learning infrastructure. 5. Continuing the Affirmative Action Programme by TCS through online mode, if the college remains closed during the probable month of the programme. 6. Improving

the IT infrastructure for betterment of teaching-learning. 7. Arrangement of mind power training and Yoga classes for staff and students.