YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution   Vivekananda College

- Name of the Head of the institution   Dr. Tapan Kumar Poddar

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   6291084989

- Mobile No: 9903025356

- Registered e-mail   vivekanandacollege63@gmail.com

- Alternate e-mail   arvipan@gmail.com

- Address   269 Diamond Harbour Road, Thakurpukur

- City/Town   Kolkata

- State/UT   West Bengal

- Pin Code   700063

2.Institutional status

- Affiliated / Constitution Colleges   Affiliated

- Type of Institution   Co-education

- Location   Semi-Urban

- Financial Status   **Grants-in aid**

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

- Name of the IQAC Coordinator   **Dr. Arvind Pan**

- Phone No.   **9433242313**

- Alternate phone No.   **6291084989**

- Mobile   **6291084989**

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

- Alternate e-mail address

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.vckolkata63.org/aqar.html

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

- if yes, whether it is uploaded in the Institutional website Web link: https://www.vckolkata63.org/Time_Table.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**A**	**3.04**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC   **09/12/2009**

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
RUSA	**infrastructural grant**	**RUSA**	**2018**	**20000000**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   05

- 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   [View File](#)

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)

1. Organized a staff training programme 'Effective Working Style' on 25.6.2022, conducted by IPE of Professional Excellence.

2. Organized a seminar on 'Changing Trends in Journalism Writing', in collaboration with the department of Journalism and Mass Communication, on 28.9.2022. The speakers were Subir Ghosh and Sovon Manna.

3. Organized a seminar on 'Recent Development on Material Science and Nanotechnology', in collaboration with the department of Physics on 22.11.2022. The speaker was Prof. Kalyan Kumar Chattopadhyay, Jadavpur University.

4. Organized a seminar on 'Cybercrime and Security Measures', in collaboration with the department of Women's Studies, on 17.3.2023. Atul V, IPS, Sanjay Kumar Das, Joint Secretary, Sandeep Sengupta, CISA were the invited speakers.

5. Organized a Workshop on 'Financial Education' in collaboration with the department of Commerce, on 24.3.2023, with Prof. Ramprahlad, University of Calcutta as the resource person.

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
1. Extension of the college playground	**The playground was elevated and levelled to facilitate sports activities.**
2. Construction of 2 PG Labs .	**2 PG Labs have been set up and are fully functional in the current session**
3. Extension and Renovation of Canteen for staff and students	**The renovated canteen is functional at present.**
4. Introduction of a large Electric Display board for displaying notices and activities of the college	**A 10 ft' by 10 ft. Electronic display board has been installed at the strategic centre of the college, for best view.**

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	**19/12/2022**

14. Whether institutional data submitted to AISHE

Part A	
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• Phone No.	9433242313

02-05-2024 01:01:27

• Alternate phone No.	**6291084989**
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• IQAC e-mail address	**arvipan@gmail.com**
• Alternate e-mail address	

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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	19/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	15/03/2024

15.Multidisciplinary / interdisciplinary

Vivekananda College provides an inclusive Interdisciplinary/ Multidisciplinary educational environment. With an eye on the 'New Education Policy',the college is on the right path to incorporate a comprehensive multidisciplinary approach in curricular plans and ensure the necessary infrastructure and resources needed for the purpose.

- Students are taught compulsory AECC Courses in English, Bengali and Environment Studies to ensure a balanced measure of interdisciplinary education. Besides, GE Courses in Women's Studies, Human Rights, Film Studies etc. focus

- on multidisciplinary knowledge to equip students for job placements and entrepreneurship.
- The Research Guidance Cell sponsors minor research projects for students, under a Mentor. These projects give students an opportunity to think beyond theboundaries of their subject and adopt a multidisciplinary/interdisciplinary approach.
- Add-On Courses are designed to address cross cutting issueslike Gender, professional ethics, environment and sustainability.
- IQAC organized a Workshop on Curriculum and Credit framework on 7.7.2023, to update faculty members for the interdisciplinary approach under NEP. [Speakers: Debasish Biswas, Inspector of colleges, Gurupada Soren, Secretary of Council for UG Studies, University of Calcutta.]

16.Academic bank of credits (ABC):

The college takes cognizance of Calcutta University's plan to introduce credit bank system in the near future to enable students have multiple options of entering and exiting colleges/universities. Vivekananda College, abides by the rules and regulations of the Calcutta University; and will implement the Academic Bank Credit system (ABC) as soon as it is introduced.

17.Skill development:

An integration of skill-based courses within academic programmes can equip students to prepare for the competitive job market.

With this objective, Vivekananda College:

- Collaborates with other institution to provide students valuable insights into the skills required to augment the employability quotient of students.
- Encourages students to participate in apprenticeships, experiential learning opportunities to bridge the gap between theoretical knowledge and practical application.

Programmes organized:

- Career oriented professional courses: conducted by PWH Foundation on 30.8.2022.
- Campus Recruitment Drive under Project 'Shakti and Utkarsh' – conducted by SBI Life on 30.8.2022.
- EDC organized a seminar on 'Entrepreneurship' on 7.9.2022.

- Department of Botany organized a workshop on 'Hands on Training in Herbarium Techniques on 17.11.2022, in collaboration with the Alumni Association of the department.
- The college organized two Career Counselling programmes in collaboration with:

  a) Presidency University, Bengaluru on 11.1.2023

  b) George Telegraph Training Institute, Behala on 22.3.2023.

- EDC and Eco Club organized a workshop on 'Green Entrepreneurial skills' on 1.6.2023.
- Film Studies department organized a workshop on 'How to make a Documentary Film' on 8.5.2023.
- Journalism department organized a 4-day workshop on 'Documentary Making' on 6th, 8th, 10th, and 12th May, 2023.

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

At Vivekananda College, efforts to integrate ancient India's Jñ?na, Vijñ?na and Jeevan darshan within the modern disciplines begin with teaching in the bilingual and sometimes multilingual mode, to demonstrate the 'Indian way of doing things.'

- To garner first-hand knowledge of the newly introduced IKS, the college facilitated Dr. Abhishek Das' (Assistant Professor, Sanskrit) and Dr. Akash Shaw's (Assistant professor, Journalism) participation in a 6-day short term Training Programme on IKS, organized jointly by UGC-Human Resource Development and IKS, Ministry of Education, Govt. of India from 28.8.2023 to 2.9.2023.
- IQAC has recommended introduction of an optional IKS online course on 'Jeevan Darshan' for students and staff by 2024. (meeting record as proof)

- Sanskrit Department plays a vital role in preserving and regaining our linguistic and cultural heritage:

  ◦ Lecture on Bharata's Poetics 'Sabda Shakti' on 11.11.2022, by Dr. Anjalika Mukhopadhayay, Associate Professor, Muralidhar Girls' College.
  ◦ Lectures on 'Bhagavad Gita' delivered byDr. Sutapa Bhattacharya,Associate Professor, Vivekananda College

    (25.7.2023, 22.8.2023).
- ○ **Add – On Course on ancient Brahmi scripts introduced in 2022-2023**

- • **Philosophy Department arranged an educational tour to Bandel Church, Hooghly Imambara and Hangseswari Temple to enlighten students about the philosophy of religions in the Indian context.**

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

The college communicates its mission and vision systematically and clearly to all students through the prospectus and notifications on the college website.

Students are:

- • **Informed clearly about their academic mission.**
- • **Advised about the kind of skill set and knowledge they are required to have at the completion of the education process.**
- • **Offered a wide range of programmes, with adequate academic tools.**
- • **Continuously mentored and monitored to assess their progress.**
- • **Provided with feedback forms to ensure a proper functioning of the teaching-learning process.**

20.Distance education/online education:

During Covid 19 lockdown teachers and students adopted online mode in teaching and learning. At present the online mode has proven advantageous for teachers as it ensures completion of syllabus in case of holidays clash with their teaching schedule.

Our students from rural areas benefit from online mode/ Courses as it bypasses transportation, accommodation and other financial hurdles. Online Distance Learning is particularly accessible to & affordable for female students, fostering gender equality and empowerment.

IQAC plans to offer optional online Courses to integrate Indian Knowledge System with the Courses offered to students, by 2024

1. Optional Online Course on 'Jeevan darshan: Reciting and Analyzing Bhagavad-Gita' for all students and staff. Certificates would be given to successful participants on completion of the

Course

2. Re-start Language Lab in college and launch a Course on 'Spoken English'. This Course would be conducted in blended mode. e - Certificates would be issued to students who pass the examination at the end of the Course.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**674**

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

2.Student

2.1 Number of students during the year	**4026**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**971**

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

2.3 Number of outgoing/ final year students during the year	**1361**

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

3.Academic

3.1 Number of full time teachers during the year	**111**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**124**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**52**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**243.09**
4.3 Total number of computers on campus for academic purposes	**131**

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

Vivekananda College offers43 UG courses(20 UG Honours courses, 23 UG General courses)and 4 PG courses,under the affiliation of the University of Calcutta. The college strictly adheres to the university's prescribed syllabus.

However, the college goes beyond the established academic structures to foster holistic development among students. Students can opt for Add-On courses, which add value to their curriculum.

Previously, the college offered programs based on the Choice Based Credit System, allowing students to choose courses according to their preferences. At present, the college is transitioning to the NEP 4-year Honours & Honours with research program, along with 3-year BA/BSc (Multidisciplinary) courses, under the supervision of the University of Calcutta. The College is making efforts to integrate the courses by meticulously planning academic sessions,setting timeframes, preparing academic calendars, timetables and engaging in an effective course distribution for the upcoming session.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.vckolkata63.org/NEP_CCF.pdf

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

To ensure comprehensive evaluation, students undergo periodic assessments through assignments and class tests. Additionally, the syllabi for all programs are supplemented with experiential learning opportunities such as project work, internshipsand field trips (for some). The institution abides by the academic calendar issued by Calcutta University while formulating its own strategies for a continuous Internal evaluation process instead of relying solely on End Semester examinations.

- Internal examinations – Internal examinations are conducted to assess the progress and preparation of students, before appearing for the final Semester examinations. Assessment of answer scripts is discrete and fair. Students are made to check the corrected and marked scripts to ensure fair evaluation and more importantly to keep them updated about their performance and scope for improvement.
- Class assignments: Students are given class assignments, which are checked and returned.
- Question/Answer sessions: Teachers engage in interactive question/answer sessions regularly to ensure inclusive participation and progress.

Online feedback in the form of SSS, using Google Forms, is collected and carefully analyzed by the Academic sub-committee and senior teachers, leading to appropriate actions based on the

feedback received.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.vckolkata63.org/iqac.htm

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

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

29

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
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)

20

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
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

624

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

624

File Description	Documents
Any additional information	View File
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 has conducted a comprehensive review of its curriculum to identify areas of crosscutting issues incorporated by the University of Calcutta. This involves examining existing courses and determining where topics related to professional ethics, gender, human values, environment, and sustainability are included or expanded upon. Crosscutting issues are integrated across various disciplines and subjects rather than being confined to specific courses. This interdisciplinary approach enablesstudents to explore these topics from multiple perspectives and understand their relevance across different fields of study.

The college has introduced Add-on Courses or moduleson topics such

as professional ethics, gender values, environmental sustainability, and human values. These courses hone the critical faculties of students and providean in-depth knowledge of the subjects.

File Description	Documents
Any additional information	View File
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

5

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

1632

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	A. All 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)	[View File](#)
Any additional information(Upload)	[View File](#)

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	https://www.vckolkata63.org/feedback.html

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

2165

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

702

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

End-semester examinations, projects, assessment tests, and presentations are examples of summative assessments through which teachers evaluate students' overall comprehension of the course material. These assessments help the students to address their lacunae and improve their performance in the final exams.

Teachers employ calibrated instruction strategies to accommodate diverse learning styles, paces, and abilities. Advanced learners are provided with accelerated course work, research opportunities, and mentorship programs to further develop their skills and interests. Slow learners are given special attention so that they benefit from the additional support. Some departments arrange parent - teacher meetings to address the gaps and seek remedial measures.

The additional support is given in the form of extra classes, peer-mentoring and regular assessments. The advanced learners are encouraged to expand their learning horizon beyond texts and present papers in departmental seminars as well as outside.

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

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

Number of Students	Number of Teachers
4026	**111**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The college incorporates experiential learning by organizing field trips,workshops and hands-on projects related to students' areas of study.

Students in Environmental Science courses visit local ecosystems to conduct field study and for data collection. Botany department, EDC and Eco Club, Film Studies department, Geography department organize worshops for students to ensure experential learning.

Participative learning involves active engagement and collaboration among students. The college encourages group discussions, debates, case studies, and peer teaching activities to promote a participative learning environment. Students work together to solve problems, analyze complex issues, and share their perspectives, fostering critical thinking and communication skills.

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

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

maximum of 200 words

The college has 3 smart classrooms and 17 ICT enabled classrooms for efficient teaching-learning.Teachers also leverage online learning platforms such as Zoom, Google Classroom, and LMS to teach and share course materials, assignments, readings, and multimedia resources with students. These platforms facilitate a synchronous learning and allow students to access educational materials anytime, anywhere.

Teachers create multimedia presentations using tools like Microsoft PowerPoint, and Google Slides to make lessons visually engaging and interactive. Incorporating images, videos, audio clips, and animationshelp reinforce key concepts and cater to different learning styles. Interactive whiteboards enable teachers to create dynamic and interactive lessons. They can annotate, highlight, and manipulate content in real-time, encouraging students participation and collaboration.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://vckolkata63.in/eshikshak/

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

111

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
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

111

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

48

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

1201

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 college establishes clear assessment criteria for each course or subject, outlining the learning objectives, evaluation methods, weightage of different components (e.g., assignments, quizzes, projects). Internal assessment typically involves multiple evaluation opportunities throughout the semester to gauge students' progress and comprehension of course materials. To cater to diverse learning styles and preferences, Internal Assessments employ a variety of modes, such as written examinations, oral examinations, practical demonstrations, portfolio submissions, and peer evaluations. The use of multiple assessment methods helps provide a comprehensive evaluation of students' knowledge, skills, and competencies.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://vckolkata63.in/eshikshak/set-mcq-questions

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

The college established a Grievance Redressal Committee (GRC) comprising faculty members, administrators, and student representatives. This committee is responsible for receiving, reviewing, and resolving examination-related grievances fairly and impartially.

The college maintains transparent communication channels through which students can submit their examination-related grievances. These channels may include online grievance portals, physical submission boxes, anddesignated email addresses provided by the college.

The college provides students with clear guidelines and procedures outlining the process for submitting examination-related grievances, including the required documentation, timelines, and contact information for the Grievance Redressal Committee.

File Description	Documents
Any additional information	View File
Link for additional information	https://vckolkata63.org/Grievance_Redressal_Form.html

2.6 - Student Performance and Learning Outcomes

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

The college conducts orientation sessions at the beginning of each academic year to familiarize both teachers and students with the program and course outcomes. The college provides detailed course syllabi that outline learning objectives, course content, assessment methods, and expected outcomes for each course.

The college also maintains open channels of communication between teachers and students to clarify expectations, address questions, and provide updates on learning outcomes throughout the semester. The college encourages feedback from both teachers and students on the clarity and relevance of program and course outcomes. The college periodically reviews and revises outcomes based on feedback and makes necessary changes in program requirements.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.vckolkata63.org/PO_CO.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The College employs diverse assessment methods to evaluate the attainment of program outcomes and course outcomes. These methods include written examinations, practical assessments, projects, presentations, portfolios, and research papers, among others.Assessment tasks are designed to align with specific program outcomes and course outcomes. Each assessment is mapped to the learning objectives outlined in the curriculum, ensuring that students' performance is evaluated in relation to the intended learning outcomes.Feedback is an integral part of the assessment

process at Vivekananda College Thakurpukur. Teachers provide timely and constructive feedback to students on their performance, highlighting strengths and areas for improvement in relation to program outcomes and course outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

927

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	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.vckolkata63.org/iqac/Students_Satisfaction_Survey_2022-2023.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)

18.3

File Description	Documents
Any additional information	[View File](#)
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

01

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	**Nil**

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

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

24

File Description	Documents
Report of the event	[View File](#)
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

49

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

16

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 organises various outreach programs such as health camps, literacy drives, environmental clean-up campaigns, and skill development workshops in collaboration with local community organizations. These activities provide students with opportunities to interact with community members, understand their needs, and contribute to meaningful initiatives.

The college also organises awareness campaigns on social issues such as gender equality, environmental conservation, human rights, and public health. Through workshops, seminars, street plays, and poster exhibitions, students can raise awareness, promote dialogue, and advocate for positive change within the community.

File Description	Documents
Paste link for additional information	https://www.vckolkata63.org/womencell_gender.html
Upload any additional information	View File

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

04

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

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

43

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

847

File Description	Documents
Report of the event	View File
Any additional information	View File
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

11

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	View File

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

26

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

The college provides well-equipped classrooms with appropriate seating arrangements, lighting, ventilation, and audio-visual equipment to facilitate effective teaching and learning.For science, computer science, the college have laboratories equipped with modern equipment, instruments, and tools necessary for conducting experiments, research, and practical demonstrations.A library with a diverse collection of books, journals, periodicals, and digital resources essential for supporting academic research, self-study, and reference purposes. The library may also provide access to online databases and electronic resources.Given the importance of technology in education, Vivekananda College Thakurpukur likely maintains a robust IT infrastructure with computing equipment, internet connectivity, and software applications to support instructional activities, research, and administrative functions.The college have seminar halls, and conference rooms equipped with audio-visual facilities for hosting lectures, seminars, workshops, cultural events, and academic conferences.Physical fitness and extracurricular activities are integral to holistic development. The college provide sports facilities such as playgrounds, indoor sports areas, gymnasiums, and recreational spaces for students to engage in sports and leisure activities.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://drive.google.com/drive/folders/1Hh WSWuSA94CyyEbb_1hmNBsT1_CbC8MG

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

College has dedicated spaces for cultural activities such as auditoriums, theaters, and performance halls. These venues host events like music concerts, dance performances, drama productions, and literary festivals.For sports and games, colleges have both indoor and outdoor facilities. Indoor facilities include spaces fortable tennis, chess, and other indoor sports. Outdoor facilities include sports fields, courts for volleyball, tennis, football and cricket pitches. The college provide gymnasiums equipped with fitness equipment such as treadmills, stationary bikes, weights, and exercise machines. These facilities promote physical fitness and well-being among students and staff. The college hasa dedicated yoga centre. These spaces provide students with opportunities to practice yoga and meditation under the guidance of qualified instructors.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://vckolkata63.org/Cultural_Committee .pdf

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vckolkata63.org/PHYSICAL_FACILITIES_OF_THE_COLLEGE.html
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)

63.99

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)

? 5 PCs in the Digital Library is dedicated for users' access. ? Users have access facility to e-resources. ? Library has enabled users to Perpetual Accessto Oxford University Presse-books through subscription. ? Institutional Membership to British Council Library. ? Library orients all the new users to avail Open Educational Resources (OER) like Swayam, E-PGPathshala, Vidya-mitra,NPTEL, DOAJ, DOAB, NISCAIR online periodical repository (NOPR), Journal of Indian Academy of Science, Springer Open Journal, Open access e-Books through JSTOR, Springer Link, Project Gutenberg, Open Library, NYPL, Internet Archive and many more. Vis-à-vis, for accessing theses and dissertation, links of NDLTD, Shodhganga, ETD, OATD have been provided. All the open e-resource links have been provided the library portal (https://vcl-

opac.l2c2.co.in/pages.pl?p=eres) ? Library took initiatives to create individual membership of registered users to National Digital Library of India, NDLI for accessing the database and e-resources. ? Library provides user ID and password for availing e-loan service to Internet Archive ? Library conducts Orientation Program to the new comers on regular basis. ? Library provides document delivery service through e-mail, WhatsApp and Telegram.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://vcl-opac.l2c2.co.in/

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)

3.27

File Description	Documents
Any additional information	**No File Uploaded**
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

57

File Description	Documents
Any additional information	**No File Uploaded**
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

IT maintenance: An AMC is signed with Dezinet Infotech for updating and maintenance of IT facilities.

ERP system: Designed by BNET Technologies with copyright protection of Vivekananda College. ERP is used for admissions, online fees payment, examinations, library services and other administrative purposes.

Online feedback system:Online feedback is conducted for all academic programmes through ERP system. The system generates reports and teacher ratings.

College website:The website team manages and updates the website regularly.

Biometric Attendance

Wi-fi network:There are 5 Wi fi zones (1 to 100 MBPS) in the campus. The connectivity is ensured through an access point from a centralized firewall access controller

Display Board:A 10 feet by 10 feet LED display board is installed to impart all necessary information to the students.

Online Teaching-Learning Platform:Powered by: Right Brains Technology for online/blended mode of teaching-learning. Each teacher has domain withstorage space and the college has creatd login ids for both teachers and student

LAN and Wi-Fi:The campus is networked through optical fibre.All the computer laboratories relate to network switches

Cyber Security:Firewall security is ensured. Authentication based user access to connect to the internet.

Hardware and Software:Hardware: 131 computers

Software: Licensed copies of Windows 7 on all machines.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vckolkata63.in/eshikshak/

4.3.2 - Number of Computers

131

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	**No File Uploaded**
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)

56.02

File Description	Documents
Upload any additional information	*View File*
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 has a Governing Body responsible for overseeing the maintenance and utilization of physical, academic, and support facilities. This committee comprises faculty members, administrative staff, and student representatives.A regular maintenance schedule is established to ensure that facilities such as laboratories, libraries, sports complexes, computers, classrooms, and other infrastructure are well-maintained and in optimal condition. Routine inspections, repairs, and upgrades are conducted as needed.Resources such as laboratory equipment, library materials, sports gear, computers, and classroom furniture are allocated based on academic requirements, student enrollment, and program needs. The allocation process may involve inventory management, procurement procedures, and budget planning.Systems and procedures are in place for booking and reserving facilities such as laboratories, library study rooms, sports complexes, and computer labs. Students and faculty members can access online portals or contact designated personnel to schedule facility.The college ensures compliance with relevant regulations, guidelines, and standards set by regulatory bodies, accreditation agencies, and the University of Calcutta. Health, safety, environmental, and accessibility standards are upheld to create a conducive learning and working environment for all.

File Description	Documents
Upload any additional information	*View File*
Paste link for additional information	*https://vckolkata63.org/PHYSICAL_FACILITIE S_OF_THE_COLLEGE.html*

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

2349

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

4

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[View File](#)
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

195

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

195

File Description	Documents
Any additional information	[View File](#)
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	[View File](#)

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

85

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

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

156

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
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

48

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

8

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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)

Our students are our primary stakeholders. The college ensures that they are engaged in administrative, co-curricular, and extra curricular activities as representatives. There are class coordinators who represent the concern of the students.

Students actively participate in hosting various events:

- **The students conceptualized and celebrated VasantUtsav.**
- **The students heartily participated in organising and executing the Annual Sports of the college.**

- **The students' also participated in organising the Annual Social function at Nazrul Mancha.**
- **The Debate club of our college provides the students a platform where they can express different perspectives about social issues.**
- **The students are an integral part of the Photography Cell and also the exhibitions organised by the Cell.**
- **The Eco Club engaged students to to participate in different programmmes such as Celebration of Wildlife Week and keeping the college campus clean,**
- **The Cultural Cell has robust participation of the students.**
- **The Drama Club has around seventy student members from various disciplines.**

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

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

23

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

Alumni associations play a crucial role in fostering a sense of

community among former students and maintaining their connection with the alma mater. The contributions of such an association are multifaceted. Financial support is one aspect where alumni may donate funds for scholarships, infrastructure development, research initiatives, or other projects aimed at enhancing the college's facilities and resources. Additionally, alumni offer support services in various forms, including mentorship programs, career guidance, networking opportunities, and sharing industry insights with current students. These services help bridge the gap between academia and the professional world, thereby benefiting students in their academic and career pursuits. Overall, the active involvement of an Alumni Association underscores a strong sense of pride and commitment among former students towards their alma mater and contributes significantly to the development and growth of Vivekananda College Thakurpukur.

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	[View File](#)

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

Mission:Named after Swami Vivekananda, Vivekananda College, embodies his spirit of "Education for Empowerment." Our mission is to illuminate the paths of urban and rural youth – the middle class and the underprivileged of South Bengal. Guided by "Tamso Ma Jyotirgamaya" diverse programs cater to the specific needs of each student community. Through quality education, we empower them to step into a brighter future.

Vision:

- To encompass aspiration, educational excellence, system leadership, social mobility, and cohesion for its learners.
- To prioritize the cultivation of human qualities and intellectual transformation by offering a wide range of subjects.
- To fulfil the diverse needs of students from different castes, genders, creeds, and religions.
- To instil a creative, socially aware, and ethically sensitive selfhood among students by emphasizing co-curricular activities, mental health, and well-being.
- To focus on value-based education and encourage students to participate in extension activities.
- To monitor teaching methodology and teaching outcomes regularly, upgrading physical infrastructure and modernizing teaching aids to ensure continuous improvement.
- To ensure that ambitious and career-oriented students discover pathways to self-advancement and economic self-sufficiency through the outreach programs of the college.

File Description	Documents
Paste link for additional information	https://www.vckolkata63.org/mission.html
Upload any additional information	View File

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

Recognizing that decentralization and participative management are the prerequisites for maintaining a democratic timbre in the campus, the Governing Body and the Principal deploy several Committees, Cells and student representatives for executing plans of action toensureevery voice is heard.Research Guidance Cell is one suchexample ofdecentralization and participative management.

RGC operates autonomously, inviting proposals through a "Call for Proposals".Interested students and faculty submit standardized project applications . RGC provides guidance and resources, and upon review, disburses grants.Upon completion, utilization reports are submitted by Teacher-Coordinators for grant certification. This decentralized approach empowers stakeholders in project design, funding, and execution, fostering a collaborative research environment. By decentralizing decision-making authority, the RGC empowers faculty members and students to actively contribute to research initiatives.The students are given a Co-Investigator

Status so that they can feel the commitment and responsibility for such endeavours. This approach not only enhances the quality of research but also promotes ownership and commitment among participants.

RGC exemplifies how decentralization and participative management can lead to effective resource allocation and utilization by involving various stakeholders in decision-making.

File Description	Documents
Paste link for additional information	https://www.vckolkata63.org/RGC.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning and implementation are essential in institutes of excellence. The college has long term visions as well as immediate objectives for constant advancement. Among several strategic plans adopted by IQAC, extension of the College playground deserves special mention. With a sprawling playground in the campus, Vivekananda College is literally a happy hunting ground for all sports lovers, throughout the year. • Extension and beautification of the playground was one of the primary recommendations of IQAC for the session 2021-2022. • The playground has been elevated and levelled to warrant proper drainage of rain water. The entire project was completed within the year. • At present there are plans to host the college Social (2023-2024) on the playground. • Other than hosting the annual sports in college, the playground is used by neighbouring schools and clubs for their annual Sports. • Local children and the elderly are encouraged to use the playground for honing their sporting skills and physical exercise. • Thakurpukur Police

Station use the playground for their annual Sports. Extension of the playground is therefore not only an achievement for the college but a great service to the local community as well.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.vckolkata63.org/photo_gallery/Photo_Gallery.html
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.

Description of the democratic governance structure of Vivekananda College:

- MHRD, Govt. of India runs all academic institutions through UGC.
- Higher Education Department (Govt. of West Bengal) and Calcutta University function as per UGC's directives.
- Higher Education Department sets the structural parameters and Calcutta University monitors academic matters of the college.
- The apex body of the college is the Governing Body- comprising the President, Principal/TIC/Vice-Principal as Secretary, internal and external members.
- The Principal/TIC/VP being the chief administrator,coordinatesall academic and administrative work with the help of Committees/ Cells -IQAC, ICC, CoC Committee, Academic sub-Committee, Office, Library, Accounts Section, Teachers' Council, Students Union.The Committees/Cells comprising teaching/non-teaching staff are headed by Coordinators/Convenors.
- Accounts Section, comprising Accountant/s and office staff, is supervised by the Bursar.
- Office is run by the Head Clerk and office staff; while the Librarian/s coordinate library staff.
- The Convenor of Academic sub-Committee coordinates all the departmental heads (UG &PG) to supervise academic matters.
- ICC,led byCoordinator, includes internal and external members.
- The teachers' body – Teachers' Council – is coordinated by

the Secretary.
- ○ **The students' body - Students' Union – is run by class representatives.**

File Description	Documents
Paste link for additional information	https://www.vckolkata63.org/College_Administration.html
Link to Organogram of the Institution webpage	https://www.vckolkata63.org/organogram_VC.pdf
Upload any additional information	View File

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

Vivekananda College prioritizes the well-being and professional development of both teaching and non-teaching staff through a wide range of welfare measures and career advancement opportunities. For teaching staff:

- **Leaves (as far as practicable) to attend workshops, seminars and conferences; to encourage qualification enhancement and skill development.**
- **Facilitates maternity/paternity leave and childcare leave, as per rules.**

- Seed money for research projects (RGC)
- Facilitates study leave for higher studies.
- Salary from College fund for teachers – prior to pay fixation.
- Annual picnic.
- Celebration of annual Sarodotsav.

For non teaching staff: • Bonus and puja advance to Casual staff as per pay scale. • Staff quarters facility on a limited scale. • Contractual/ Casual Recruitment of the spouse/ child, in case of bereavement. For all staff members: ? Indoor and outdoor recreational facilities – including a gym and Yoga centre. ? Annual Sports. ? Free of cost Basic Health check-up. ? Parking facility inside the campus, free of cost. ? Felicitation on superannuation. ? Promptness in disbursement of retirement dues. ? Employees Credit Cooperative (with permanent teaching and non-teaching staff members) offers short-term and long-term loans to the staff, at a low interest rate.

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

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

16

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	[View File](#)
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

21

File Description	Documents
IQAC report summary	[View File](#)
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

A Performance Appraisal System serves as a pivotal tool for

assessing the performance of both teaching and non-teaching staff within educational institutions such as Vivekananda College Thakurpukur. This system offers an impartial and structured method for evaluating staff performance, pinpointing areas for enhancement, and furnishing constructive feedback and assistance for their professional growth. The process begins with the incumbent applying to the Principal through the Governing Body for Performance Based Appraisal. Once approved by the GB, the incumbent submits the Performance Based Appraisal System (PBAS) in the prescribed format along with supporting documents. The IQAC coordinator then verifies the format and accompanying documents before forwarding them to the Principal for further action. Subsequently, the Principal initiates a request for a University expert from the affiliating University (University of Calcutta) and a DPI nominee from the Department of Public Instruction to form a screening committee. This committee schedules an evaluation date convenient for assessing the performance of the respective incumbent. Upon completion of a successful evaluation, a memorandum addressed to the incumbent is generated by the DPI.

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 maintains a rigorous financial audit system to ensure transparency and efficiency in financial management. Oversight is provided by key personnel such as the Bursar, Accountant, and committees like the Finance Committee chaired by the Principal, along with the Finance Committee. Purchases follow a structured process, involving obtaining quotations and price comparisons, with budgetary recommendations forwarded to the Governing Body for approval.

External auditors, appointed as per government regulations, conduct audits to ensure compliance, particularly for grants from entities like the UGC, RUSA, and Higher Education Department, necessitating utilization certificates. Financial data undergoes rigorous scrutiny by the Bursar and Principal for authenticity,

transparency, and accuracy.

The institution maintains financial integrity through a two-step annual audit process, both internal and external, with qualified chartered accountants overseeing audits to ensure compliance. Meticulous maintenance of stock registers and prompt fulfillment of tax obligations, including income tax, profession tax, and GST, are ensured. Auditors appointed by the Directorate of Higher Education, Government of West Bengal, conduct audits for the college, with reports submitted to the Director of Public Instructions upon completion. Binod Kumar Drolia and Dipankar Mukerjee & Associates oversee audits for PG Departments and the entire college, respectively.

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)

.25100

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

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

- The college primarily mobilizes financial resources through student tuition fees, supplemented by revenue from various sources like rent from Canara Bank and its ATM and staff quarters, as well as royalties from the Computer Centre.
- Over the past five years, significant grants from entities like RUSA and UGC, along with grants for seminars, travel,

and research, have bolstered the college's finances.

- Additionally, donations from stakeholders, including contributions from college staff and alumni during the Covid-19 pandemic, adds to the institution's financial sustainability.

- These funds are allocated for various developmental, maintenance, and academic activities, overseen by the Finance Committee. Government grants and RUSA funds are utilized according to stipulated guidelines, with each department submitting requisitions for necessary equipment and materials. Purchases follow a structured workflow, ensuring transparency and accountability. Financial support is extended for seminars, workshops, lectures, conferences, research projects, and student excursions. Emphasis is placed on supporting extracurricular activities and sports with students being key stakeholders.

- Annual audits ensure transparency and accountability. The Bursar oversees internal financial administration. The Finance Committee monitors budget allocations and expenditures, while the Purchase Committee ensures adherence to procurement regulations.

File Description	Documents
Paste link for additional information	Nil
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

The Internal Quality Assurance Cell (IQAC) plays a pivotal role in implementing quality assurance strategies at all levels. The two practices institutionalized as per IQAC recommendations are:

1. ADD-ON COURSES:

- IQAC envisioned and formulated Add-On Courses (beyond prescribed

Curriculum) for Humanities, Science and Commerce departments in blended mode.

- Departments were entrusted to design and formulate 30 hours Add-On Courses for 2022-23.
- Departments chose Courses as per subject relevance, practicality and feasibility.
- Course Coordinators were assigned to formulate the Coursein consultation with all teachers of the Department.

1. STUDENTS' FEEDBACK:

- An online Students' Satisfaction Survey was conducted on the recommendation of IQAC.
- The online Feedback system provided a comprehensive assessment of academic progression of students. This enabled the administration and teaching staff to identify the strengths of the institution as well as address areas of improvement.

File Description	Documents
Paste link for additional information	https://www.vckolkata63.org/add_on_cours.html
Upload any additional information	View File

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 Internal Quality Assurance Cell (IQAC) monitors and ensures annual improvements in teaching-learning processes, operational methodologies and learning outcomes.

- Academic Audit: Assessment and audits include reviewing faculty workload distribution, course allocation, teaching plans, timeframe and curriculum design. Periodic assessment and reviews done by Departmental Heads & teachers are decisive in effective teaching-learning reforms. Besides, continuous Internal evaluation ensures teaching- learning progress.

- **Interdisciplinary/ Multidisciplinary Seminars and Lectures: These special / extended lectures enhance quality assurance through diverse instructive approaches. Seminars and extended lectures facilitate exchange of ideas and perspectives among teachers and this enriches the teaching-learning process.**
- **Students Feedback forms help the institution to locate areas of improvementand take the necessary steps such astaking extra classes & special classes before exams.**
- **Online extra study materials are provided.**
- **The institution emphasizes on experiential learning . For example,English department encourages the students to informally perform a play before approaching it from a textual analytic perspective.**

File Description	Documents
Paste link for additional information	https://www.vckolkata63.org/audit_rpt/Academic_Audit_2022_23.PDF
Upload any additional information	View File

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)	**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.vckolkata63.org/NIRF/Vivekananda_College2024.pdf
Upload e-copies of the accreditations and certifications	View File
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

Vivekananda college has zero-tolerance towards any kind of discrimination or violence based on gender and sexual orientation. Attention is paid to ensure female students get equal opportunities in academic and extra-curricular activities.

* The college warrants a safe and secure ambience for all female students and employees – there is security cover by trained personnel, 'controlled visitor entry' and CCTV coverage in campus.

- The college conducts Gender Audit to assess the annual progress of gender equity quotient.
- All female students have access to facilities like separate washrooms, common rooms with water coolers, first-aid and menstrual hygiene aid.
- Two PG accommodation facilities for safe housing of outstation female students throughMoU with Dabblawala and Namaskar Chatri Nivas.
- Grievance Cell, Women's Cell and ICC address complaints raised by female students and employees.
- Female students are encouraged to avail West Bengal Government's 'Kanyashree' scheme for empowerment.

Gender sensitization programmes:

- Departments of Women's Studies and Human Rights organized a seminar on 'Women's Rights are also Human Rights' on 21.12.2022.
- Department of Philosophy and IQAC organized a one-day workshop on Gender Sensitization, in collaboration with Vivekananda College for Women, on12.6.2023.

File Description	Documents
Annual gender sensitization action plan	https://www.vckolkata63.org/audit_rpt/Gender_Audit_2021_23.PDF
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.vckolkata63.org/Gender_Policy_Facilities.pdf

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	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Vivekananda College prioritizes environmental consciousness – there is an effective system to segregate bio-degradable and non-biodegradable waste at source. Attention is paid to reduce plastic in campus; our aim is to set an exemplary plastic-free campus soon. (as proof we can show plans)

Bio-degradable waste management:

- The vermicomposting system is used to manage biodegradable waste generated in campus. The compost is used as fertilizer in the garden.

Non-bio degradable waste management:

- Solid non-degradablewaste (plastic, glass, metals)is collected and segregated properly before being appropriately disposed by civic bodies.

- **E-waste is securely stored and disposed - off through certified vendors.**

Hazardous waste management:

- **There is an efficient provision for safe disposal of hazardous wastes, particularly from laboratories. Such waste is collected separately and safely disposed as per guidelines issued by regulatory bodies.**

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 | **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 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	View File
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).

Vivekananda College is steadfast in its mission to maintain its inclusive environment and sustain harmony among diverse socio-economic, cultural, religious, regional, linguistic groups. The college is dedicated to upkeep its spirit of 'unity in diversity'.

- Administrative activities reflect faithful adherence to the code of conduct laid down by college. proof

- To ensure an inclusive environment, support services, scholarships/grants and other incentives are provided to students as per their physical and/or economic needs:

1. OASIS for SC, ST, OBC
2. SVMCM, - merit cum means scholarships
3. NSP – National scholarships
4. Aikyashree- Minority scholarships
5. Nabanna Scholarship (WB Govt. Relief Fund)
6. Kanyashree- Prakalpa (WB Govt.)

- The administration has an effective mechanism, in form of several active Cells and Clubs, to identify the grey areas and address them.

- The college has effectively deployed the West Bengal Government's newly introduced Students Credit Card Scheme from 2021, the scheme provides educational loan for all students.

- Social Equality Cell caters to the problems and concerns of underprivileged students.

- The college administration and Students Union promote communal harmony and inclusiveness by celebrating Vasant Panchami,Vasant Utsav; arranging Iftar during Ramadan. Teachers' Council organizes Sarad Utsav.

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

Students of Vivekananda College follow a code of conduct that clearly spells out every Indian's duty as a responsible citizen.

Departments like Political Science, Human Rights, Journalism, Women's Studies have courses on Indian Constitution, Rights and Duties and allied topics. Besides class room teaching, these departments organize awareness and sensitization programmes for the benefit of all students. Some healthy measures to sensitize students include:

- Students' participation in Youth Parliament Competition arranged by the Government of West Bengal on 21.9.2022.
- NSS arranged a visit to Lok Sabha on 2.3.2023 with the participants of National Youth Parliament.
- Keeping in mind the rising graph of cybercrimes in India, which is a constant threat to individuals and the country as a whole, IQAC in collaboration with Women's Studies department arranged a seminar on 'Cyber Crime and Counter Measures' on 17.3.2023.
- NSS and NCC activities -flag hoisting on Independence Day and Republic Day, observing Birthday of Netaji Subhash Chandra Bose.
- Observing birthdays of Swami Vivekananda and Rabindranath Tagore and celebrating International Mother Language Day.

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	**A. All 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

Vivekananda College is committed to the cause of commemorating great visionaries and landmark events/festivals.

- **Republic Day:Flag hoisting by NSS on 26.1.2023.**

- **Independence Day: NSS Celebrated of 75th Independence Day & Azadi ka Amrit Mahotsav- flag hoisting and audio-visual cultural presentation for 'Har Ghar Tiranga'on 15.8.2022.**
- **National Youth Day: NSS celebrated the occasion on 12.1. 2023.**

- **World Environment Day: NSSorganized awareness programme on 'Mission Life' on 5.6.2023.**
- **International Yoga Day: NSS organized yoga demonstration 21.6. 2023.**
- **Students' Week (Govt of WB):Quiz Competition 'Inquisitive Minds', 3.1.2023.**
- **International Mother Language Day: Cultural Cell, Teachers and Students celebrated the event on 21.2.2023.**
- **Earth Day: ENVS department celebrated Earthday on 10.5.2023 by organizing a seminar and lecture competition.**
- **World Ocean Day: NSS prepared e-poster to promote sustainable Fishing and preservation of ocean on 30.6.2023.**
- **National Endangered Species Day: NSS organized Awareness programme on 19th May, 2023.**
- **Vasant Panchami: Students Union organized "Bani Bondona" on 26.1.2023**
- **Vasant Utsav: Students Union celebrated Spring Festival on 5.3.2023**
- **Teachers' day: Students celebrated the occasion on 5.9.2023**
- **Vivekananda's birthday: College organized commemoration day on 12.1.2023**
- **Netaji's Birthday: NCC/NSS paid tributeon 23.1.2023**
- **Tagore's birthday: celebrated by Cultural Cell, Teachers Council,Studentson 11.5.2023**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	<u>View File</u>
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.

- **'EAT WELL - STAY HEALTHY' – In 2023, the college introduced a noble scheme aimed at providing healthy tiffin to economically underprivileged students for Rs.5 only. This demonstrates our commitment to students' all-round welfare.**
- **'PROCHESTA' – Entrepreneurship and Development Cell has been successful in translating its motto – 'Earn while you learn,**

from Laboratory to land' into action by establishing 'Prochesta' – a student-run shop, to display and sell handicrafts and culinary creations of students. It has honed their skill and empowered them to think about entrepreneurship and business. Students gather strategic insights to navigate the ever-evolving business market.

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

Students' Welfare and Social Participation

Following the ideal of Swami Vivekananda, the college believes that today's youth are the future builders of the nation. Numerous welfare schemes have been implemented for the mental and physical benefit of the students.

- The college canteen provides sumptuous tiffin to economically underprivileged students for a meager price of Rs.5/ daily.
- Students' Aid Fund to help economically underprivileged students in paying fees during admission, examinations, etc.
- College Organizeslectures andcampaigns to instil values of gender equity.
- Publish magazines and newsletters
- Well equipped gymnasium for free use of students along with the opportunity to exercise under the supervision of a trained instructor.
- Yoga classesto help the upkeep of their mental and physical health.
- The college has a climbing wall for students interested in Adventure sports, some of our students have participated in National level competition.
- Health check-up
- Psychological counselling

Students are given free rein to organize programs in order to boost their confidence, for example- VASANT UTSAV, Vasant Panchami, Annual Social, Annual Sports etc.

PROCHESHTA- Earning while learning: Students sell handicrafts of their own making and food items prepared by themselves.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

1. To organize a seminar/workshop on the forthcoming NEP with the university officials as the resource person.

2. To ink MoUs with different institutions within India and abroad.

3. Awareness Programme On Students' Credit Card Scheme and other Scholarship Schemes.

4. Programme on Job Fair.

5. Workshop on Applied Econometrics using STATA