



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

VIDYASAGAR COLLEGE

- Name of the Head of the institution **Dr Gautam Kundu**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03322414447**
- Mobile No: **9433288059**
- Registered e-mail **vidyasagarcollegeiqac@gmail.com**
- Alternate e-mail **vidyasagarcollegeiqac1@gmail.com**
- Address **(1) 39 Sankar Ghosh Lane (2) 17 Bidhan Sarani (3) Block CL, Plot 3 - 8 and 44 - 50, Sector II, Salt Lake City, 700091**
- City/Town **KOLKATA**
- State/UT **WEST BENGAL**
- Pin Code **700006**

2. Institutional status

- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Alok Ghosh Chaudhuri**
- Phone No. **03322413018**
- Alternate phone No. **03322414447**
- Mobile **9830546964**
- IQAC e-mail address **vidyasagarcollegeiqac@gmail.com**
- Alternate e-mail address **vidyasagarcollegeiqac1@gmail.com**

- 3. Website address (Web link of the AQAR (Previous Academic Year))** https://www.vidyasagarcollege.edu.in/pdf/AQAR_Reports/2019-20_AQAR_REPORT.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link: https://www.vidyasagarcollege.edu.in/pdf/academic/UG/academic_calendar/2020-2021/ACADEMIC_CALENDAR_2020_2021.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.63	2009	29/01/2009	28/01/2014
Cycle 2	B++	2.8	2016	16/12/2016	15/12/2021

6. Date of Establishment of IQAC **03/01/2012**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Vidyasagar College	College Grant	State Government	365	113789613
Avishek Biswas	Minor Research Project	ICSSR	2019, 730	160000
Aindrila Chattopadhyay	Major Research Project	WBDST	2018, 1095	1499800
Subhadeep Ganguly	Major Research Project	CSIR	2019, 1095	3000000
Mousumi Das	Major Research Project	WBDST	2018, 1825	1496032
Department of Zoology in PG	Major BOOST Project	WBDST	2019, 1095	3000000
Department of Zoology in PG	Major Research Project	MoEF & CC, Govt. of India	2019, 1095	3993600
Vidyasagar College	RUSA 2.0	WB Rashtriya Uchatar Siksha Abhiyan	2018, 1095	10000000

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 **2**

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

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

[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)

- Successful implementation of CBCS in all courses of undergraduate and postgraduate programs complying the directions of the affiliating University.
- During the pandemic period, web-based pedagogy was followed as per the instruction of the Higher Education Department by all teachers. Students are also encouraged regularly to join the online classes, especially students from financially backward families, during this period.
- Special emphasis was given to check that scholarships of various kinds do reach the students bank from different state, central and private agencies. A special counter was setup at the college office for this purpose.
- Value added courses like general computer awareness for all students has been continued on online platform.
- Mental health counseling programs were started by the Psychological Counseling Cell formed under the guidance of Psychology Department in this academic session. The college organized regular online counseling sessions for students, teachers, staff and also for their family members.

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
<p>1. Imparting education through online mode For PG, Honours and General courses</p>	<p>1. Credit should be given to the Departments who have used their available resources optimally to bring all students under virtual mode of education. Emphasis was given to ensure that none is left outside the purview of Online education, since many students come from the weaker sections of the society and are economically handicapped.</p>
<p>2. Awareness campaigning to be done regarding precautionary measures to be taken against spread of COVID 19 SARS pandemic.</p>	<p>2. Several seminars were organized by various organization on the matter through online mode using digital platforms. Links of such seminars organized by other colleges were also provided for teachers, non-teaching staff and students.</p>
<p>3. Proper Curriculum delivery to be ensured.</p>	<p>3. a) College encouraged and complied with online academic practices towards completion of curriculum b) Academic Calendar was prepared for different academic activities, which had to be modified guided by the Government notices and circulars related to the pandemic. c) Routine was prepared in compliance with CBCS guidelines well in advance, and that was followed in the online mode of learning too. d) Adherence to the academic calendar abided by the COVID norms was maintained meticulously.</p>
<p>4. Establishment of Psychological Counseling Cell may be made utilizing the Psychology Department of the College.</p>	<p>4. As per Government notification, the college successfully created a Psychological Counseling Cell under the supervision of</p>

	Department of Psychology. Number of students were motivated through counseling during pandemic by the counseling cell.
5. Community out-reach programmes to be planned and promotion of social awareness among people and responsibility of an institution to be inspired among students.	5. It was successfully implemented through collaborative initiatives of our student's representatives with other agencies. They have done various activities like opening an Amphan relief Camp, distribution of clothes, blankets in villages of rural Bengal, distribution of masks and COVID protective items among the poor.

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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• Designation	Principal
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<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes

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10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • Successful implementation of CBCS in all courses of undergraduate and postgraduate programs complying the directions of the affiliating University. • During the pandemic period, web-based pedagogy was followed as per the instruction of the Higher Education Department by all teachers. Students are also encouraged regularly to join the online classes, especially students from financially backward families, during this period. • Special emphasis was given to check that scholarships of various kinds do reach the students bank from different state, central and private agencies. A special counter was setup at the college office for this purpose. • Value added courses like general computer awareness for all students has been continued on online platform. • Mental health counseling programs were started by the Psychological Counseling Cell formed under the guidance of Psychology Department in this academic session. The college organized regular online counseling sessions for students, teachers, staff and also for their family members. 		
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3. Proper Curriculum delivery to be ensured.	3. a) College encouraged and complied with online academic practices towards completion of curriculum b) Academic Calendar was prepared for different academic activities, which had to be modified guided by the Government notices and circulars related to the pandemic. c) Routine was prepared in compliance with CBCS guidelines well in advance, and that was followed in the online mode of learning too. d) Adherence to the academic calendar abided by the COVID norms was maintained meticulously.
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Psychology Department of the College.	Psychological Counseling Cell under the supervision of Department of Psychology. Number of students were motivated through counseling during pandemic by the counseling cell.
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13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	28/02/2022
15. Multidisciplinary / interdisciplinary	
<p>In order to develop all-round capabilities of the students: intellectual, aesthetic, social, physical, emotional and moral, in an integrated manner, the college is ready to include multidisciplinary subjects as per the National Education Policy 2020. This will be done as per directions provided by the Affiliating University of Calcutta, for implementation of the NEP Policy 2020.</p>	

Keeping in view the problems faced by the students coming from weaker sections of the society, who are not equipped with computer knowledge and skills, the college had already setup some short-term courses at the Vidyasagar College Computer Centre: A compulsory General Computer Awareness Course for all the students. In addition, some short-term job-oriented Diploma and Certificate courses are also offered, which aim to make students equipped for Government jobs and jobs in the private sector. There are interdisciplinary skill development courses already in the syllabus taught at present, and they can be enhanced once the NEP 2020 is implemented.

The college is already adapted in introducing and integrating many interdisciplinary topics in the curriculum in many subjects as per the CBCS syllabus. In its mission for introducing many more multidisciplinary subjects, the Institution tries to identify the programme learning outcome of every course and unitwise learning outcomes that define the specific knowledge, skills and values to be acquired by the learner, such that each programme can achieve its goal.

In this regard, the College will organise seminars and lectures by resource persons for teachers initially to integrate Humanities and Science with STEM, to inculcate basic scientific knowledge among students of the Humanities streams and vice-versa.

The Institution under the present CBCS system, offers flexible and innovative curricula for the subjects presently taught, as far as practicable, to cater to the flexible delivery criteria.

16.Academic bank of credits (ABC):

Since Vidyasagar College is affiliated to the University of Calcutta, the introduction of Academic Bank of Credits in the institution requires directives, direction and permission of the affiliating University.

The College in practice has a student-centric approach towards distribution of knowledge, hence the approach of the College and its teachers will be constructive, integrative and need as well as inquiry based.

Summative assessments and adequate projects/field work/presentation by students/rigorous assignments shall be used to foster and evaluate the students' learning outcomes.

17.Skill development:

In accordance with the ideals set by the founder, Pundit Iswar Chandra Vidyasagar, the progressive educationist and social reformer, the college still preserves its motto of disseminating knowledge, providing service to the society, and aims to provide the best education possible to all its students coming from diverse backgrounds.

As the founder revolutionised the need to promote higher education among masses, and that is a part of his social reform gestures, the college continues to make available special welfare and aid & support to children from the backward and deprived sections of the society as well. It seeks to provide an environment of learning which is beyond the boundaries of caste, religion and gender.

The syllabus presently followed under the CBCS curriculum includes Skill Enhancement Courses (SEC) and Discipline Specific Elective Courses (DSE) in the different semesters, to enlighten students in specific important applications of the courses, which is very relevant in the present day context.

The College also celebrates festivals of National importance and also Birth and death anniversary of the founder, to inculcate among the students and make them aware of the National history and great heritage of this college in the context of popularising higher education.

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

College has Departments teaching Indian Languages like Sanskrit and Bengali apart from English in its Honours and General courses and also Hindi as an optional General course.

Ability Enhancement Compulsory Course (AECC) is compulsory either in Bengali or Hindi, for all undergraduate students.

Online courses on Indian Knowledge systems may be introduced on demand and direction from the affiliating University.

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

The College and its faculty understands and realises that knowledge is a life-long activity and for this, apart from good qualities, a positive attitude needs to be inculcated among students, which will progress them to a successful life.

Hence education need to be outcome-based, and ability to interpret, analyse, evaluate and develop sense of responsibility are the key-points towards succesful and effective citizenship.

This is the focus of a programme outcome of every syllabus designed.

20.Distance education/online education:

The College is also projected in taking initiatives to offer courses through ODL (open-distance-learning) mode in future.

The onset of pandemic and inherent lockdown period has shifted the mode of learning from offline to online compulsorily.Hence the situation had introduced the faculty and students to compusorily make use of various technological tools like Google Classroom, Zoom, Google Meet, Virtual Lab tours, publication of videos and making use of various teaching aids.

Faculty and students are now adapted to this online education, where group collaboration, interaction, and assessment had been done.

Institution encourages the use of blended mode of learning now under normal conditions too.

Distance education through on-line learning will be a welcome gesture, and may be planned and executed if and wherever necessary.

Extended Profile

1.Programme

1.1 416

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

File Description	Documents
Data Template	View File

2.Student

2.1 3043

Number of students during the year

File Description	Documents
Data Template	View File

2.2

701

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

File Description	Documents
Data Template	View File

2.3

703

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

148

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

78

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	416
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	3043
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	701
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	703
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	148
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	78
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	Classrooms: 37, Laboratories:39, Res Labs:5, Seminar Halls:2
Total number of Classrooms and Seminar halls	
4.2	80186686
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	150
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Effective delivery of curriculum is considered to be the most vital curricular aspect. The college has effective, strategic and systematic mechanism for curriculum delivery.

Academic Calendar:

- College academic calendar is designed following Master calendar of the affiliating University.
- The Routine sub-committee designs well structured Common Master Routine, and each Department prepares their routines, displays in Departmental Notice Boards.

Lesson Plan:

- Lesson Plan prepared by Departments at beginning of semester.

- Records for theory and practical classes are maintained in Attendance Registers.
- Equipped laboratories are used optimally for curricular delivery of the practical classes.
- Students maintain laboratory note-books regularly signed by assigned faculty.

Teaching Aids:

- Charts, maps, models and specimens, conventional chalk and board method used.
- Study materials, problems are provided to the students through constructed WhatsApp groups.
- Internet, Computer, LCD projectors and other audio-visual aids used.
- Seminars, workshops organised by the Departments for benefit of students and faculty.
- Each Department maintains a library with text-books and reference books.

Students' Support:

- Students are assessed through Internal Assessment and Tutorial examinations.
- The slow learners are marked, provided remedial classes, are free to contact faculty beyond scheduled class hours. Contact numbers of all faculty are provided.
- The advance learners are encouraged for further progression by faculty and made to contact well placed senior alumni.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.vidyasagarcollege.edu.in/master_routine

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

- The Institution always believes in effective time management and timelines. Since the college is affiliated to the University of Calcutta, and follows its guidelines, academic calendar is prepared following the schedule

provided by the affiliating University at the beginning of every academic year, and some modifications are done as and when required at the convenience of the college. This is circulated through written notices and portrayed in the website.

- An Academic calendar, displayed in the college website is however strictly maintained.
- The dissemination of the syllabus is designed according to teaching days according to Academic calendar. In the CBCS system, students are mainly evaluated through Internal Assessments/Tutorials and end-semester examinations, following directives and plans, dates and schedules of the affiliating University. Such continuous academic evaluation helps all students, including slow learners to perform well in the final examinations.
- Laboratory manuals provided by the Board of Studies are used during the practical sessions, to prepare the students, so that they can face the rigorous examinations conducted by the University at the end of each semester. As a convention, students have to appear for their practical examinations at some other college under the affiliating University.
- Due to Pandemic situation, no such Academic was not provided by the University. The college in consultation with IQAC framed the calendars as per notices served by State Governments and Central Governments and acted accordingly. On-line examinations were conducted as per University schedule.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.vidyasagarcollege.edu.in/pdf/academic/UG/academic_calendar/2021-2022/A_CADEMIC_CALENDAR_2021_2022.pdf

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

A. All of the above

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

43

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)

0

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

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

number of students during the year

10

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

695

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

Crosscutting issues are embedded in the University of Calcutta syllabus of many subjects:

- Professional Ethics is included in the UG syllabus of Philosophy, where the Core Course (CC-) includes extensive study of Ethics, Normative and meta-ethics.
- Gender issues are discussed in the UG syllabus of Bengali, English, Sanskrit and History, which highlights on the various dimensions of power and patriarchy.
- Human Values are addressed in the UG course paper DSE-A2 of Philosophy. The Generic elective course (GE) of Philosophy includes value education.
- Environment and sustainability is discussed in CC-, SEC- and GE- syllabus of courses of : Chemistry, Botany, Zoology, Geography and Economics.
- There is compulsory paper for all students of the college, namely AECC-2, which includes a paper on Environmental studies, Ecology and sustainability and all students have to prepare a project work.

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

47

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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

461

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**

B. Any 3 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)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.vidyasagarcollege.edu.in/feedback_analysis_action_taken

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

1857

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

357

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

- All the students have to attend a compulsory counselling session, called Orientation Programme, on the first day at college, where Departmental Teachers are introduced to the students. The Routine and Syllabus outline are discussed by teachers, to shape the minds of students about progression of the course.
- Teachers remain very sensitive towards responses of the students during the early classes and the slow and advanced learners are identified after departmental discussions, without any sense of discretionary attitude.

Strategies adopted for slow learners:

1. Remedial classes are conducted after completion of the syllabus, aiming at improving the academic performance of the slow learners, absentees and students participating in sports and competitive activities.
2. Academic and personal counselling is given to slow learners by tutors, mentors.
3. Bilingual explanation of the subject matters in the class is done for better understanding, since many students come from Bengali medium as learning language.
4. Teachers provide them with lecture notes and books.

Strategies for the advanced learners:

1. Students who are strong in the subject are invited to join ant remedial class for course revision, and also otherwise can discuss solutions to questions in previous years

University questions.

2. In personal sessions, teachers try to make them aware about their weaknesses.
3. A number of Programmes have provisions for on-site visits and excursions, which act as stimuli for both category of learners.
4. Students having proficiency in cultural and extra-curricular activities are motivated to participate in extra-curricular activities, exhibitions, cultural competitions.

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
3043	148

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

- **Class-room lectures:** using black-board and chalk is the principal mode of teaching, though the pandemic situation has enforced online teaching using online platforms.
- **Interactive Methods:** are also used by faculty. Teachers motivate students to participate in group discussions, subject quiz, question and answer discussion for better understanding of the subjects.
- **Experiential Teaching/Laboratory method:** is used in the Science subjects to acquaint the students with facts directly. Individually the students can verify the theories and laws in their subjects, with the aid of experiments. The pandemic situation had enforced teachers to explain processes by introducing them with online available resources.

- **Project Work:** Many of the courses in CBCS syllabus requires Project/field work. It stimulates students' interest on the subject and provides students with an opportunity to develop their freedom of thoughts and free exchange of different views.
- **Seminars and Workshops:** are organised regularly by most Departments, to keep students updated in the recent fields of study and broaden their outlook towards the subjects they are learning. During the pandemic, students were provided with links to many Webinars organised by different forums of the respective subjects.
- **Field trips and Excursions:** Students are taken to field trips and excursions in both the science and arts subjects, to give them real life experiences. Botany/Zoology/Geography students taken to places of specimens, History taken to places of historical importance, Economics taken to places for conducting surveys and so on.

File Description	Documents
Upload any additional information	No File Uploaded
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

- **Information and Communication Technology (ICT) enabled teaching methodologies** are mandatory for some course contents. They are done using the standard procedures required and available.
- Many courses require dissertation presentations by students, which they perform using Power point presentations prepared by themselves.
- In addition many teachers use ICT as a tool for delivery of their class lectures.
- The college has dedicated computers, computer labs, and ICT enabled class rooms.
- Each Department has computers for use, teaching and learning.
- The college Central Library is fully automated and uses NewGenlib software version: Helium 3.1.5, since 2016. Access to e-resources is provided by N-LIST programme of INFLIBNET.

- Library uses its own blog, <https://vclibrary.wordpress.com/>
- During the COVID 19 pandemic, ICT facilities were fully availed of, for conducting the classes (Theory and Practical) using ICT enabled platforms like Google Meet, Google Classrooms, Zoom Meet, where students were contacted by WhatsApp groups created for all group of students of all Departments. Study materials, notes, previous year questions were distributed among students through these groups.
- In the pandemic period, all Internal Examinations of college and University conducted examinations were carried out using ICT enabled techniques.
- Admission of fresh and old students, verification of documents as far as practicable and University Registration, Form fill-up were performed using electronic media.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

128

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

2.4 - Teacher Profile and Quality

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

148

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

76

File Description	Documents
Any additional information	View File
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

1653 years

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 has established a transparent and robust mechanism of Internal Assessment following the regulations of the Affiliating University. The Examination procedure of the college is usually conducted by The Examination Subcommittee of the college, which comprises of teachers and non-teaching staff.
- University of Calcutta adopted the CBCS system from 2018, under the Semester pattern. Internal Assessments for both the Honours and General courses are held at the end of each Semester, prior to the University held theoretical examinations. Internal Assessments of the University include Internal Assessments from the tests and also regular attendance of students.
- Regular Attendance of students are maintained and students are reminded every time that if attendance drops below 60%, they will be debarred from appearing in the final University conducted examinations.
- The Internal Assessment examinations are held as per the time schedule of University and marks uploaded to University provided Portal, within the given time frame.
- Students are informed about the examinations through notices uploaded in the website and also put up on Notice Boards, and also dedicated WhatsApp groups.
- During pandemic, all Internal Assessment examinations were conducted online, and students were instructed to submit answer scripts in PDF format, through e-mails provided by each Department. Such answer scripts were also evaluated online.

File Description	Documents
Any additional information	View File
Link for additional information	http://cuexam.net/

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

1. The marks of Internal Assessment is 20% of overall result of a student under the CBCS system. The process of uploading marks of the University examination Portal is done online. Once submitted, it cannot be reverted from the college end.
2. After the results are declared by the University, students are given a chance to apply for Review or Self-Inspection of their answer-scripts, ofcourse after being forwarded by

the Principal.

3. There is also a system of PPR/RTI available under the University of Calcutta. Students can apply for the same within 1 month from publication of the results.
4. The college has an Examination-sub-committee with 2 teachers heading the sub-committee. This committee deals with issues involving greivances of students regarding examinations and results and helps in liasing closely with the University.
5. Greivances related to University Examinations are placed before the Controllers of Examinations Office, which are addressed in due course of time.
6. The answer-scripts of Internal/tutorial examinations are preserved in the college for a stipulated period of time, so that any inquiry coming up within this period can be solved without any difficulty.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.vidyasagarcollege.edu.in/ug-academicnotices

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.

- Programme/Course outcome is an integral part, that pertains to the vision and mission of the college. Though it is basically an undergraduate college, the college emphasizes on outcome-based learning such that it suits to the present day interests of the students. Programme outcomes pave the way for students to progress successfully towards higher education. What they learn at the Under-graduate level of each course serves as the pillar for higher education.
- The PO, PCO and CO are displayed on the College Website, so that newly admitted students can make effective academic and career choices before enrolment.
- The teachers of all disciplines internalize the Programme Outcomes (PO) of the syllabi formed by the Affiliating University. The Programme Specific Outcomes (PSO) and then the detailed Course outcomes (CO) are discussed at the Departmental meetings, during the allocation of syllabus

to teachers prior to starting of each semester.

- A few Orientation Classes are organized by each Department for the newly admitted students, where they are made aware of the Programme Outcomes of their courses. The academic, socio-economic, cultural, scientific and technological scope and prospect of the syllabus, in the present day context are also discussed with the students.
- The idea of CO, PSO and PO become clear to the students gradually during the teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.vidyasagarcollege.edu.in/ug_p_o_pco_co
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.

- Every Department gives proper emphasis on proper distribution of syllabus among the teachers with time-frame for completion of syllabus, which is already displayed in every paper/course of the University Syllabus. Every Department has a well-defined plan for teaching and learning.
- The students' progress is evaluated continuously through various methods like interactive-participative learning, group discussions, viva-voce during laboratory work, short class-tests, home assignments etc.
- Mentor-mentee meetings are held to access problems of the students. During the pandemic, many students were stressed enough, and psychological boost was provided through such groups.
- Online student feedback is collected at the end of final semester, with points pertaining to curriculum as well as institutions effectiveness towards delivery of the curriculum. The discrepancies if any, are thus received from the students perception and point of view.
- The final outcomes of the courses or programmes can be assessed by the marks (CGPA and SGPA) obtained by the students at the end of the sixth semester.
- The major Programme Outcome of Primarily UG colleges is

progression of students to higher education. The PG students target to pursue still higher studies or opt for some other career, depending on the nature of application of the course.

- The college tries to keep track of the progression of students through personal and departmental contacts.

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

703

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.vidyasagarcollege.edu.in/feedback_analysis_action_taken

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2,31,49,432 (Total sanction amount)

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

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

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

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	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

16

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

54

File Description	Documents
Any additional information	View File
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

24

File Description	Documents
Any additional information	View File
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

Extension Activities are carried out by the student volunteers and NSS team in the neighbourhood community, thus sensitizing students to social issues for their holistic development and its impact thereof.

This college has an excellent record of accomplishment with respect to extension activities like community social work, conducting blood donation camps through Student's Union and NSS representatives. The COVID restrictions have dampened these activities to some extent, but the students of the college have braved to do their responsibilities amidst all adversities.

With the guidance of some teachers, they have volunteered themselves to social issues like distribution of masks and sanitizers among poor people in the neighbourhood, distributed relief materials like food and clothing on 14th June, 2020 among 500 people of the AMPHAN devastated Sunderban area of South 24 Parganas, West Bengal. The amount spent was collected from donations, collecting which amidst the pandemic was also an arduous task.

They also distributed 500 blankets to the poor and affected people of Jharkhali, Goranbose, Sunderbans on 25th December 2020. These steps have been a great humanitarian initiative towards AMPHAN Relief in the State.

However, the pandemic has restricted some other outreach activities like NSS camps for villagers, medical camps for poor people etc, during the year.

File Description	Documents
Paste link for additional information	Nil
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

0

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

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

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

1

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

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

50

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

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

26

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Vidyasagar College has a general policy for creation and enhancement of infrastructural facilities for effective teaching-learning.

1. Classrooms:

The college has 37 classrooms of various sizes for classes of different strengths. The classrooms are well-ventilated, well equipped with sufficient number of benches, lights and fans. The College has three campuses with adequate infrastructures and physical facilities for teaching and learning.

2. Library:

The central library is an age-old library, situated at the first floor of Bidhan Sarani campus covering a carpet area of nearly 1140 sq.ft. It has a seating capacity of approximately 50 students at a time. The library is fully automated (soft ware used: NewGenlib) having e - journals and e- books.

3. Laboratories:

There are 39 laboratories for subjects Physics, Chemistry, Botany, Zoology, Physiology, Computer Science, Biochemistry, Electronics, Food & Nutrition, Psychology. The laboratories are upgraded with advanced laboratory equipments required to cover up the syllabus and each laboratory is spacious enough for conducting the practical classes effectively.

4. Seminar Hall:

There is a well-designed modern Seminar Hall named Acharya Prafulla Chandra Sabhakakkhya, with modern facilities like LCD projectors, Wi Fi connection, sound system, AC.

5. Auditorium:

There is a large hall named SABHAGHAR used as an auditorium.

6. Advanced Laboratories, Audio-visual, studio:

Computer Science and Journalism & Mass Communication Departments have well-designed computer laboratories with advanced audio-visual and multimedia facilities.

7. Computers:

All Departments have computers with Wi Fi facilities.

8. Computer Centre:

The college has a separate Computer Centre for conducting different Certificate and Diploma Courses.

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

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

Vidyasagar College has a history of outstanding performance in sports and games.

The college conducts intra-college and inter-college football, cricket matches. Such matches are conducted at THE MARCUS SQUARE of Calcutta Municipal Corporation, in the College Street Area of Kolkata. The College being situated at a very prime, crowded and urban region of Kolkata, there is very little space for accomodating large play-grounds. The MARCUS SQUARE is a playground provided by the Calcutta Municipal Corporation, for use by 5 such colleges in the locality.

There is a small ground in the Bidhan Sarani Campus, for conducting Badminton, Volley Ball games.

There are common rooms, separate for boys and girls, equipped with indoor games like Table-tenis, Carrom Boards.

There is also a well-equipped and designed Gymnasium named GOSTHA PAL GYMNASIUM, named after the legendary football player, an alumni of this college, for use by students and teachers. It has separate trainers for boys and girls.

The auditorium SABHAGHAR, unique in its design can accomodate 150 people, has a stage and seating arrangements, for cultural activities.

Different cultural activities, competitions are organised by students and teachers.

Annual Day Programmes, which invite a larger audience, are conducted at venues with big auditoriums, available from the Calcutta Municipal Corporation.

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

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

27

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

27

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

9968612

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Institution has a Central Library with a huge collection of text-books, reference books, peer-reviewed journals, bound volumes of journals.

There is also an archive, named BHAGABATI DEVI ARCHIVE, named after mother of the founder, which houses many books of historical importance, used by the founder, Iswar Chandra Vidyasagar, with Morocco binding and gold design and edges.

The reading room is well-furnished and can accommodate about 50 students at a time., and provides conducive environment for study.

A visitor record book is maintained for students and faculty members.

Barcode labelling of newly added books was done, with computerised issue return of the books, and computerised membership card for all students have been done.

National Digital Library (NDL) services for accessing e-resources have been provided in addition to N-LIST access to members.

The library is automated and provides the service of FULLY AUTOMATED CIRCULATION, and also facilitates for clipping, reference, computer and printing, internet, information and display notifications, user orientations/information literacy.

Name of the ILMS software: NewGenlib Software developed by Verus Solution Private Limited.

Nature of Automation: Fully automated Circulation system

Version: Helium 3.1.5

Year of automation: 2004-2005 (SOUL software, replaced with NewGenlib in 2016)

Name of e-journals: N-LIST e-resource subscription and member of National Digital Library (NDL)

Details of subscription: 6000+ e-journals, 1,99,500 e-books through N-LIST and more than 4.5 crore items through NDL.

Details of membership: 74 active users in N-LIST.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://vclibrary.wordpress.com/

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 **B. Any 3 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)

5900

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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

383

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**

There are different digital technological facilities available in the college. There are 3 smart classrooms, 1 digitally equipped Seminar Hall and Digitally equipped laboratories in the Departments like Physics, Chemistry, Computer Science, Electronics, Journalism & Mass Communication etc.

The college building in the Bidhan Sarani campus including Library and Salt Lake campus have Wi Fi connectivity. Some of the Departments of the 1st campus also have Wi Fi connection. There is a plan to extend the Wi Fi connectivity to all the Departments of all campuses of the college.

All the Departments of the college are provided with computers and other related accessories. All teaching members can use the ICT in the class room and laboratories whenever needed.

Most of the official work is being done with the help of ICT. The regularly maintains the IT facilities. Following are some basic facilities which are updated regularly:

- Regular computer servicing cum formatting done by dedicated AMC.
- Installation of anti-virus software when needed.
- Maintenance of Wi Fi connectivity and CCTV.
- Maintenance of College Website.

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

4.3.2 - Number of Computers

150

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

9968612

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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.

1. Laboratories:

Laboratories are maintained by respective Departments. Stock

registers are maintained and regularly updated. Optimal use of resources is encouraged minimizing wastage of Chemicals and others. Maintenance of hazard-free environment is done, fire-fighting facilities are highly emphasized. Valuable items are procured by the standard procedure of approval by the Purchase committee, tendering in the college website, comparative study of the quotations and order placed.

2. Library:

The college has a Central Library as well as Seminar Libraries for each Department. The library is maintained by its staff comprising Librarians and support staff. There is also a Library Committee, of which the Librarians are Convenors, which meet periodically to review activities and suggest improvements for providing better service.

3. Sports :

The College has a small playground in Bidhan Sarani campus, which is utilized for badminton, volley ball etc. tournaments.

The students' common rooms (separate for boys and girls) are also equipped with facilities for indoor games like Table-tennis, Carrom etc.

The gymnasium of the college is equipped with updated facilities for gym and Yoga and has co-ordinators (separate for boys and girls) who ensure to strict adherence to the rules.

4. Computers:

The computers in all the Departments and those in the office are maintained by IT professionals for which AMC's are made.

5. Classrooms:

Classrooms and other portions of the buildings are inspected periodically by building sub-committee and they arrange for renovation and repair work as and when required after due process of submitting report to the Administration.

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

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

473

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

2180

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

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

0

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

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

E. None of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

34

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

189

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

52

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.**

1

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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)

Vidyasagar College has a strong cultural unit that organises events throughout the year and thereby enables students to be exposed to the rich and diverse cultural heritage of our country and provides a platform both to the students and staff for showing their creativity and talents.

The students' union organises various cultural programmes and competitions for the students like College Social, Fresher's Welcome etc.

Vidyasagar College has a Students' Union, constituted following the Statute of University of Calcutta. General Secretary of Students' Union is a member of the Governing Body of the college as students' representative. Most of the Academic and Administrative Bodies have student representative from Students' Union. The Institution encourages participation of the students in all developmental activities of the college, including planning and implementation.

The Students' Union is an active and constructive body in the college managed democratically by the students themselves, though one senior teacher acts as President of the Students' Union. It maintains an atmosphere of unity and brotherhood and promotes an academic environment in the college campus. They act as a link between administration and students.

File Description	Documents
Paste link for additional information	https://www.vidyasagarcollege.edu.in/pdf/IQAC-Meetings/IQAC_Coordinator.pdf
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

6

File Description	Documents
Report of the event	No File Uploaded
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

Vidyasagar College has two Alumni Associations, (A) Vidyasagar College Former Students' Association, established in 1991 vide Regn No: S/92086 of 98-99, for all three colleges in the Vidyasagar Group of Colleges (Vidyasagar College, Vidyasagar College for Women, Vidyasagar Metropolitan College). (B) Vidyasagar College Alumni Association, named 'Praktani', bearing Regn No: S/IL/86112/2011-2012.

They are also connected to Social media via Facebook accounts of each. Both Associations are structured and strive towards welfare and development of the College and changes are brought about after proper discussions.

Annual/bi-annual meetings are held to enhance friendship and loyalty for the college.

Many Departments have their own alumni, comprising of recent and past students, many of them have established their success, who impart suggestions to the present students and hence serving as a part of career counselling. Such Departments organise Alumni meet programmes occasionally. But such programmes could not be arranged during 2020-2021 due to pandemic situation.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

The genesis of Vidyasagar College is a momentous event in the National history of India, as Pundit Ishwar Chandra Vidyasagar - the torch bearer of Indian Renaissance, took place in 1872 in the form of the Metropolitan Institution.

In this backdrop he set out to form a college that was to run by the natives, with no help from the ruling British in shape or form. This college is the first in India under the British yoke to be run entirely indigenously - the first attempt to free ourselves, in thought and practice - the first cry of freedom.

The ideals set by the Pundit, to provide the best education possible to students coming from diverse backgrounds and promote higher education as a part of his philanthropic social reform program, the college continues to make available special welfare and aid to backward and deprived sections of the society, aiming to provide an environment of learning beyond boundaries of caste, religion and gender.

MISSION

The mission of Pundit Ishwar Chandra Vidyasagar was to establish a completely national education institution in the growing metropolis of India.

Keeping in mind the rich and varied past the college hopes to inculcate among students values of generosity and warm fellow feeling and finally to create a programme of actual human resource development, deploying social justice and ensuring equity.

File Description	Documents
Paste link for additional information	https://www.vidyasagarcollege.edu.in/visi-on-mission
Upload any additional information	No File Uploaded

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

The college follows Statute of University of Calcutta and is governed by regulations of Department of Higher Education, West

Bengal.

The highest policy making authority is Governing Body constructed as per University Statute with a purpose to serve the students with best resources available at their end.

As the Institution believes on the participative and democratic principle of management, it frames all its plans and policies in consultation with GB, IQAC and other committees. All staff members are involved in different committees along with students' representatives.

Total decentralisation of the administrative system is done by the formation of several committees and sub-committees for overall management of the admission, conduction of examination, extension activities, development of infrastructural facilities, cultural activities, sports, etc. These committees under one/two faculty members as convenor(s) are kept functional and review the situations periodically. Students are active participants in all these committees as a member of Students' Union.

Institution ensures involvement of all stakeholders for effective improvement of the quality of the Institution, internal co-ordination and monitoring mechanisms.

File Description	Documents
Paste link for additional information	https://www.vidyasagarcollege.edu.in/pdf/IQAC-Meetings/IQAC_Coordinator.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional plan is crafted at the beginning of every academic year. These are then analysed in the IQAC and GB meetings and all efforts are made to complete these target projects by deploying the resources effectively.

Due to COVID 19 pandemic, the academic and administrative activities for 2020-2021 were carried out mostly in virtual mode. It becomes a part of Institution's mission to create awareness among students to adopt digital processes replacing physical transactions in this pandemic year.

All academic endeavors: admission, class, examinations, evaluation, webinars were continued in on-line mode during this year.

On-line psychological Counselling was provided to give mental support to all stakeholders.

Addressing the COVID pandemic adversity, this on-line system particularly became very helpful. The academic and administrative system continued in full swing, even when the college remained closed. Convenience of digital platform created enthusiasm among all stakeholders and they participated actively in the process.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

The Governing Body is the highest authority to maintain a healthy administrative approach within an interactive, democratic, open and accessible system.

President and Principal, Secretary to Governing Body form the nucleus of the administration with final authority in all financial matters.

For planning developmental strategies, IQAC, The Teachers' Council and the Governing Body are consulted by the Principal.

Principal manages day-to-day running of the college along with Bursar, HOD's, IQAC co-ordinator, Teachers' Council Secretary and Head Clerk. Additionally there are number of sub-committees for smooth academic and administrative functioning of the college.

Non-teaching Office staff act as Principal's office and help in managing all academic and administrative functions.

The recruitment and the promotion rules for the teaching and non-

teaching staff are followed as per the respective Govt. orders and eligibility criteria following UGC Rules and Regulations.

Service Rules are guided by the Statute of University of Calcutta, constitution of the College and the rules of State Government as applicable.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.vidyasagarcollege.edu.in/pdf/Organogram.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

The Institution has effective welfare measures for both teaching and non-teaching staff.

Welfare measures for Teaching staff:

- Group Insurance
- Membership and loan facility from Vidyasagar College Co-operative Society.

- Health Scheme by Govt of West Bengal (WBHS)
- Full-paid Medical Leave as admissible.
- Maternity Leave and CCL.
- Quarantine Leave for employees affected by COVID 19
- GPF (General Providend Fund)

Welfare measures for Non-teaching Staff:

- Group Insurance
- Membership and loan facilities from Vidyasagar College Co-operative Society
- Health Scheme by Govt of West Bengal (WBHS)
- ESI (Employees State Insurance)
- EPF (Employees Providend Fund)
- Full-paid Medical Leave as admissible
- Maternity Leave and CCL
- Quarantine Leave for employees affected by COVID 19

College was sanitized regularly for the safety of teaching and non-teaching staff attending the college.

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)	No File Uploaded

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

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

0

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

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

28

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

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

Performance Appraisal system for the full-time (Substantive Post) teaching staff at Vidyasagar College is governed by UGC Career-Advancement -Scheme(CAS) guidelines. This is based on the performance based Appraisal Scheme Proforma submitted by the faculty seeking promotion. The proforma considers an individual teachers' teaching-tearning related contributions, reserach activities, examination and evaluation related engagements, support in administrative tasks. On successful performance in each of the stipulated criteria promotion is granted to the faculty member.

Service Books for both teaching and non-teaching staff are updated regularly by theoffice and duly signed by the Principal.

The overall performance of the non-teaching staff is evaluated by the Principal. Regular meetings are held to address any problem that might have been recorded in their performance.

File Description	Documents
Paste link for additional information	https://www.vidyasagarcollege.edu.in/self_appraisal
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 conducts Internal Financial Audits in accordance with its Finance Committee decisions, which included Principal, Bursar, Accountant and other members of the Finance Committee. As a rule, External Audits are conducted by Governmental Auditors appointed by The Higher Education Directorate, Govt of West Bengal. External Audit is thus done when The Higher Education Directorate fixes up a schedule.

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

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)

0

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)	No File Uploaded

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

Affiliated colleges uses mobilise funds from Semester Fees collected from students. Payment links are provided to students and all collections made on-line get reflected in the designated Bank Statements.

The salary of all Teaching (Substantive & SACT) and Full-time Non-teaching staff is provided by the State Government in Pay-packets.

The college also offers Certificate Courses (Vidyasagar College Computer Centre) beyond college hours. fund is also generated from that.

College applies with specific project pland to UGC, MHRD, DBT, DST etc. for funding.

mobilisation of funds is essential for employees and students' welfare, sustaining research and Infrastructural upgradation. Thus the funds of the college are utilised under 3 major heads:

- Sustenance of human resources
- Technological development
- Infrastructural development

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

During the lockdown period the IQAC organized different activities on virtual platform to continue with the academic procedure like online class, Examination and Evaluation, conducting webinars, etc. Amidst the difficulties of online platforms due to pandemic, different extra-curricular and cultural activities and Annual Day celebration, Teachers' Day celebration etc. were conducted.

IQAC encouraged online psychological counselling to improve mental well-being for mental fitness of the students. IQAC in collaboration with Students' Union, provided voluntary services in distributing relief and welfare to villages in the areas devastated by cyclone Amphan in South 24-Parganas district of West Bengal. The National Service Scheme unit of the college provided campus cleaning activities.

File Description	Documents
Paste link for additional information	Nil
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 faculty members of each department meet at the beginning of each academic session for semester-wise distribution of syllabus and preparing the academic calendar of the session. Since the inception of the CBCS system introduced by CU at UG level, college follows Continuous Evaluation System through Internal Assessment, Tutorial and Project Work.

During the pandemic period all classes were conducted virtually following the Master Routine. All faculty members were asked to maintain the routine and time-frame for completing the syllabus.

The progress of the students was monitored by the teachers periodically during Mentor-mentee interactions.

All teachers were however instructed to maintain a record of their academic activities for their Career-advancements programme.

File Description	Documents
Paste link for additional information	https://www.vidyasagarcollege.edu.in/feedback-analysis-action-taken
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,

C. Any 2 of the above

NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.vidyasagarcollege.edu.in/annual_reports
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

The Internal Complaints Committee (ICC) worked on gender equity and sensitization by providing guidelines for protection of women. The committee also tried to provide the environment to ensure basic right to work and study, with dignity and to handle related complaints received or referred to the committee.

Safety and Security activities:

- A complete security system exists in the college round the clock.
- CCTV cameras are installed in campus.
- Online counselling facilities during the pandemic.
- Gymnasium facility where girls and boys have separate trainers on separate days of the week.

File Description	Documents
Annual gender sensitization action plan	Nil
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.vidyasagarcollege.edu.in/pdf/gender_sensitisation/gender_sensitisation.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

B. Any 3 of the above

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

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

Solid Wastes: Solid wastes are collected in separate bins kept at designated places. Daily garbage is collected by the designated house-keeping personnel and handed over to the authorised personnel of Kolkata Municipal Corporation, which is the standard procedure for solid garbage disposal in this urban region of Kolkata city.

Wastewater: All waste water lines from toilets, laboratories etc are connected to the main Municipal Corporation drains.

Waste materials: Solid waste materials like plastic, papers broken glasswares, out-of-use instruments are collected and sold out to appropriate vendors.

Liquid waste: The liquid waste is mainly produced from the Chemistry Laboratories. They are diluted, neutralised if required and disposed off. Sometimes Organic solvents are reused after collection and distillation.

Gas Fumes: Multiple exhaust fans are continuously operative during class hours in the laboratories. Fume chambers are used for handling Chemicals giving out irritating fumes. Use of laboratory coats/aprons, protective glasses and gloves are mandatory in many laboratories.

e-wastes: e-wastes are disposed off to an e-waste handling vendor, namely L HULLADEK Recycling Pvt Ltd, Kolkata 700 033.

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	No File Uploaded

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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 **E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	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 **E. None of the above**

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

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

The college authority promotes harmony among all religions and does not execute any form of discrimination during cultural programs organised by Staff and students.

Occasions like 15th August, 26th January, Saraswati Puja, Annual Day of the college are celebrated as a practice every year with great enthusiasm by Staff and Students of the college.

Raksha-Bandhan and Basanta Utsab are celebrated every year to promote religious harmony and spread the universal message of 'Unity amidst Diversity' of the Indian culture.

On Teachers' Day, all staff from different communities and economic backgrounds are felicitated by the students, on a common platform, without any discrimination regarding their position or status.

These practices give a feeling of oneness and the spirit of unity.

2020-2021 being the year of Pandemic, these events had to be conducted virtually.

Prior to the Pandemic, an Intercollege Cricket Tournament was organised by Vidyasagar College, to commemorate the 200th birth anniversary of Pundit Iswar Chandra Vidyasagar. A friendly cricket match was played between the Teaching and Non-teaching staff of the college. This indicates mutual harmony among the neighbouring colleges and also between the staff members of the

college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

1. Vidyasagar College regularly observes Independence Day, Republic Day, Birth Anniversary of Pundit Iswarchandra Vidyasagar every year.

2. Political Science Department organises Youth Parliament Programme. Students also participate in Inter- college competitions on MOCK PARLIAMENT conducted by the Higher Education Department of Government of West Bengal.

3. The Departments of Political Science and Philosophy has sensitized students of the Institution to the Constitutional Obligations of VALUES, RIGHTS, DUTIES and RESPONSIBILITIES of Citizens.

4. When the AMPHAN CYCLONE hit the Gangetic Plain of West Bengal in May 2020, and devastated most parts of South 24-Parganas district of South West Bengal, the students of Vidyasagar College braved within the Pandemic and organised a RELIEF CAMP on 14th June, 2020 in the Sunderbans area of South 24- Parganas and ration, food and dress and other necessary materials for sustaining bare livelihood were distributed among 500 hungry and homeless families.

5. Students also distributed blankets to people in the Sunderbans area on 25th December, 2020.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 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	No File Uploaded
Any other relevant information	No File Uploaded

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

Due to COVID 19 panemic, Central and State Government declared covid protocols, where no student gathering was allowed within the campus, but still the following National commemorative days and festivals were conducted in the premises by the local staff and Student Council members and in some cases in virtual mode.

National Flag was hoisted in the college premises on Independence Day in 2020 and Republic Day in 2021 maintaining all COVID 19 protocols.

Teachers' Day was celebrated on 5th September virtually by the Students' Union to commemorate the birth anniversary of Dr Sarvapalli Radhakrishnan.

Saraswati puja was celebrated on 7th February, 2021 by Students' Union and food packets were distributed among the students, avoiding excess gathering, as per covid protocols.

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

7.2 - Best Practices

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

Best Practice 1:

DECENTRALIZING AND SPAWNING BENEVOLENT PARTICIPATORY MANAGEMENT FROM ALL SECTIONS

To involve all three sections of the College - faculty, non-teaching staff and students in decision making and implementation, acknowledging their contribution to evolve an atmosphere of participatory management towards overall betterment of College.

The functioning of all affiliated colleges of University of Calcutta are guided by its statute, where- the Governing Body (GB) is the highest body consisting of a President, Principal (Secretary), 3 teaching members, 1 non-teaching member, 1 State Government nominee, 1 University nominee.

GB appoints different committees and sub-committees including all 3 sections for the smooth functioning of the College like Teachers' Council, Siksha Karmi Union, Students' Union, Finance Committee, Building Committee etc.

Best Practice 2

CONGENIAL ATMOSPHERE AND SUPPORTS PROVIDED TO MERITORIOUS STUDENTS FROM ECONOMICALLY BACKWARD SECTIONS, GIRL STUDENTS AND FIRST-GENERATION LEARNERS:

The College caters a congenial atmosphere of learning to attract a pool of poor and meritorious students from economically backward and deprived sections, girl students and family of first-generation learners, locate them and provide them with possible support and progress them towards better sustenance

The admission of this College is purely based on a merit list. of which about 40% of the students come from rural, rural-urban and backward areas of West Bengal. To promote the academics and cater to the financial constraints of the needy students, the College has provisions of financial assistance like Students' Aid Fund, and Governmental Initiatives like Kanyasree, Aikyasree, National Scholarships, and also from other valued donors.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

DISTINCTIVENESS OF INSTITUTION

The genesis of Vidyasagar College is a momentous event in the national history of India, as its founder- the torch bearer of Indian Renaissance, Pundit Ishwar Chandra Vidyasagar initiated in 1872. His mission was to form a college: run by natives, with no help from the ruling British as the first cry of freedom.

In accordance to His ideals set in the motto: knowledge, sacrifice and service, the college aims to provide the best education possible to students coming from diverse backgrounds. As the founder sought to promote higher-education as a part of his social reform program, the college continues to provide special welfare and aid to backward and deprived sections of the society.

They are offered guidance and suggestions to help them solve problems and encouraged to acquire high academic standards. They are made aware of their moral responsibilities and strengthened to surmount the evils of irrationality and intolerance. The foremost mission of the college is to unite inquisitiveness and religious search for perfection in the realm of knowledge, with tenderness and sympathetic warmth of the Indian heart.

The college hopes to inculcate among students through years, values of generosity and warm fellow feeling and finally create a programme of actual human resource development, deploying social justice, ensuring equity and fostering competence amongst students. The college endeavors to produce skilled professionals who can engage in the task of improving the world around them socially and economically.

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

Effective delivery of curriculum is considered to be the most vital curricular aspect. The college has effective, strategic and systematic mechanism for curriculum delivery.

Academic Calendar:

- College academic calendar is designed following Master calendar of the affiliating University.
- The Routine sub-committee designs well structured Common Master Routine, and each Department prepares their routines, displays in Departmental Notice Boards.

Lesson Plan:

- Lesson Plan prepared by Departments at beginning of semester.
- Records for theory and practical classes are maintained in Attendance Registers.
- Equipped laboratories are used optimally for curricular delivery of the practical classes.
- Students maintain laboratory note-books regularly signed by assigned faculty.

Teaching Aids:

- Charts, maps, models and specimens, conventional chalk and board method used.
- Study materials, problems are provided to the students through constructed WhatsApp groups.
- Internet, Computer, LCD projectors and other audio-visual aids used.
- Seminars, workshops organised by the Departments for benefit of students and faculty.
- Each Department maintains a library with text-books and reference books.

Students' Support:

- Students are assessed through Internal Assessment and Tutorial examinations.
- The slow learners are marked, provided remedial classes, are free to contact faculty beyond scheduled class hours. Contact numbers of all faculty are provided.
- The advance learners are encouraged for further progression by faculty and made to contact well placed senior alumni.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.vidyasagarcollege.edu.in/master_routine

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

- The Institution always believes in effective time management and timelines. Since the college is affiliated to the University of Calcutta, and follows its guidelines, academic calendar is prepared following the schedule provided by the affiliating University at the beginning of every academic year, and some modifications are done as and when required at the convenience of the college. This is circulated through written notices and portrayed in the website.
- An Academic calendar, displayed in the college website is however strictly maintained.
- The dissemination of the syllabus is designed according to teaching days according to Academic calendar. In the CBCS system, students are mainly evaluated through Internal Assessments/Tutorials and end-semester examinations, following directives and plans, dates and schedules of the affiliating University. Such continuous academic evaluation helps all students, including slow learners to perform well in the final examinations.
- Laboratory manuals provided by the Board of Studies are used during the practical sessions, to prepare the students, so that they can face the rigorous examinations conducted by the University at the end of each semester. As a convention, students have to appear for their practical examinations at some other college under the affiliating University.

- Due to Pandemic situation, no such Academic was not provided by the University. The college in consultation with IQAC framed the calendars as per notices served by State Governments and Central Governments and acted accordingly. On-line examinations were conducted as per University schedule.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.vidyasagarcollege.edu.in/pdf/academic/UG/academic_calendar/2021-2022/ACADEMIC_CALENDAR_2021_2022.pdf

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

43

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)

0

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

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

10

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

695

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

Crosscutting issues are embedded in the University of Calcutta syllabus of many subjects:

- Professional Ethics is included in the UG syllabus of Philosophy, where the Core Course (CC-) includes extensive study of Ethics, Normative and meta-ethics.
- Gender issues are discussed in the UG syllabus of Bengali, English, Sanskrit and History, which highlights on the various dimensions of power and patriarchy.
- Human Values are addressed in the UG course paper DSE-A2 of Philosophy. The Generic elective course (GE) of Philosophy includes value education.
- Environment and sustainability is discussed in CC-, SEC- and GE- syllabus of courses of : Chemistry, Botany, Zoology, Geography and Economics.
- There is compulsory paper for all students of the college, namely AECC-2, which includes a paper on Environmental studies, Ecology and sustainability and all students have to prepare a project work.

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

47

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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

461

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	B. Any 3 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)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.vidyasagarcollege.edu.in/feedback_analysis_action_taken

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

1857

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

357

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

- All the students have to attend a compulsory counselling session, called Orientation Programme, on the first day at college, where Departmental Teachers are introduced to the students. The Routine and Syllabus outline are discussed by teachers, to shape the minds of students about progression of the course.
- Teachers remain very sensitive towards responses of the students during the early classes and the slow and advanced learners are identified after departmental discussions, without any sense of discretionary attitude.

Strategies adopted for slow learners:

1. Remedial classes are conducted after completion of the syllabus, aiming at improving the academic performance of the slow learners, absentees and students participating in sports and competitive activities.
2. Academic and personal counselling is given to slow learners by tutors, mentors.
3. Bilingual explanation of the subject matters in the class is done for better understanding, since many students come from Bengali medium as learning language.
4. Teachers provide them with lecture notes and books.

Strategies for the advanced learners:

1. Students who are strong in the subject are invited to join ant remedial class for course revision, and also otherwise can discuss solutions to questions in previous years University questions.
2. In personal sessions, teachers try to make them aware

about their weaknesses.

3. A number of Programmes have provisions for on-site visits and excursions, which act as stimuli for both category of learners.
4. Students having proficiency in cultural and extra-curricular activities are motivated to participate in extra-curricular activities, exhibitions, cultural competitions.

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
3043	148

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

- **Class-room lectures:** using black-board and chalk is the principal mode of teaching, though the pandemic situation has enforced online teaching using online platforms.
- **Interactive Methods:** are also used by faculty. Teachers motivate students to participate in group discussions, subject quiz, question and answer discussion for better understanding of the subjects.
- **Experiential Teaching/Laboratory method:** is used in the Science subjects to acquaint the students with facts directly. Individually the students can verify the theories and laws in their subjects, with the aid of experiments. The pandemic situation had enforced teachers to explain processes by introducing them with online available resources.
- **Project Work:** Many of the courses in CBCS syllabus

requires Project/field work. It stimulates students' interest on the subject and provides students with an opportunity to develop their freedom of thoughts and free exchange of different views.

- **Seminars and Workshops:** are organised regularly by most Departments, to keep students updated in the recent fields of study and broaden their outlook towards the subjects they are learning. During the pandemic, students were provided with links to many Webinars organised by different forums of the respective subjects.
- **Field trips and Excursions:** Students are taken to field trips and excursions in both the science and arts subjects, to give them real life experiences. Botany/Zoology/Geography students taken to places of specimens, History taken to places of historical importance, Economics taken to places for conducting surveys and so on.

File Description	Documents
Upload any additional information	No File Uploaded
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

- **Information and Communication Technology (ICT) enabled teaching methodologies** are mandatory for some course contents. They are done using the standard procedures required and available.
- Many courses require dissertation presentations by students, which they perform using Power point presentations prepared by themselves.
- In addition many teachers use ICT as a tool for delivery of their class lectures.
- The college has dedicated computers, computer labs, and ICT enabled class rooms.
- Each Department has computers for use, teaching and learning.
- The college Central Library is fully automated and uses NewGenlib software version: Helium 3.1.5, since 2016. Access to e-resources is provided by N-LIST programme of INFLIBNET.

- Library uses its own blog, <https://vclibrary.wordpress.com/>
- During the COVID 19 pandemic, ICT facilities were fully availed of, for conducting the classes (Theory and Practical) using ICT enabled platforms like Google Meet, Google Classrooms, Zoom Meet, where students were contacted by WhatsApp groups created for all group of students of all Departments. Study materials, notes, previous year questions were distributed among students through these groups.
- In the pandemic period, all Internal Examinations of college and University conducted examinations were carried out using ICT enabled techniques.
- Admission of fresh and old students, verification of documents as far as practicable and University Registration, Form fill-up were performed using electronic media.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

128

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

2.4 - Teacher Profile and Quality

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

148	
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	
76	
File Description	Documents
Any additional information	View File
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	
1653 years	
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 has established a transparent and robust mechanism of Internal Assessment following the regulations of the Affiliating University. The Examination procedure of the college is usually conducted by The Examination Sub-committee of the college, which comprises of teachers and non-teaching staff.
- University of Calcutta adopted the CBCS system from 2018, under the Semester pattern. Internal Assessments for both the Honours and General courses are held at the end of each Semester, prior to the University held theoretical examinations. Internal Assessments of the University include Internal Assessments from the tests and also regular attendance of students.
- Regular Attendance of students are maintained and students are reminded every time that if attendance drops below 60%, they will be debarred from appearing in the final University conducted examinations.
- The Internal Assessment examinations are held as per the time schedule of University and marks uploaded to University provided Portal, within the given time frame.
- Students are informed about the examinations through notices uploaded in the website and also put up on Notice Boards, and also dedicated WhatsApp groups.
- During pandemic, all Internal Assessment examinations were conducted online, and students were instructed to submit answer scripts in PDF format, through e-mails provided by each Department. Such answer scripts were also evaluated online.

File Description	Documents
Any additional information	View File
Link for additional information	http://cuexam.net/

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

1. The marks of Internal Assessment is 20% of overall result of a student under the CBCS system. The process of uploading marks of the University examination Portal is done online. Once submitted, it cannot be reverted

from the college end.

2. After the results are declared by the University, students are given a chance to apply for Review or Self-Inspection of their answer-scripts, ofcourse after being forwarded by the Principal.
3. There is also a system of PPR/RTI available under the University of Calcutta. Students can apply for the same within 1 month from publication of the results.
4. The college has an Examination-sub-committee with 2 teachers heading the sub-committee. This committee deals with issues involving greivances of students regarding examinations and results and helps in liasing closely with the University.
5. Greivances related to University Examinations are placed before the Controllers of Examinations Office, which are addressed in due course of time.
6. The answer-scripts of Internal/tutorial examinations are preserved in the college for a stipulated period of time, so that any inquiry coming up within this period can be solved without any difficulty.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.vidyasagarcollege.edu.in/ug-academicnotices

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.

- Programme/Course outcome is an integral part, that pertains to the vision and mission of the college. Though it is basically an undergraduate college, the college emphasizes on outcome-based learning such that it suits to the present day interests of the students. Programme outcomes pave the way for students to progress successfully towards higher education. What they learn at the Under-graduate level of each course serves as the pillar for higher education.
- The PO, PCO and CO are displayed on the College Website, so that newly admitted students can make effective academic and career choices before enrolment.
- The teachers of all disciplines internalize the

Programme Outcomes (PO) of the syllabi formed by the Affiliating University. The Programme Specific Outcomes (PSO) and then the detailed Course outcomes (CO) are discussed at the Departmental meetings, during the allocation of syllabus to teachers prior to starting of each semester.

- A few Orientation Classes are organized by each Department for the newly admitted students, where they are made aware of the Programme Outcomes of their courses. The academic, socio-economic, cultural, scientific and technological scope and prospect of the syllabus, in the present day context are also discussed with the students.
- The idea of CO, PSO and PO become clear to the students gradually during the teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.vidyasagarcollege.edu.in/ug_po_pco_co
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.

- Every Department gives proper emphasis on proper distribution of syllabus among the teachers with time-frame for completion of syllabus, which is already displayed in every paper/course of the University Syllabus. Every Department has a well-defined plan for teaching and learning.
- The students' progress is evaluated continuously through various methods like interactive-participative learning, group discussions, viva-voce during laboratory work, short class-tests, home assignments etc.
- Mentor-mentee meetings are held to access problems of the students. During the pandemic, many students were stressed enough, and psychological boost was provided through such groups.
- Online student feedback is collected at the end of final semester, with points pertaining to curriculum as

well as institutions effectiveness towards delivery of the curriculum. The discrepancies if any, are thus received from the students perception and point of view.

- The final outcomes of the courses or programmes can be assessed by the marks (CGPA and SGPA) obtained by the students at the end of the sixth semester.
- The major Programme Outcome of Primarily UG colleges is progression of students to higher education. The PG students target to pursue still higher studies or opt for some other career, depending on the nature of application of the course.
- The college tries to keep track of the progression of students through personal and departmental contacts.

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

703

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.vidyasagarcollege.edu.in/feedback_analysis_action_taken

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2,31,49,432 (Total sanction amount)

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

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

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

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	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

16

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

54

File Description	Documents
Any additional information	View File
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**

24

File Description	Documents
Any additional information	View File
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

Extension Activities are carried out by the student volunteers and NSS team in the neighbourhood community, thus sensitizing students to social issues for their holistic development and its impact thereof.

This college has an excellent record of accomplishment with respect to extension activities like community social work, conducting blood donation camps through Student's Union and NSS representatives. The COVID restrictions have dampened these activities to some extent, but the students of the college have braved to do their responsibilities amidst all adversities.

With the guidance of some teachers, they have volunteered themselves to social issues like distribution of masks and sanitizers among poor people in the neighbourhood, distributed relief materials like food and clothing on 14th June, 2020 among 500 people of the AMPHAN devastated Sunderban area of South 24 Parganas, West Bengal. The amount spent was collected from donations, collecting which amidst the pandemic was also an arduous task.

They also distributed 500 blankets to the poor and affected people of Jharkhali, Goranbose, Sunderbans on 25th December 2020. These steps have been a great humanitarian initiative towards AMPHAN Relief in the State.

However, the pandemic has restricted some other outreach activities like NSS camps for villagers, medical camps for poor people etc, during the year.

File Description	Documents
Paste link for additional information	Nil
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

0

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

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

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

1

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

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

50

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

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

26

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Vidyasagar College has a general policy for creation and enhancement of infrastructural facilities for effective teaching-learning.

1. Classrooms:

The college has 37 classrooms of various sizes for classes of different strengths. The classrooms are well-ventilated, well equipped with sufficient number of benches, lights and fans. The College has three campuses with adequate infrastructures and physical facilities for teaching and learning.

2. Library:

The central library is an age-old library, situated at the first floor of Bidhan Sarani campus covering a carpet area of nearly 1140 sq.ft. It has a seating capacity of approximately 50 students at a time. The library is fully automated (software used: NewGenlib) having e - journals and e- books.

3. Laboratories:

There are 39 laboratories for subjects Physics, Chemistry, Botany, Zoology, Physiology, Computer Science, Biochemistry, Electronics, Food & Nutrition, Psychology. The laboratories are upgraded with advanced laboratory equipments required to cover up the syllabus and each laboratory is spacious enough for conducting the practical classes effectively.

4. Seminar Hall:

There is a well-designed modern Seminar Hall named Acharya Prafulla Chandra Sabhakakkhya, with modern facilities like LCD projectors, Wi Fi connection, sound system, AC.

5. Auditorium:

There is a large hall named SABHAGHAR used as an auditorium.

6. Advanced Laboratories, Audio-visual, studio:

Computer Science and Journalism & Mass Communication Departments have well-designed computer laboratories with advanced audio-visual and multimedia facilities.

7. Computers:

All Departments have computers with Wi Fi facilities.

8. Computer Centre:

The college has a separate Computer Centre for conducting different Certificate and Diploma Courses.

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

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

Vidyasagar College has a history of outstanding performance in sports and games.

The college conducts intra-college and inter-college football, cricket matches. Such matches are conducted at THE MARCUS SQUARE of Calcutta Municipal Corporation, in the College Street Area of Kolkata. The College being situated at a very prime, crowded and urban region of Kolkata, there is very little space for accomodating large play-grounds. The MARCUS SQUARE is a playground provided by the Calcutta Municipal Corporation, for use by 5 such colleges in the locality.

There is a small ground in the Bidhan Sarani Campus, for conducting Badminton, Volley Ball games.

There are common rooms, separate for boys and girls, equipped with indoor games like Table-tenis, Carrom Boards.

There is also a well-equipped and designed Gymnasium named GOSTHA PAL GYMNASIUM, named after the legendary football player, an alumni of this college, for use by students and teachers. It has separate trainers for boys and girls.

The auditorium SABHAGHAR, unique in its design can accommodate 150 people, has a stage and seating arrangements, for cultural activities.

Different cultural activities, competitions are organised by students and teachers.

Annual Day Programmes, which invite a larger audience, are conducted at venues with big auditoriums, available from the Calcutta Municipal Corporation.

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

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

27

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

27

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

9968612

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Institution has a Central Library with a huge collection of text-books, reference books, peer-reviewed journals, bound volumes of journals.

There is also an archive, named BHAGABATI DEVI ARCHIVE, named after mother of the founder, which houses many books of historical importance, used by the founder, Iswar Chandra Vidyasagar, with Morocco binding and gold design and edges.

The reading room is well-furnished and can accommodate about 50 students at a time., and provides conducive environment for study.

A visitor record book is maintained for students and faculty members.

Barcode labelling of newly added books was done, with computerised issue return of the books, and computerised membership card for all students have been done.

National Digital Library (NDL) services for accessing e-resources have been provided in addition to N-LIST access to members.

The library is automated and provides the service of FULLY AUTOMATED CIRCULATION, and also facilitates for clipping, reference, computer and printing, internet, information and display notifications, user orientations/information literacy.

Name of the ILMS software: NewGenlib Software developed by

Verus Solution Private Limited.

Nature of Automation: Fully automated Circulation system

Version: Helium 3.1.5

Year of automation: 2004-2005 (SOUL software, replaced with NewGenlib in 2016)

Name of e-journals: N-LIST e-resource subscription and member of National Digital Library (NDL)

Details of subscription: 6000+ e-journals, 1,99,500 e-books through N-LIST and more than 4.5 crore items through NDL.

Details of membership: 74 active users in N-LIST.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://vclibrary.wordpress.com/

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

B. Any 3 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)

5900

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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**

383

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**

There are different digital technological facilities available in the college. There are 3 smart classrooms, 1 digitally equipped Seminar Hall and Digitally equipped laboratories in the Departments like Physics, Chemistry, Computer Science, Electronics, Journalism & Mass Communication etc.

The college building in the Bidhan Sarani campus including Library and Salt Lake campus have Wi Fi connectivity. Some of the Departments of the 1st campus also have Wi Fi connection. There is a plan to extend the Wi Fi connectivity to all the Departments of all campuses of the college.

All the Departments of the college are provided with

computers and other related accessories. All teaching members can use the ICT in the class room and laboratories whenever needed.

Most of the official work is being done with the help of ICT. The regularly maintains the IT facilities. Following are some basic facilities which are updated regularly:

- Regular computer servicing cum formatting done by dedicated AMC.
- Installation of anti-virus software when needed.
- Maintenance of Wi Fi connectivity and CCTV.
- Maintenance of College Website.

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

4.3.2 - Number of Computers

150

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

9968612

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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.

1. Laboratories:

Laboratories are maintained by respective Departments. Stock registers are maintained and regularly updated. Optimal use of resources is encouraged minimizing wastage of Chemicals and others. Maintenance of hazard-free environment is done, fire-fighting facilities are highly emphasized. Valuable items are procured by the standard procedure of approval by the Purchase committee, tendering in the college website, comparative study of the quotations and order placed.

2. Library:

The college has a Central Library as well as Seminar Libraries for each Department. The library is maintained by its staff comprising Librarians and support staff. There is also a Library Committee, of which the Librarians are Convenors, which meet periodically to review activities and suggest improvements for providing better service.

3. Sports :

The College has a small playground in Bidhan Sarani campus, which is utilized for badminton, volley ball etc.

tournaments.

The students' common rooms (separate for boys and girls) are also equipped with facilities for indoor games like Table-tennis, Carrom etc.

The gymnasium of the college is equipped with updated facilities for gym and Yoga and has co-ordinators (separate for boys and girls) who ensure to strict adherence to the rules.

4. Computers:

The computers in all the Departments and those in the office are maintained by IT professionals for which AMC's are made.

5. Classrooms:

Classrooms and other portions of the buildings are inspected periodically by building sub-committee and they arrange for renovation and repair work as and when required after due process of submitting report to the Administration.

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

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

473

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2180

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

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

0

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

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

E. None of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year**

5.2.1.1 - Number of outgoing students placed during the year

34

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**

189

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**

52

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.

1

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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)

Vidyasagar College has a strong cultural unit that organises events throughout the year and thereby enables students to be exposed to the rich and diverse cultural heritage of our country and provides a platform both to the students and staff for showing their creativity and talents.

The students' union organises various cultural programmes and competitions for the students like College Social, Fresher's Welcome etc.

Vidyasagar College has a Students' Union, constituted following the Statute of University of Calcutta. General Secretary of Students' Union is a member of the Governing Body of the college as students' representative. Most of the Academic and Administrative Bodies have student representative from Students' Union. The Institution encourages participation of the students in all developmental activities of the college, including planning and implementation.

The Students' Union is an active and constructive body in the college managed democratically by the students themselves, though one senior teacher acts as President of the Students' Union. It maintains an atmosphere of unity and brotherhood and promotes an academic environment in the college campus. They act as a link between administration and students.

File Description	Documents
Paste link for additional information	https://www.vidyasagarcollege.edu.in/pdf/IOAC-Meetings/IOAC_Coordinator.pdf
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

6

File Description	Documents
Report of the event	No File Uploaded
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

Vidyasagar College has two Alumni Associations, (A) Vidyasagar College Former Students' Association, established in 1991 vide Regn No: S/92086 of 98-99, for all three colleges in the Vidyasagar Group of Colleges (Vidyasagar College, Vidyasagar College for Women, Vidyasagar Metropolitan College). (B) Vidyasagar College Alumni Association, named 'Praktani', bearing Regn No: S/IL/86112/2011-2012.

They are also connected to social media via Facebook accounts of each. Both Associations are structured and strive towards welfare and development of the College and changes are brought about after proper discussions.

Annual/bi-annual meetings are held to enhance friendship and loyalty for the college.

Many Departments have their own alumni, comprising of recent and past students, many of them have established their success, who impart suggestions to the present students and hence serving as a part of career counselling. Such Departments organise Alumni meet programmes occasionally. But such programmes could not be arranged during 2020-2021 due to pandemic situation.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

The genesis of Vidyasagar College is a momentous event in the National history of India, as Pundit Ishwar Chandra Vidyasagar - the torch bearer of Indian Renaissance, took place in 1872 in the form of the Metropolitan Institution.

In this backdrop he set out to form a college that was to run by the natives, with no help from the ruling British in shape or form. This college is the first in India under the British yoke to be run entirely indigenously - the first attempt to free ourselves, in thought and practice - the first cry of freedom.

The ideals set by the Pundit, to provide the best education

possible to students coming from diverse backgrounds and promote higher education as a part of his philanthropic social reform program, the college continues to-make available special welfare and aid to backward and deprived sections of the society, aiming to provide an environment of learning beyond boundaries of caste, religion and gender.

MISSION

The mission of Pundit Ishwar Chandra Vidyasagar was to establish a completely national education institution in the growing metropolis of India.

Keeping in mind the rich and varied past the college hopes to inculcate among students values of generosity and warm fellow feeling and finally to create a programme of actual human resource development, deploying social justice and ensuring equity.

File Description	Documents
Paste link for additional information	https://www.vidyasagarcollege.edu.in/vision-mission
Upload any additional information	No File Uploaded

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

The college follows Statute of University of Calcutta and is governed by regulations of Department of Higher Education, West Bengal.

The highest policy making authority is Governing Body constructed as per University Statute with a purpose to serve the students with best resources available at their end.

As the Institution believes on the participative and democratic principle of management, it frames all its plans and policies in consultation with GB, IQAC and other committees. All staff members are involved in different committees alongwith students' representatives.

Total decentralisation of the administrative system is done by the formation of several committees and sub-committees for

overall management of the admission, conduction of examination, extension activities, development of infrastructural facilities, cultural activities, sports, etc. These committees under one/two faculty members as convenor(s) are kept functional and review the situations periodically. Students are active participants in all these committees as a member of Students' Union.

Institution ensures involvement of all stakeholders for effective improvement of the quality of the Institution, internal co-ordination and monitoring mechanisms.

File Description	Documents
Paste link for additional information	https://www.vidyasagarcollege.edu.in/pdf/IQAC-Meetings/IQAC_Coordinator.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional plan is crafted at the beginning of every academic year. These are then analysed in the IQAC and GB meetings and all efforts are made to complete these target projects by deploying the resources effectively.

Due to COVID 19 pandemic, the academic and administrative activities for 2020-2021 were carried out mostly in virtual mode. It becomes a part of Institution's mission to create awareness among students to adopt digital processes replacing physical transactions in this pandemic year.

All academic endeavors: admission, class, examinations, evaluation, webinars were continued in on-line mode during this year.

On-line psychological Counselling was provided to give mental support to all stakeholders.

Addressing the COVID pandemic adversity, this on-line system particularly became very helpful. The academic and administrative system continued in full swing, even when the college remained closed. Convenience of digital platform created enthusiasm among all stakeholders and they

participated actively in the process.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

The Governing Body is the highest authority to maintain a healthy administrative approach within an interactive, democratic, open and accessible system.

President and Principal, Secretary to Governing Body form the nucleus of the administration with final authority in all financial matters.

For planning developmental strategies, IQAC, The Teachers' Council and the Governing Body are consulted by the Principal.

Principal manages day-to-day running of the college along with Bursar, HOD's, IQAC co-ordinator, Teachers' Council Secretary and Head Clerk. Additionally there are number of sub-committees for smooth academic and administrative functioning of the college.

Non-teaching Office staff act as Principal's office and help in managing all academic and administrative functions.

The recruitment and the promotion rules for the teaching and non-teaching staff are followed as per the respective Govt. orders and eligibility criteria following UGC Rules and Regulations.

Service Rules are guided by the Statute of University of Calcutta, constitution of the College and the rules of State Government as applicable.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.vidyasagarcollege.edu.in/pdf/Organogram.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

The Institution has effective welfare measures for both teaching and non-teaching staff.

Welfare measures for Teaching staff:

- Group Insurance
- Membership and loan facility from Vidyasagar College Co-operative Society.
- Health Scheme by Govt of West Bengal (WBHS)
- Full-paid Medical Leave as admissible.
- Maternity Leave and CCL.
- Quarantine Leave for employees affected by COVID 19
- GPF (General Providend Fund)

Welfare measures for Non-teaching Staff:

- Group Insurance
- Membership and loan facilities from Vidyasagar College Co-operative Society
- Health Scheme by Govt of West Bengal (WBHS)
- ESI (Employees State Insurance)
- EPF (Employees Providend Fund)
- Full-paid Medical Leave as admissible
- Maternity Leave and CCL
- Quarantine Leave for employees affected by COVID 19

College was sanitized regularly for the safety of teaching and non-teaching staff attending the college.

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)	No File Uploaded

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

0

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

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

28

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

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

Performance Appraisal system for the full-time (Substantive

Post) teaching staff at Vidyasagar College is governed by UGC Career-Advancement -Scheme(CAS) guidelines. This is based on the performance based Appraisal Scheme Proforma submitted by the faculty seeking promotion. The proforma considers an individual teachers' teaching-tearning related contributions, reserach activities, examination and evaluation related engagements, support in administrative tasks. On successful performance in each of the stipulated criteria promotion is granted to the faculty member.

Service Books for both teaching and non-teaching staff are updated regularly by theoffice and duly signed by the Principal.

The overall performance of the non-teaching staff is evaluated by the Principal. Regular meetings are held to address any problem that might have been recorded in their performance.

File Description	Documents
Paste link for additional information	https://www.vidyasagarcollege.edu.in/self_appraisal
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 conducts Internal Financial Audits in accordance with its Finance Committee decisions, which included Principal, Bursar, Accountant and other members of the Finance Committee. As a rule, External Audits are conducted by Governmental Auditors appointed by The Higher Education Directorate, Govt of West Bengal. External Audit is thus done when The Higher Education Directorate fixes up a schedule.

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

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)

0

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)	No File Uploaded

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

Affiliated colleges uses mobilise funds from Semester Fees collected from students. Payment links are provided to students and all collections made on-line get reflected in the designated Bank Statements.

The salary of all Teaching (Substantive & SACT) and Full-time Non-teaching staff is provided by the State Government in Pay-packets.

The college also offers Certificate Courses (Vidyasagar College Computer Centre) beyond college hours. fund is also generated from that.

College applies with specific project pland to UGC, MHRD, DBT, DST etc. for funding.

mobilisation of funds is essential for employees and

students' welfare, sustaining research and Infrastructural upgradation. Thus the funds of the college are utilised under 3 major heads:

- Sustenance of human resources
- Technological development
- Infrastructural development

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

During the lockdown period the IQAC organized different activities on virtual platform to continue with the academic procedure like online class, Examination and Evaluation, conducting webinars, etc. Amidst the difficulties of online platforms due to pandemic, different extra-curricular and cultural activities and Annual Day celebration, Teachers' Day celebration etc. were conducted.

IQAC encouraged online psychological counselling to improve mental well-being for mental fitness of the students. IQAC in collaboration with Students' Union, provided voluntary services in distributing relief and welfare to villages in the areas devastated by cyclone Amphan in South 24-Parganas district of West Bengal. The National Service Scheme unit of the college provided campus cleaning activities.

File Description	Documents
Paste link for additional information	Nil
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 faculty members of each department meet at the beginning of each academic session for semester-wise distribution of syllabus and preparing the academic calendar of the session. Since the inception of the CBCS system introduced by CU at UG level, college follows Continuous Evaluation System through Internal Assessment, Tutorial and Project Work.

During the pandemic period all classes were conducted virtually following the Master Routine. All faculty members were asked to maintain the routine and time-frame for completing the syllabus.

The progress of the students was monitored by the teachers periodically during Mentor-mentee interactions.

All teachers were however instructed to maintain a record of their academic activities for their Career-advancements programme.

File Description	Documents
Paste link for additional information	https://www.vidyasagarcollege.edu.in/feedback-analysis-action-taken
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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.vidyasagarcollege.edu.in/annual_reports
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

The Internal Complaints Committee (ICC) worked on gender equity and sensitization by providing guidelines for protection of women. The committee also tried to provide the environment to ensure basic right to work and study, with dignity and to handle related complaints received or referred to the committee.

Safety and Security activities:

- A complete security system exists in the college round the clock.
- CCTV cameras are installed in campus.
- Online counselling facilities during the pandemic.
- Gymnasium facility where girls and boys have separate trainers on separate days of the week.

File Description	Documents
Annual gender sensitization action plan	Nil
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.vidyasagarcollege.edu.in/pdf/gender_sensitisation/gender_sensitisation.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

B. Any 3 of the above

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

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

Solid Wastes: Solid wastes are collected in separate bins kept at designated places. Daily garbage is collected by the designated house-keeping personnel and handed over to the authorised personnel of Kolkata Municipal Corporation, which is the standard procedure for solid garbage disposal in this urban region of Kolkata city.

Wastewater: All waste water lines from toilets, laboratories etc are connected to the main Municipal Corporation drains.

Waste materials: Solid waste materials like plastic, papers broken glasswares, out-of-use instruments are collected and sold out to appropriate vendors.

Liquid waste: The liquid waste is mainly produced from the

Chemistry Laboratories. They are diluted, neutralised if required and disposed off. Sometimes Organic solvents are reused after collection and distillation.

Gas Fumes: Multiple exhaust fans are continuously operative during class hours in the laboratories. Fume chambers are used for handling Chemicals giving out irritating fumes. Use of laboratory coats/aprons, protective glasses and gloves are mandatory in many laboratories.

e-wastes: e-wastes are disposed off to an e-waste handling vendor, namely L HULLADEK Recycling Pvt Ltd, Kolkata 700 033.

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	No File Uploaded

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

A. Any 4 or All of the above

<p>vehicles</p> <p>3. Pedestrian Friendly pathways</p> <p>4. Ban on use of Plastic</p> <p>5. landscaping with trees and plants</p>	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>	
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</p> <p>1.Green audit</p> <p>2. Energy audit</p> <p>3.Environment audit</p> <p>4.Clean and green campus recognitions/awards</p> <p>5. Beyond the campus environmental promotional activities</p>	<p>E. None of the above</p>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<p>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</p> <p>5. Provision for enquiry and information :</p>	<p>E. None of the above</p>

Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

The college authority promotes harmony among all religions and does not execute any form of discrimination during cultural programs organised by Staff and students.

Occasions like 15th August, 26th January, Saraswati Puja, Annual Day of the college are celebrated as a practice every year with great enthusiasm by Staff and Students of the college.

Raksha-Bandhan and Basanta Utsab are celebrated every year to promote religious harmony and spread the universal message of 'Unity amidst Diversity' of the Indian culture.

On Teachers' Day, all staff from different communities and economic backgrounds are felicitated by the students, on a common platform, without any discrimination regarding their position or status.

These practices give a feeling of oneness and the spirit of unity.

2020-2021 being the year of Pandemic, these events had to be conducted virtually.

Prior to the Pandemic, an Intercollege Cricket Tournament was

organised by Vidyasagar College, to commemorate the 200th birth anniversary of Pundit Iswar Chandra Vidyasagar. A friendly cricket match was played between the Teaching and Non-teaching staff of the college. This indicates mutual harmony among the neighbouring colleges and also between the staff members of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

1. Vidyasagar College regularly observes Independence Day, Republic Day, Birth Anniversary of Pundit Iswarchandra Vidyasagar every year.
2. Political Science Department organises Youth Parliament Programme. Students also participate in Inter- college competitions on MOCK PARLIAMENT conducted by the Higher Education Department of Government of West Bengal.
3. The Departments of Political Science and Philosophy has sensitized students of the Institution to the Constitutional Obligations of VALUES, RIGHTS, DUTIES and RESPONSIBILITIES of Citizens.
4. When the AMPHAN CYCLONE hit the Gangetic Plain of West Bengal in May 2020, and devastated most parts of South 24-Parganas district of South West Bengal, the students of Vidyasagar College braved within the Pandemic and organised a RELIEF CAMP on 14th June, 2020 in the Sunderbans area of South 24- Parganas and ration, food and dress and other necessary materials for sustaining bare livelihood were distributed among 500 hungry and homeless families.
5. Students also distributed blankets to people in the

Sunderbans area on 25th December, 2020.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 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	No File Uploaded
Any other relevant information	No File Uploaded

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

Due to COVID 19 panemic, Central and State Government declared covid protocols, where no student gathering was allowed within the campus, but still the following National commemorative days and festivals were conducted in the premises by the local staff and Student Council members and

in some cases in virtual mode.

National Flag was hoisted in the college premises on Independence Day in 2020 and Republic Day in 2021 maintaining all COVID 19 protocols.

Teachers' Day was celebrated on 5th September virtually by the Students' Union to commemorate the birth anniversary of Dr Sarvapalli Radhakrishnan.

Saraswati puja was celebrated on 7th February, 2021 by Students' Union and food packets were distributed among the students, avoiding excess gathering, as per covid protocols.

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

7.2 - Best Practices

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

Best Practice 1:

DECENTRALIZING AND SPAWNING BENEVOLENT PARTICIPATORY MANAGEMENT FROM ALL SECTIONS

To involve all three sections of the College - faculty, non-teaching staff and students in decision making and implementation, acknowledging their contribution to evolve an atmosphere of participatory management towards overall betterment of College.

The functioning of all affiliated colleges of University of Calcutta are guided by its statute, where- the Governing Body (GB) is the highest body consisting of a President, Principal (Secretary), 3 teaching members, 1 non-teaching member, 1 State Government nominee, 1 University nominee.

GB appoints different committees and sub-committees including all 3 sections for the smooth functioning of the College like Teachers' Council, Siksha Karmi Union, Students' Union, Finance Committee, Building Committee etc.

Best Practice 2

CONGENIAL ATMOSPHERE AND SUPPORTS PROVIDED TO MERITORIOUS STUDENTS FROM ECONOMICALLY BACKWARD SECTIONS, GIRL STUDENTS AND FIRST-GENERATION LEARNERS:

The College caters a congenial atmosphere of learning to attract a pool of poor and meritorious students from economically backward and deprived sections, girl students and family of first-generation learners, locate them and provide them with possible support and progress them towards better sustenance

The admission of this College is purely based on a merit list. of which about 40% of the students come from rural, rural-urban and backward areas of West Bengal. To promote the academics and cater to the financial constraints of the needy students, the College has provisions of financial assistance like Students' Aid Fund, and Governmental Initiatives like Kanyasree, Aikyasree, National Scholarships, and also from other valued donors.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

DISTINCTIVENESS OF INSTITUTION

The genesis of Vidyasagar College is a momentous event in the national history of India, as its founder- the torch bearer of Indian Renaissance, Pundit Ishwar Chandra Vidyasagar initiated in 1872. His mission was to form a college: run by natives, with no help from the ruling British

as the first cry of freedom.

In accordance to His ideals set in the motto: knowledge, sacrifice and service, the college aims to provide the best education possible to students coming from diverse backgrounds. As the founder sought to promote higher-education as a part of his social reform program, the college continues to provide special welfare and aid to backward and deprived sections of the society.

They are offered guidance and suggestions to help them solve problems and encouraged to acquire high academic standards. They are made aware of their moral responsibilities and strengthened to surmount the evils of irrationality and intolerance. The foremost mission of the college is to unite inquisitiveness and religious search for perfection in the realm of knowledge, with tenderness and sympathetic warmth of the Indian heart.

The college hopes to inculcate among students through years, values of generosity and warm fellow feeling and finally create a programme of actual human resource development, deploying social justice, ensuring equity and fostering competence amongst students. The college endeavors to produce skilled professionals who can engage in the task of improving the world around them socially and economically.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Mentor - Mentee program was implemented and due to pandemic situation interactions with students was carried out in online mode only. In next academic session , on withfrawl oflock down, the face to face counseling of the students to be performed.
- Placements of the students to be given priority. The placement cell will contact different potential

recruiters for arranging in-campus/ off-campus placement camps.

- The in time promotion of teachers is an important aspect for the advancement of the institution. IQAC will look after trouble free career advancement of the teachers of the college.
- Library and laboratories of the college has to be upgraded. Addition of new e-books and e-journals in library will be encouraged.
- Academic and administrative audit will be given priority in this new academic session as in the previous session it could'nt be conducted due to pandemic. IQAC has also a plan of performing Green audit and Energy audit too.
- Collaborations and MOU with different institutions for different activities will be encouraged.
- Vidyasagar College has celebrated Bicentenary Birth Anniversary of its founder, the social reformer Pundit Iswarchandra Vidyasagar (2019 - 2020) in a glorious manner . The institution is going to complete its 150th year of establishment in 2022. IQAC in collaboration with its teaching, non-teaching staff members and students of the college will organize various programs in the upcoming academic session to commemorate the event in a befitting manner.