The Annual Quality Assurance Report (AQAR) of the IQAC

Session: 2017-2018

Part – A

1. Details of the Institution

1.1 Name of the Institution

> VICTORIA INSTITUTION (COLLEGE)

1.2 Address Line 1

> 78B, Acharya Prafulla Chandra Road

Address Line 2

> NIL

City/Town

> Kolkata

State

> West Bengal

Pin Code

> 700009

Institution e-mail address

> victoriacollege1932@gmail.com

Contact Nos.

> 033-23501959

Name of the Head of the Institution:

> Dr. Nibedita Chakrabarti

Tel. No. with STD Code:

> 033-23600046

Mobile:

> 9433117523

Name of the IQAC Co-ordinator:

| Dr. Patralekha Mukhopadhyay |

Mobile:

| 9830474613 |

IQAC e-mail address:

| victoriacollegeiqac@gmail.com |

1.3 NAAC Track ID

| WBCOGN11256 |

1.4 NAAC Executive Committee No. & Date:
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

| EC(SC)/18/A and A/53.2 |

1.5 Website address:

| www.victoriacollege.co.in |

Web-link of the AQAR:

| http://victoriacollege.co.in/IQAC/AQAR_2017-18pdf |

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	--	2004	5 yrs
2	2nd Cycle	B+	2.61	2016	5yrs
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

| 11.08.2006 |

1.8 AQAR for the year

| 2017-2018 |

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

      i. AQAR 2004-08 Submitted to NAAC
      ii. AQAR 2009-10 Submitted to NAAC
      iii. AQAR 2010-11 Submitted to NAAC
      iv. AQAR 2011-12 Submitted to NAAC
      v. AQAR 2012-13 Submitted to NAAC
      vi. AQAR 2013-14 Submitted to NAAC
      vii. AQAR 2014-15 Submitted to NAAC
      viii. AQAR 2015-16 Submitted to NAAC-*AQAR 2015-16 submitted to NAAC on 19.09.2016*
      ix. AQAR 2016-17 Submitted to NAAC-*AQAR 2016-17 submitted to NAAC on 12.03.2018*

1.10 Institutional Status

University   State [✓]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [✓]

Autonomous college of UGC   Yes [ ]   No [✓]

Regulatory Agency approved Institution   Yes [ ]   No [✓]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ]   Men [ ]   Women [✓]

           Urban [✓]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid   UGC 2(f) [✓]   UGC 12B [✓]

           Grant-in-aid + Self Financing [✓]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [✓]   Science [✓]   Commerce [✓]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify)   . N.A.

1.12 Name of the Affiliating University *(for the Colleges)*

University of Calcutta

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   ---

University with Potential for Excellence   ----   UGC-CPE   -----

DST Star Scheme   ---   UGC-CE   ---

UGC-Special Assistance Programme   ---   DST-FIST   ---

UGC-Innovative PG programmes   ---   Any other (*Specify*)   ----

UGC-COP Programmes   ----

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

1 (Bursar) + 1(Accountant) +1(Librarian)

2.3 No. of students

1 (G.S. of Student union)

2.4 No. of Management representatives

1(Principal) +2(G.B. Members)

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

   Community representatives

1 (Local MLA)

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

1 (Retired ADPI) & Member Secretary, Higher Education

2.9 Total No. of members
|20|

2.10 No. of IQAC meetings held
|04|

2.11 No. of meetings with various stakeholders: No. |4| Faculty |3|

Non-Teaching Staff Students |---| Alumni |---| Others |1|

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [√]

If yes, mention the amount |-----|

2.13 Seminars and Conferences (only quality related)

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

Total Nos. |03| International |---| National |---| State |---| Institution Level |03|

(ii) Themes

1. 'Learner Centric Andragogy'
2. Use of ICT on Teaching, Learning & Administrative Process
3. Some features of the Choice Based Credit System for undergraduate courses

2.14 Significant Activities and contributions made by IQAC

- Members of IQAC review the self-assessment reports of performance-based appraisal submitted by the respective teachers to be promoted under CAS to the next higher stage following the UGC Regulations, 2010 and thereafter orders issued by the Government.
- After consultation with cell members, faculty and non-teaching staff in meetings IQAC take the decisions to be implemented in academic and administrative activities of the college.
- Teachers are motivated to attend Faculty Development programmes for the purpose of enriching their knowledge.
- Students of NSS and NCC of the College unit take active participation in different Programmes on various issues under proper guidance of concerned faculties and effective supervision of the Head of the Institution.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
i)Career advancement and re- designation of teachers are to be processed through IQAC	i) Members of IQAC reviewed the self-assessment reports of performance-based appraisal submitted by 4 teachers & the Librarian to be promoted under CAS to the next higher stage.
ii) Improvement of administration	ii) The existing package for keeping student profile has been upgraded according to the need of CBCS system.
iii)Career counselling programme	iii) TATA Consultancy Services, a prime corporate Institution conducted on-campus interview for the final year students (Arts, Science & Commerce) of our college. The entire interview process had four rigorous rounds-MCQ round, Group Discussion, Technical Round and finally Telephonic Interview from the Head Office of TCS (Mumbai). Finally, 12 students were selected and were offered jobs at TCS, Kolkata. They would get their appointment letter after completion of their final year study.
iv) Continuance of the Medical Aid Fund	iv) Medical Aid Fund formed by the contribution of students ensures help during medical emergencies.
v) Moderation of college website	v) College website has been upgraded with dynamic Homepage.

Attach the Academic Calendar of the year as Annexure.

2.16. Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [---]   Any other body [---]

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	N.A.	N.A.	N.A.	N.A.
PG	N.A.	N.A.	N.A.	N.A.
UG	18	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	18	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options   N.A.
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	---
Annual	16

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

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

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

N.A.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
74	35	27	N.A.	12

2.2 No. of permanent faculty with Ph.D.

36

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
---	5	----	----	---	----	---	---	--	5

2.4 No. of Guest and Visiting faculty and Temporary faculty | 08 | | --- | | 08 |

2.5 Faculty participation in Conferences, Seminars, Workshops and Symposia:

No. of Faculty	International level	National level	State level	Univ. level	College level
Attended	24	42	15	22	57
Presented papers	10	13	04	----	---
Resource Persons	---	---	----	---	01

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

- Apart from usual chalk and talk teaching process LCD projectors are used for lectures and students' talks.
- Class discussions, inviting guest speakers, visits, excursions all form a part of teaching process.
- Websites are used for advanced study on specified topics.
- Interactive educational CD and preparation of field reports of excursions is done with the help of computers on a regular basis.
- Students are encouraged to participate in workshops.
- Students are taken to industrial visit and important local places related to their subjects.
- Greater emphasis is given for inculcating research culture by encouraging the students to participate and present papers in seminars conducted by departments.
- The academic progress of the students is regularly assessed by class tests and MCQ tests along with college tests.
- Parent-teacher's meetings are held regularly to discuss students' progress.
- Departmental quiz competitions are organised to improve the interest of students in their subject areas.

2.7 Total No. of actual teaching days during this academic year

| 155 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple-Choice Questions)

| Online & Manual Multiple-Choice Questions |

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

| Nil | Nil | Nil |

2.10 Average percentage of attendance of students

| 70% |

2.11 Course/Programme wise distribution of pass percentage :2017-18

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division					Pass %
			Distinction %	I %	II %	III %	QG/P Div.	
B.A. (Hons.)	153	148	---	6.53%	84.97%	---	5.23%	96.73%
B.Sc. (Hons.)	115	106	----	23.48%	62.60%	-	6.09%	92.17%
B.Com. (Hons.)	86	24	--	1.16%	26.74%	----	----	27.91%
B.A. (General)	237	102	---	---	5.91%	---	37.13%	43.04%
B.Sc. (General)	53	41	---	7.55%	56.60%		13.21%	77.36%
B.Com. (Gen.)	71	17	---	----	2.82%	---	21.13%	23.94%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC collects annual reports from all departments at the end of the academic session.

IQAC conducts meetings with the teachers' council, routine committee & academic sub-committee to discuss departmental class schedules, examination and evaluation processes with an objective towards the enrichment of Teaching-learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
UGC – Faculty Improvement Programme	01
HRD programmes	---
Orientation programmes	02
Faculty exchange programmes	---
Staff training conducted by the university	--
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	57
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	5	0	0
Technical Staff	10	3	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. IQAC has taken initiative for publication of multi-disciplinary, Peer-reviewed academic journal for dissemination of research papers of the faculty.
2. IQAC continuously informs and encourages the departmental teachers to attend and present papers at seminars and workshops organised by various Institutions.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	----
Outlay in Rs. Lakhs	----	----	---	----

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	----	----	----	----
Outlay in Rs. Lakhs	----	----	----	----

3.4   Details on research publications

	International	National	Others
Peer Reviewed Journals	20	07	05
Non-Peer Reviewed Journals	--	---	---
e-Journals	---	---	---
Conference proceedings	02	04	03

3.5 Details on Impact factor of publications:

Range 1.9-6.76   Average 3.94   h-index ---   Nos. in SCOPUS ---

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	---	----	-----	----
Minor Projects	---	----	----	----
Interdisciplinary Projects	---	----	----	-----
Industry sponsored	---	----	-----	----
Projects sponsored by the University/ College	---	----	-----	----
Students research projects *(other than compulsory by the University)*	-----	-----	-----	-----
Any other(Specify)	----	----	----	-----
Total	----	----	----	-----

3.7 No. of books published   i) With ISBN No. `--`   Chapters in Edited Books `02`

   ii) Without ISBN No. `-----`

3.8 No. of University Departments receiving funds from

UGC-SAP `---`   CAS `---`   DST-FIST `---`

DPE `---`   DBT Scheme/funds `---`

3.9 For colleges   Autonomy `---`   CPE `---`   DBT Star Scheme `---`

INSPIRE `---`   CE `---`   Any Other (specify) `---`

3.10 Revenue generated through consultancy `------`

3.11 No. of conferences, seminars, workshops organized by the Institution

Level	International	National	State	University	College
Number	----	---	-----	-----	04
Sponsoring agencies	----	----	-----	-----	College

3.12 No. of faculty served as experts, chairpersons or resource persons `06`

3.13 No. of collaborations   International `---`   National `---`   Any other `---`

3.14 No. of linkages created during this year `---`

3.15 Total budget for research for current year in lakhs: Nil

From Funding Agency | ---- | From Management of University/College | -----

Total | ----

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	----
	Granted	-----
International	Applied	-----
	Granted	----
Commercialised	Applied	----
	Granted	----

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College
01	----	----	----	01	----	-----

3.18 No. of faculty from the Institution
     who are Ph. D. Guides | ---
     and students registered under them | ---

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

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

JRF | --- | SRF | --- | Project Fellows | --- | Any other | ---

3.21 No. of students Participated in NSS events:

University level | 20 | State level | ---

National level | --- | International level | ---

3.22 No. of students participated in NCC events:

University level | --- | State level | ---

National level | 07 | International level | ---

3.23 No. of Awards won in NSS: | University level | --- | State level | ---

National level | --- | International level | ---

3.24 No. of Awards won in NCC:

University level [---]   State level [---]

National level [---]   International level [---]

3.25 No. of Extension activities organized

University forum [---]   College forum [---]

NCC [20]   NSS [04]   Any other [16]

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

1. Three members of the Counselling Cell attended the 26th Career Fair in Kolkata held at the Ice Skating Rink from April 29-30, 2017 to gather experience regarding the organisation of such fairs and also to have an exposure to various institutions and companies that provide professional training and career opportunities for the students.

2. The Career Counselling Cell organised a 'Sanitary Health Campaign' on January 16, 2018 (Tuesday) for raising awareness among the students about health and sanitation related issues. The programme was conducted by the Company, Procter and Gamble India, within the college premises.

3. A seminar titled 'An Interactive Hour on CYBER SECURITY AWARENESS' was organised by the Career Counselling Cell of Victoria Institution (College) on 19th September, 2017 within College premises. Mr. Bivas Chatterjee, Public Prosecutor & Ethical Hacker, was the speaker of the day. Students and Faculty Members of the college participated in the seminar with great interest and enthusiasm.

4. The Counselling Cell arranged a programme on August 12, 2017 for the students of the college regarding the awareness of traffic rules. The programme – SAFE DRIVE SAVE LIFE was hosted by the Traffic Police Section of Government of West Bengal, Sealdah Division, Kolkata. The participants were the students of the college (Day Section).

5. A "Sit and Draw" competition was organised under the aegis of the Counselling Cell in collaboration with UCO Bank (Rajabazar Branch) on 26.10. 2017 at Keshub Memorial Hall to observe the Vigilance Awareness Week (Oct 30th to Nov 4th, 2017).

6. Students from the department of Zoology of Victoria Institution (College) took active part in quiz and extempore competition in the Zoo Festival 2017, from 14th November 2017 to 18th November 2017 organised by Alipore Zoological Gardens to spread awareness amongst students. It is worth mentioning that 4 out of the six students who participated in the extempore competition, two from the English category and two from the Bengali category, won consolation prizes for their encouraging performances.

7. A group of students of 2nd yr Honours of Botany, Chemistry & Zoology Departments participated in the Poster Competition on the theme "GLOBAL WATER CRISIS AND CONSERVATION" held at Scottish Church College on 10th January 2018. The group achieved 1st position

8. Philosophy Department organised an Extension Lecture on 15.09.2017. Dr. Pralayankar Bhattacharya of Calcutta University delivered his lecture to departmental students on **"Democracy, Freedom and Education".**

9. 2nd yr Students of Zoology Hons. Visited Zoological Survey of India, the premier Indian organization in zoological research and studies on 26th October 2017to have a keen observation of huge number of animal specimens.

10. 17 Students of 1st year Mathematics Honours participated in the celebration of 'National Mathematics Day 'at K K Das College on 22nd December 2017. Two teams participated in the Quiz Competition and one of them came 1st among the eleven teams from various colleges. Our students had also participated in Poster Presentation Competition where among the 12 different groups from various colleges, Group -II was declared 2nd and Group -I was declared 3rd. This gave the students a good exposure to the outer academic world.

11. 1st yr, 2nd yr and 3rd yr. students of Psychology (Hons.) participated in the Mental Health Week at Ashutosh College and University of Calcutta.

12. 1st yr & 2nd yr students of Economics Hons. Visited Sabala Mela, Central Park, Karunamoyee, Saltlake, Kolkata on 16th Dec 2017 for Primary Survey on socio-economic condition of self-help people.

13. The Dept. of Political Science has successfully completed conducting the 3rd series of Extension lectures for students of Pol.Sc. and Allied Social Sciences with the financial assistance received from Indian Council of Social Science Research- Eastern Regional Centre, Kolkata. In the last academic session the series comprised of 8 lectures beginning in November 2017 and ending in February 2018.

14. The Dept. of Economics arranged extension lectures by eminent Professors for curricular development of their 1st yr, 2nd yr & 3rd yr Hons. Students on 3rd & 10th January 2018.

15. The Dept. of Physics organised a Lecture and Demonstration of some innovative experiments by scientists from UGC DAE Consortium, Kolkata Centre on 20th Sept 2017 for the students of 1st yr, 2nd yr & 3rd yr Hons. students to enhance their curricular development.

16. Study tours were arranged by the Dept. of Physics to visit the Birla Industrial and Technological Museum on 20th February 2018 and also the Variable Energy Cyclotron Centre on 15th Feb 2018 for the students of 1st & 2nd yr Hons.

17. Department of History arranged a day trip to Pandua, Tribeni and Chandernagore on 23rd December, 2017 with Fifty (50) students along with three teachers.

18. Seasonal flowers were planted by the volunteers of NSS unit in the college garden.

19. During 2nd August to 15th August'17 NSS Volunteers were engaged in cleaning their college campus including class room, laboratories, libraries, toilets, lawns and roads.

20. Declamation contest on 'Patriotism and Nation Building' was held on 1st December 2017 at College premises, sponsored by Ministry of Youth Affairs & Sports, Govt. of India. The three winners (1st, 2nd, & 3rd) from our college attended the District level contest as contestants and one of them was awarded with certificate.

21. A programme of 'Neighbourhood Youth Parliament' under National Youth Leaders programme, Ministry of Youth Affairs & Sports, Govt. of India was organized by Nehru Yuva Kendra, Kolkata in collaboration with NSS Unit of this college. Twenty four Volunteers of our unit took part in this programme, they discussed on various issues of local and national importance on current affairs including various Govt. activities.

22. A special camp of seven days (23th March-29th March 2018) was held in the Ward No .38 of Kolkata Municipal Corporation and this camp was attended by 50 NSS volunteers of our College.
      This Special Camping programme was held to provide opportunities to the students for group living, collective experience sharing and constant interaction with the community. The volunteers of N.S.S Unit adopted a total of one hundred and twenty five families of the urban slum for intensive development. One drawing competition was also arranged by the Children of the slum with great interest. More than 50 slum children participated in this competition. Clipboard, drawing sheets, colour pencil, eraser and Tiffin were served by the volunteers to the children.

23. Students were awarded 4 Gold medals, 2 Silver medals at the South Asian Aquatic Champions, 2016, Colombo (Srilanka).

24. Students were awarded 1 Silver medal, in the West Bengal State Kick Boxing Championship and Gold medal at the National Kick Boxing championship 2017 and 2018.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.5 acres	----	-----	1.5 acres
Class rooms	30	-----	-----	30
Laboratories	13	03	College	16
Seminar Halls	02	-----	-----	02
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	----	26	UGC	26
Value of the equipment purchased during the year (Rs. in Lakhs)	----	Rs.3,62,564/-	UGC	Rs.3,62,564/-
Others	---	---	-----	---

4.2 Computerization of administration and library

On-line Admission system.

Students' data updated.

There are six computers in the Library. All the computers have internet connections. Browsing and downloading facilities are provided to students and faculties.

WiFi facility is also available in the library.

For Library automation, **KOHA Integrated Library Management Software** is used in the Library. At present the cataloguing has been completed in the Day Section Library. Students can search the OPAC (Online Public Access Catalogue) in the Library.

4.3 Library Service:

Library (DAY)

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	30170	8,68,929	-	-	30170	8,68,929
Reference Books	504	15,450	-	-	504	15,450
e-Books	-	-	-	-	-	-
Journals	02	35,150	(Cont.)	5,150	02	40,300
e-Journals	-	-	-	-	-	-
Digital Database	01	11,475	(Cont.)	5900	01	17,375
CD & Video	-	-	-	-	-	-
Others(specify) magazine	01	3470	(Cont.)	3120	01	6,590

Library (MORNING)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11,416	3,17,852	-	-	11,416	3,17,852
Reference Books	81	8,784	-	-	81	8,784

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	64	----	----	----	----	9	41	14
Added	---	----	----	-----	----	---	---	---
Total	64	----	----	-----	-----	9	41	14

Technology up gradation in Library

	Total Computer	Internet	Browsing Centres	Others			
				CCTV	Photocopy machine	Scanner	Printer
Existing	06	06	02	04(cameras)	01	01	01
Added	-	-	-	-	-	-	-
Total	06	06	02	04	01	01	01

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

> Prepared OPAC for Library (Day) through KOHA software.
>
> Installation of projectors in class rooms and smart board in seminar hall.

4.6 Amount spent on maintenance in lakhs:

i) ICT — Rs. 1,48,746/-

ii) Campus Infrastructure and facilities — Rs.1,54,173/-

iii) Equipments — Rs. 26,144/-

iv) Others — Rs.7188/-

Total : Rs.3,36,251/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Building, Sustaining and Fostering Awareness about Student Support Services by the IQAC-

i. <u>Generating and Publicising Important Student Centric Information-</u>Conveying and relating credible information to the students is an important prerogative of the Institutions. To this end, we ensure that student centric information whether it be academic, or non-academic (extra-curricular), is displayed on the Notice and Information Boards of the Institution. A dedicated individual which updates the same, and takes down old notices has been committed by the Institution to oversee this very important functionality.

ii. <u>NSS, NCC, and other Credible Value Development Institutions-</u> The Institution believes in not only imparting the highest levels of academic excellence to the students, but also engrains in them core values necessary for the overall development of self and others. To further this, our students are encouraged to actively take part in activities of the National Service Scheme, and the National Cadet Corps. Educating themselves on important issues like the protection of the environment, the necessity of gender sensitization, and the significance of striking a proper balance between one's health, or the work-life conundrum is a pre-requisite for the Institution.

5.2 Efforts made by the institution for tracking the progression

A Rigorous and Credible Mechanism to Track the Progress and Academic Advancement of Students of the Institution-

i. <u>Periodic Evaluations and Advancements-</u> The College conducts periodical evaluation in the form of class tests, mid- term tests, and pre-annual selection tests to equip the students with knowledge and skill of their chosen subjects and to provide them credible opportunities for all round academic and non-academic growth and prepare them for future life. Performance of students is also monitored through tutorial classes and assignments. Some departments evaluate the students by MCQ assessments and IQ tests.

ii. <u>Updating of Student Data Records-</u>Every department of the College maintains student data record which contains contact details of the students. Faculty members of respective departments generally maintain regular contact with meritorious students to track their progression and career advancement. In addition to maintaining records, the faculty members motivate students and offer them career guidance that helps them in preparing for life after the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2662	----	----	---

(b) No. of students outside the state

2

(c) No. of international students

Nil

Men

No	%
N.A.	

Women

No	%
2662	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2063	272	23	158	09	2525	2037	335	27	251	12	2662

Demand ratio   1138   /9486   Dropout % Nil

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Nil

No. of students beneficiaries   N.A.

5.5 No. of students qualified in these examinations

| NET | --- | SET/SLET | --- | GATE | --- | CAT | --- |
| IAS/IPS etc | ---- | State PSC | ---- | UPSC | ---- | Others | -- |

5.6 Details of student counselling and career guidance

- Principal, Admission Committee and the individual departments give career advice at the time of admission so that they can take the right subject combination. Special sessions are held with the students residing in hostels to address their special emotional needs.
- College authority tries to provide continuous effort for organizing Career orientation programmes for generating enthusiasm among our students under the supervision of Career Counselling Cell. In this respect we can mention the role of TATA Consultancy Services, a prime corporate Institution that had conducted on-campus interview over the last few years for the final year students (Arts, Science & Commerce) of our college. TCS officials usually initiate their programme with a general discussion with the enrolled students along with a fair overview about BPO (Business Progress Outsourcing) Sector. Interview session runs for a number of rounds and at the end of the final round eligible students are selected for the job at their organization.

No. of students benefitted   12

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	97	12	----

5.8 Details of gender sensitization programmes

NSS and NCC organize gender sensitization programmes through poster making competitions, workshops on gender-related issues etc.

5.9 Students Activities

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

State/ University level | 05 | National level | --- | International level | ---

No. of students participated in cultural events

State/ University level | --- | National level | 01 | International level | ---

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

Sports : State/ University level | 05 | National level | 02 | International level | ---

Cultural: State/ University level | --- | National level | --- | International level | ---

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	3	Rs. 2520/-
Financial support from government	265(Kanyasree)	----
Financial support from other sources	-----	-----
Number of students who received International/ National recognitions	-----	------

5.11   Student organised / initiatives

Fairs   : State/ University level | --- | National level | --- | International level | ---

Exhibition: State/ University level | --- | National level | --- | International level | ---

5.12   No. of social initiatives undertaken by the students | 10

5.13 Major grievances of students (if any) redressed: _____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

i. All the Academic Departments of the Institution rigorously prepare the plan for every academic year in thorough consultations with other academic departments and coordinate amongst each other with the aim of ensuring maximum feasibility for the students of the Institution.

ii. Academic knowledge is disseminated in a robust and holistic manner, so that emphasis is paid on the development of students coming from less privileged and financially impoverished backgrounds. The aim of the Institution is to promote and protect an academic environment that helps in developing a socially committed citizenry that is aware, active, and actionable.

iii. As a Mission Statement the intent of the Institution is to foster and nurture a scientific attitude, temperament and culture amongst its student citizens.

iv. As a Mission Statement there is continuous focus on the need to introduce newer models of teaching and learning which contributes to the betterment of the students, and one that is at par with the most accomplished universities and colleges.

v. As a Mission Statement the faculty members, and administrators make it their prerogative to inculcate in the students and guide them towards developing a fearless attitude in terms of their thought building and critical thinking abilities.

6.2 Does the Institution has a management Information System

The College library is computerised, and the college office is also computerised. New softwares are installed in the office.
The Library is using KOHA Integrated Library Management Software

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Affiliated to the oldest and one of the most prestigious universities in India, the University of Calcutta, the college prepares its academic curriculum in strict compliance with its parent university. The preparation of the academic calendar takes place right before the commencement of every academic session without any delay, so that the plan and the actionable points re clear to all the faculty members as well as the administrators. On the basis of the academic calendar, the teachers prepare their individual lesson plans according to the respective syllabi taught by them. The faculty also maintains an attendance register on a regular basis, which helps them to keep a track of the classes allotted and the classes taken.

Advanced and Novel methods of Teaching and Learning have been embraced and espoused generously by the Institution-

i.   Model Teaching Methods-While continuing with the formal processes of imparting education, robust attempts have been made towards experimenting and implementing new models like advanced Audio-Visual mediums such as LCD Projectors, Documentary Screenings, and Autobiography Screenings to enhance the quality of lectures, student interactions, and academic discussions within the atmosphere of the classrooms.

ii. Enhanced Academic Experiences-Student-teacher discussions where students are encouraged to participate in a discourse with teachers, purely in an academic and educational environment.The enrichment is heightened by inviting learned and accomplished speakers who interact and share their experiences with the students which helps in contributing towards a wider world view. Academic and experiential tours and visits to institutions, historical monuments, museums, student conferences helps in mitigating the mundaneness of classroom teaching and in ameliorating academic and non-academic thinking and thought building.

iii. Harnessing the Power of the Internet-The World Wide Web and its academic potential is routinely taken recourse to by teachers and students. Online resources and digital libraries that store the most updated and newest forms of academic literature compliment the traditional models of books, and study materials.

iv. Keeping abreast with the Information Technology Revolution-Digitization in education and academic knowledge building is one of the key tenets that the Institution wants to aggressively build upon in the next five years. With this aim, interactive educational resources are distributed via CDs, and students are encouraged to compile reports of excursions on a digital platform that is shareable and accessible to all, teachers, as well as students.

v.   The Importance of Attending Workshops- To inculcate a process of continuous learning, as well as its applications, students from the Institution are encouraged to take part in routine academic and non-academic workshops that are held. This helps in increasing interaction with other students of different colleges, and universities, as well as it exposes them to new form of positive influences, which help in their overall academic development.

vi. Experiential Visits to locations of Academic Interests-The institution believes that academic knowledge is enhanced if complimented by the proper sources and resources of academic experiences. To further the ideal, students are taken on academic visits that correspond to their curriculum and syllabuses.

vii. Paper Presentations and Attendance in Seminars-Understanding and absorbing knowledge is half the battle won, articulating and sharing the same with others on a public platform is another. To help boost confidence and overcome the fear of public speaking students are encouraged to present academic papers and make presentations in different intra-college and inter-college events. This not only helps as a confidence building measure, but also helps in improving the quality of research, answering rebuttals, and defending academic arguments.

viii. Periodic Assessments to Measure Growth and Development- As learning is a continuous process, the Institution makes it a point to evaluate the students regularly through routine MCQ tests, class tests, and college tests. This helps the teachers in accurately assessing particular pressure points that emerge as challenges, and addressing the same before university examinations.

ix. Judiciously Planned Parent-Teacher Meetings or PTMs-The Institution believes that it is very important for parents to be updated with the academic progress of their children, and the Institution ensures that there is complete transparency in communication between teachers, administrators, students and parents. Regular, planned and periodic PTMs are key in developing a healthy, confident and trust building atmosphere at the Institution.

x.   Extracurricular Developments like Inter-Departmental Quiz Competitions- The Institution makes it a point to routinely organize inter-departmental quiz competitions as the same helps in keeping students abreast with important happenings from the world of current affairs and political developments that concern each and every citizen of the country. Mental awareness, confidence building, value addition of extra knowledge, along with the development of the overall individual personality are some of the goals achieved through holding quiz competitions.

6.3.3 Examination and Evaluation

Periodic Examination and Continuous Evaluation Models-

i. The examinations according to the academic plan and calendar are regularly held and scrupulously monitored. The examinations are planned well before hand, and students are supplied with all the resources including probable and important questions that are a must for the examination at hand.

ii. All the examinations in terms of dates and scheduling are done in strict accordance with the mandates of the affiliated university, the University of Calcutta.

iii. In order to ensure regular advancement, and the tracking of the enhanced levels of student's knowledge, the Institution conducts its own periodic evaluation formats. These take the form of regular class tests, monthly assessments, viva-voce, mid-terms, pre-annual selection examinations, presentations, and any other innovative method of assessment followed by the individual academic departments.

iv. Newer models of evaluations like Multiple Choice Questions (MCQs), Intelligent Quotient (IQ) Tests are also conducted to train the students to be sharp and updated with the education that is being imparted by the faculty members.

v. The IQAC introduces programmes to ensure accountability with transparency in teaching practices and assessment patterns. The College interacts with students through different Orientation Programmes and Parent-Teacher meetings and receives valuable and enriching feedback from them. The College uses these feedbacks in planning its strategies especially in bringing transparency and accountability in the teaching-learning evaluation.

6.3.4 Research and Development

Innovative Strides towards Promoting Excellence in Research and Development-

i. The IQAC ensures that the faculty members of the Institution are abreast with the most updated methods of teaching and evaluation, one that has been accredited by regulatory bodies such as the Ministry of Human Resource, the University Grants Commission, and the State Education Boards. The Institution ensures that the teachers must have access to institutional infrastructure facility to carry out research work. Many of the teachers of the college are involved in active research in collaboration with external bodies. The IQAC keeps the teachers informed about various projects and fellowships and motivates them to submit proposals for minor and major research projects to the requisite funding agencies. The college ensures the autonomy of the Principal Investigator and facilitates release of funds. The college grants study leave to the faculty engaged in research work as and when required.

ii. The IQAC regularly takes initiative to inform the teachers about various academic and non-academic workshops, seminars, and conferences. The faculty members are encouraged to enrich and add to their learning and development by the Institution. Getting published in reputed journals and books is a value addition that is taken quite seriously by the Institution.

iii. The teachers are also encouraged to go on Faculty Development Programs which are regularly held by the UCG. In addition, the Institution helps faculty members complete their PhD, and offers flexibility in terms of benefits and responsibilities.

iv. The teachers are encouraged to actively take part in Faculty development programmes like Orientation Programme, Refresher Courses and Workshops to enhance their skills and expertise. This results in improved delivery of lectures which leads to quality education. These programmes play a supreme role to update the teachers about the latest happenings in their respective fields.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The following strategies adopted in Library for quality improvement:

A. Library User Focus
- Orientation programme for students twice/year for each department
- Teacher-student-Librarian interactive session in library
- Digital literacy programme is arranged
- Easy availability of major library services like lending, reference, photocopy, CAS, SDI, consultancy, reading room, internet etc.
- Book exhibition and new arrivals
- Availability of updated resource retrieval tools
- Special service: various information provided to teachers over the phone, sms and emails

B. Commitment to Continuous Improvement
- Prompt availability of all kinds of library services along with helpful attitude of staff
- Works going on to complete the database of library services in KOHA software
- Quality housekeeping of library resources interiors, resources and furniture

C. Process or System Thinking
College Authority and Library Committee help the Librarian in decision making for quality functioning of the library and provides all kinds of necessary assistance.

D. Library Staff Involvement
Library staff are motivated to give their full commitment to help the user to get the library service. They are trained to keep the arrangement of library resources in proper sequence along with the housekeeping jobs in library to make the library a comfortable centre for retrieving the required resources, learning and knowledge sharing.

6.3.6 Human Resource Management

The College encourages quality improvement programmes and allows human resource development. Service Books of the employees are continuously upgraded.

6.3.7 Faculty and Staff recruitment

- Permanent faculties are recruited through College Service Commission and these appointments are approved by the Governing Body of the college.
- Govt. Approved Part time teachers are recruited by the College following the Govt. guidelines. College whole time teachers and guest lecturers are appointed by the college.
- Approval of the vacant posts from the Government is required for recruitment of the non-teaching staff. Applications are then invited through advertisement in leading newspapers and college website. Candidates are selected after written test and interview by the Screening Committee constituted by the Governing Body.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

1. The procedure is a completely transparent one, in which the students are selected strictly on the basis of their academic merit. The number of seats are allocated by the University which the Institution follows.
2. The students apply through both Online as well as Offline channels. The names of the selected list of students are put up also on the notice board of the Institution.
3. The schedule of admission that is followed by the Institution is within the guidelines of the affiliating University, which in this case is the Calcutta University.

6.4 Welfare schemes for

Teaching	---
Non-teaching	----
Students	Membership of all students to Students' Health Home

6.5 Total corpus fund generated   Nil

6.6 Whether annual financial audit has been done   Yes [√] No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	Yes	IQAC
Administrative	No	N.A.	Yes (Only financial audit)	

6.8 Does the University/ Autonomous College declare results within 30 days? N.A.

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

1. The institution is committed to maintaining a strong sense of student community even after the students have completed their graduation. The Alumni Association organizes re-unions.

2. In addition to organizing functions, the Alumni Association of the Institution also serves a larger purpose in our society by giving essential support to our students so that they can continue their studies.

3. An aid of Rs. 4000/- has been contributed by Alumni Association of the Institution for the students of B.A. & B.Sc. 3rd yr Honours who are needy but not receiving any scholarship from other source on the basis of their performance in Part I (H) Examination and attendance in the classes.

6.12 Activities and support from the Parent – Teacher Association

- The Institution makes it a point to arrange regular and periodic interactions between parents, teachers and Principal. This helps the teachers in understanding the perspective of the parents. If there is any communication about the performance of the student, the teachers convey the same to the parents, thereby maintaining a healthy communication between the key stakeholders.

6.13 Development programmes for support staff

West Bengal Government sometimes arranges training programmes for staff in different area to make digital India.

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

Initiative has been taken on behalf of the college to increase consciousness among the students regarding ill effects of the use of the polythene.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. The Institution ensures a conducive environment of learning that is in accordance with the latest teaching tools. The College has initiated an Audio-Visual model of learning in the classrooms. This helps to break the monotony that plagues regular lecture-based models and facilitates students for a better grasp of the topics.

2. Periodic screening of documentaries and other films help students develop a better perspective of their social and moral standing in society. In other words, it helps in the overall development of their personality.

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

1. Victoria Institution College strives to promote the most conducive academic environment that guarantees a holistic development of an individual. In addition to a robust academic calendar, students are encouraged to take part in a series of extra-curricular activities that are meticulously planned throughout the year by the faculty members.

2. The Institution takes great pride in fostering and nurturing better human beings who inculcate in themselves a sense of moral responsibility towards the larger society of which they are an intrinsic part.

3. In order to achieve the above-mentioned objectives, Victoria Institution has taken the following steps:

   a) The Institution gives every student an opportunity, both in terms of academic development, as well as in terms of extra-curricular to develop her full potential.
   b) Every student is given the best possible educational and cultural experiences to help them grow, both on a professional and personal level.
   c) Every student is encouraged to actively take part in community development programmes and give back to society.

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

Annexure iii

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

1. NSS undertakes Environmental awareness programmes through poster making, seminar, workshops.
2. NSS unit took initiative in displaying plates with comments signifying to keep the college premises eco-friendly.
3. "USE ME" bins are kept by the NSS volunteers at different corners of college premises for the purpose of waste disposal.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Annexure iv

8. Plans of institution for next year

1. Full automation of library functioning.
2. Organising Intra-departmental & Inter-departmental Quiz, debates, students' talks on co-curricular topics and social awareness.
3. Organising extension lectures by Departments.
4. Conducting extension activities for the students by departments..
5. To organise Faculty Development Programmes by IQAC.
6. To organise NCC seminar in College.
7. To organise some social activities by NCC unit.

Name   Dr. Patralekha Mukhopadhyay   *Name*   Dr. Nibedita Chakrabarti

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*
                                               Principal
IQAC Coordinator   VICTORIA INSTITUTION
Victoria Institution (College)   (College)

Annexure-i

ACADEMIC CALENDER (2017-2018)

Month	Date	Curricular/Co-curricular/Extra-curricular events
July 2017	03/07/2017	College reopens after summer recess
	05/07/2017	B.A./B.Sc. Part II (Gen.) Practical exam begins
	06/07/2017	B.Com. Part I (Hons. & Gen.) Exam begins
	19/07/2017	Commencement of B.A./B.Sc./B.Com.1styr (Hons. & Gen.) classes
	23/07/2017	B.A./B.Sc. Part I (Hons.) Exam begins
August 2017	01/08/2017	Commencement of B.A./B.Sc./B.Com. 3rdyr (Hons. & Gen.) classes
	01/08/2017	Commencement of B.Com. 2nd Year (Honours and General) classes
	02/08/2017	B.A./B.Sc. Part I (Gen.) Exam begins
	16/08/2017	Commencement of B.A./B.Sc./B.Com. 3rd yr. ENVS classes
	17/08/2017	B.A./B.Sc. Part I (Hons.) Practical exam begins
	Last wk	Commencement of B.A./B.Sc. 2ndyr (Hons. & Gen.) classes
September 2017	05/09/2017	Teachers' day celebration
	12/09/2017	Submission of Registration forms to CU by college (Without late fine)
	15/09-17/9/2017	2ndyr Geography (Gen) long Excursion
	18/09/2017	Submission of Registration forms to CU by college (With late fine)
	3rdwk	Fresher's welcome
October 2017	23/10/2017	College reopens after Puja vacation
	30/10/-01/11/2017	Mid-term exam of B.A./B.Sc. 1styr (Hons.)
	28/10-	

	01/11,03/11/2017	Mid-term exam of B.A./B.Sc. 1st yr (Gen.)- Morning Section
	27/10/2017- 02/11/2017	2nd yr Botany (Hons.) long excursion
November 2017	04/11- 12/11/2017	3rd yr Geography (Hons.) long Excursion
	3rd wk	Cultural Competition
	3rd wk	2nd yr Botany (Hons) local excursion
December 2017	1st wk	Blood Donation Camp
	13/12/2017	2nd yr Zoology (Gen.) local excursion
	15/12/2017	2nd Yr. Botany (Hons.& Gen.) & 3rd yr. Botany (Gen.) Local Excursion
	18 /12- 22/12/2017	B.A./B.Sc./B.Com. Part III (Hons. & Gen.) Test Exam
	22/12/2017	Study on environmental audit by 2nd yr Zoology (Hons.) Students
	23/12/2017	Annual Sports
January 2018	02/01/2018	College reopens after winter recess
	1st wk	Result of Part III Test exam
	02/01- 08/01/2018	2nd yr Zoology (Hons.) long excursion
	05/01/2018	3rd yr Zoology (Gen.) local excursion
	2nd wk	College Social
	2nd wk	Field study of 2nd yr Botany (Hons.)
	Last wk	Form fill-up for Part III exam
	29/01/2018	B.A./B.Sc./B.Com. Part II (Hons. & Gen.) Test Exam begins
February 2018	1st wk	2nd Yr. Botany (Hons.& Gen.) Local Excursion
	2nd wk	Result of Part II Test exam
	08/02- 18/02/2018	Part I & Part II Supplementary Exam(Theory) 2017
	20/02- 27/02/2018	Part I Compulsory Language exam

	20/02/2018	Part I & Part II Supplementary Exam(Practical) 2017 begins
	Last wk	Form fill-up for Part II exam
March 2018	05/03/2018	B.A./B.Sc. Part I (Hons. & Gen.) Test Exam begins
	O5/03/2018	Study on environmental audit by 2ndyr Zoology (Hons.) Students
	08/03-28/03/2018	B.A./B.Sc./B.Com. Part III (Hons.) Practical exam
	29/03/2018	B.A./B.Sc./B.Com. Part III (Gen.) Practical exam begins
	29/03/2018	B.Com. Part II (Gen.) Practical exam begins
	Last wk	Result of Part I Test exam
April 2018	01/04-13/04/2018	B.A./B.Sc./B.Com. Part III (Gen.) Practical exam continues
	01/04-24/04/2018	B.Com. Part II (Gen.) Practical exam continues
	04/04-13/04/2018	B.A./B.Sc./B.Com. Part III (Hons.) Theory exam
	16/04-23/04/2018	B.A./B.Sc./B.Com. Part III (Gen.) Theory exam
May 2018	1stwk	Farewell of 3rdyr students
	03/05-25/05/2018	B.Com. Part II (Hons. & Gen.) Theory Exam
	16/05/2018	Summer recess starts
	30/05/2018	B.A./B. Sc . Part II (Hons.) Theory exam begins
June 2018	01/06-05/06/2018	B.A./B. Sc . Part II (Hons.) Theory exam continues
	08/06-03/07/2018	B.A./B. Sc . Part II (Gen.) Theory exam

Annexure-ii
FEEDBACK FROM STAKEHOLDRS

1. **From Present Students**

Objective

Feedback was sought from the 3rdyr students for the academic benefits they are receiving from the teachers and their respective departments with the objective of identifying areas where improvements can be made and their academic performance is maximized.

Method

Students were asked to provide their views on individual teachers with whom they interact on a regular basis in the course of their academic pursuit. Individual feedback forms were distributed to each student for each of the teachers they interact with, and they were asked to fill up forms in a controlled environment (in a classroom) within a prescribed amount of time.

Ten relevant parameters were identified on which the students were requested to rate the individual teachers on a scale of 1 to 4, in an increasing order of satisfaction.

The feedback was collected from the students, summarized manually, department-wise for individual teacher and then represented in a graphical form. Then Average rating of all teachers of each department was analysed by representing in graphical forms according to the parameters mentioned below. Here the sample graphs are presented showing average rating on 10 parameters mentioned below separately for Arts, Science & Commerce streams. The teachers and the departments have been suggested to improve their performance on the basis of this feedback.

Feedback parameters for Teachers

The following 10 parameters were presented to the students:
1.   Teacher's Regularity and Punctuality
2.   Sincerity and Commitment of the Teacher
3.   Timely completion of the syllabus
4.   Interaction with the Teacher
5.   How far the Teacher can explain the questions of the students?
6.   Initiative to motivate students by giving assignments
7.   Timely checking of assignments
8.   Help extended by the teacher outside the classroom
9.   Teacher's support during practical class (For lab-based dept. only)
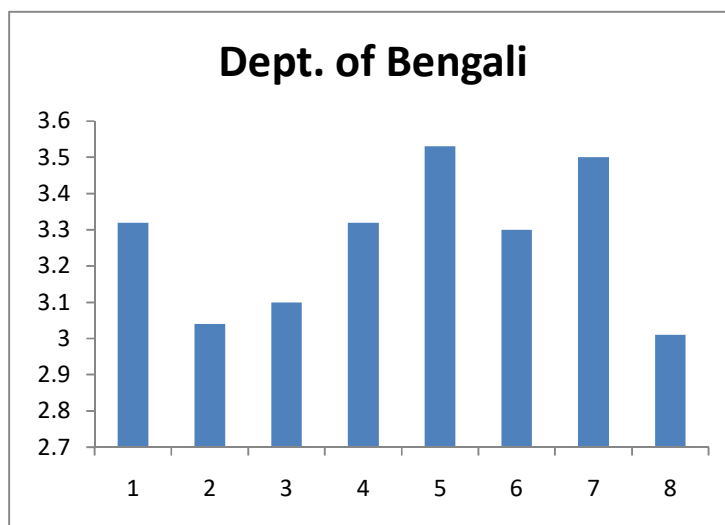10.   Overall rating of the Teacher

Dept of Bengali   **Feedback to teachers by 3rd yr. Hons. students 2018**

Legend:
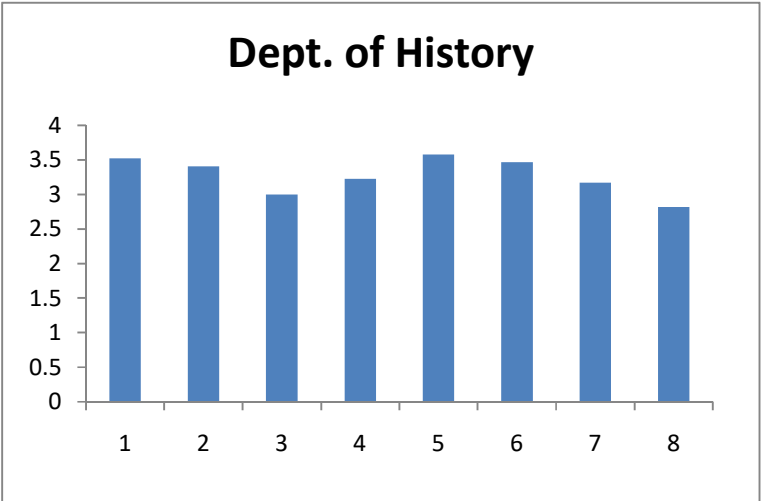- Dr. Indrani Chakraborty
- Dr. Tapasi Bandyopadhyay
- Dr. Uttara Roy
- Dr. Sukriti lahori
- Jamilatul Firdous
- Sraboni Pal
- Biplab Roy
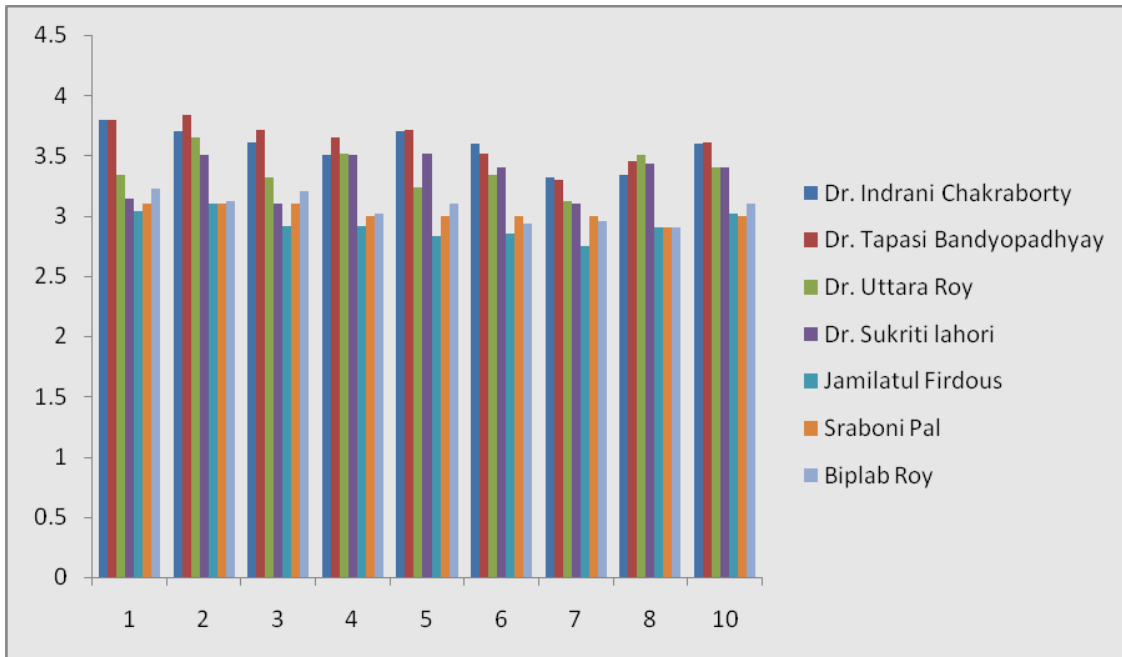
Dept of English   **Feedback to teachers by 3rd yr.Hons. students 2018**

Legend:
- Dr. Uma Ray Srinivasan
- Anuradha Basu
- Dr. Madhumita Basu
- Sananda Laha
- Saroj Das
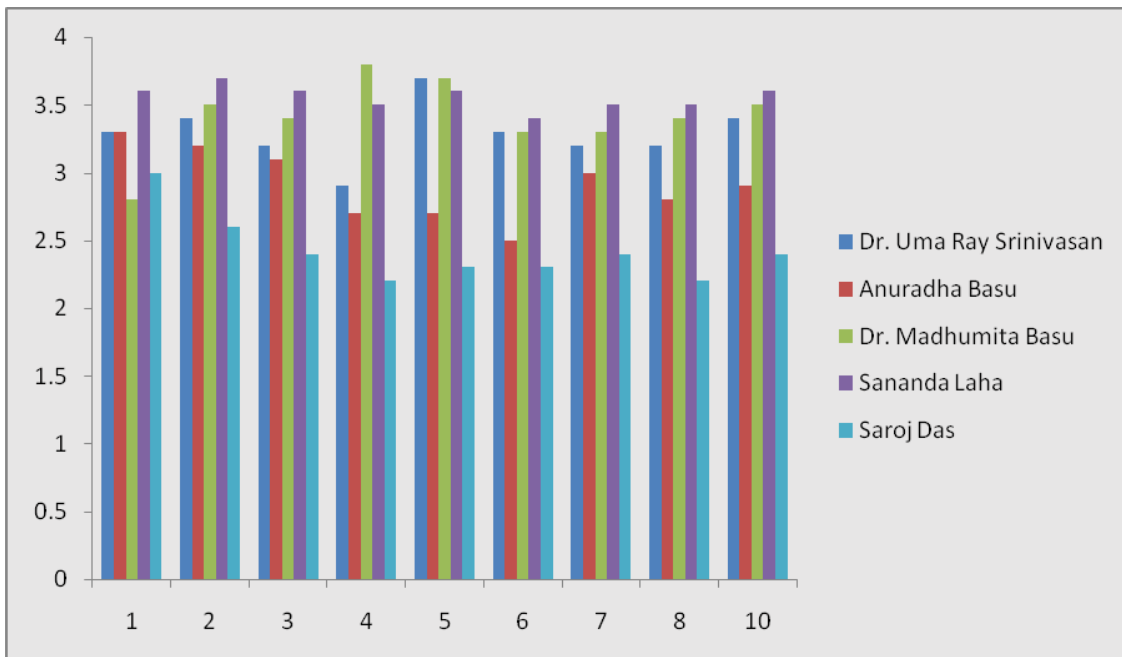
Dept of Sanskrit   **Feedback to teachers by 3rd yr. Hons.students 2018**
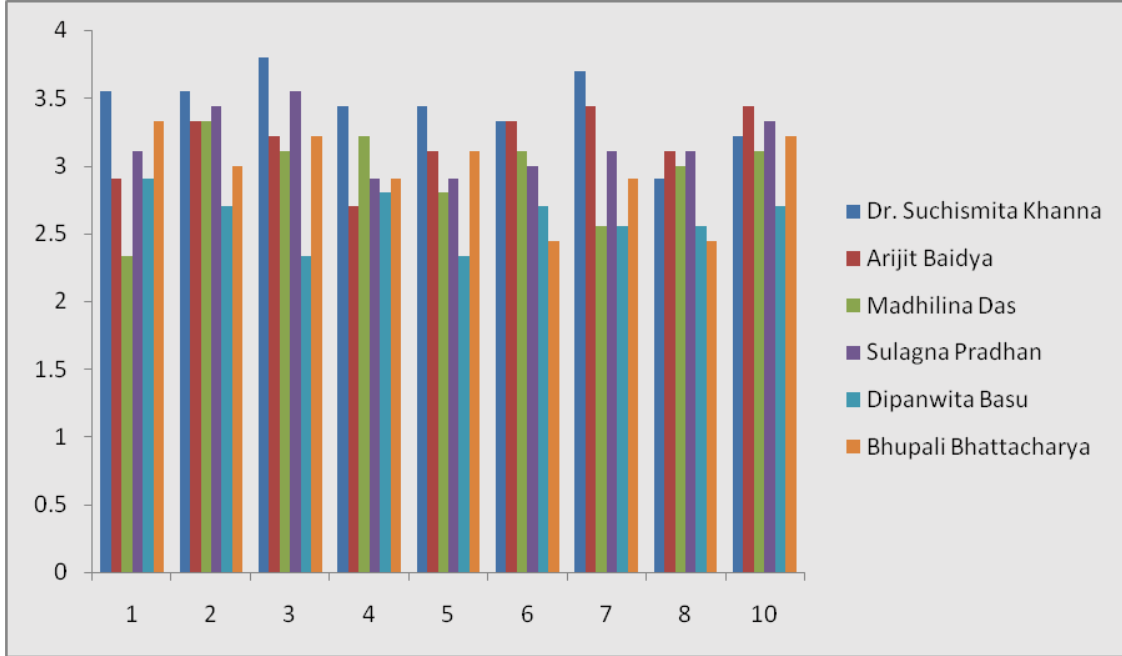
Department of Urdu   **Feedback to teachers by 3rd yr. Hons. students 2018**
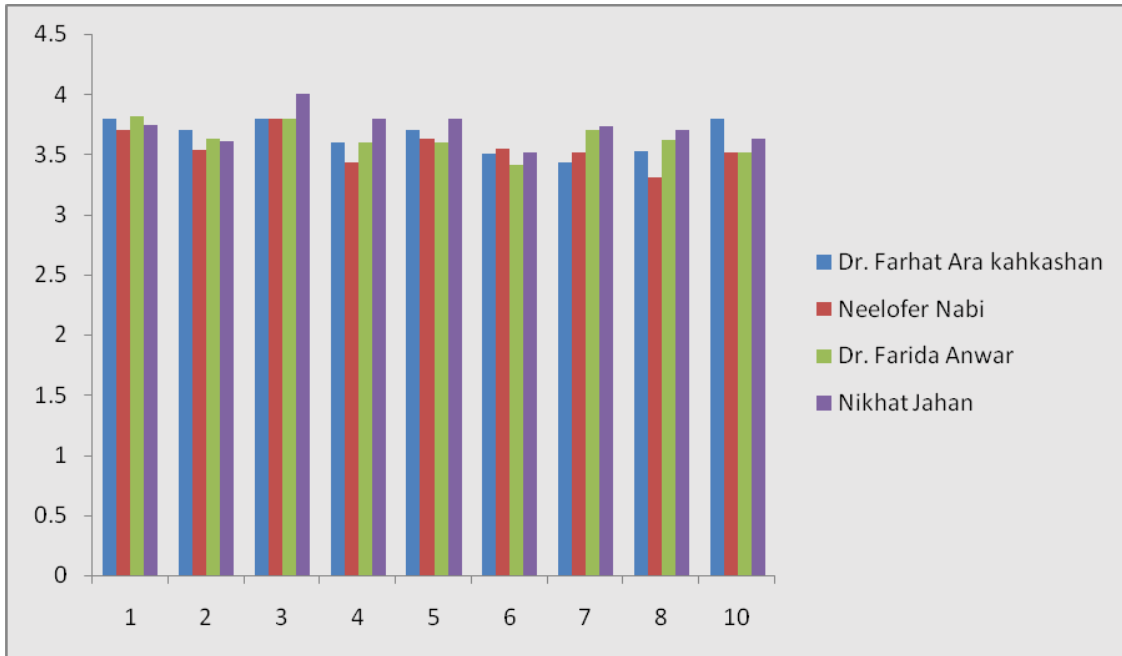
Department of Pol.Science   **Feedback to teachers by 3rd yr. Hons. students 2018**
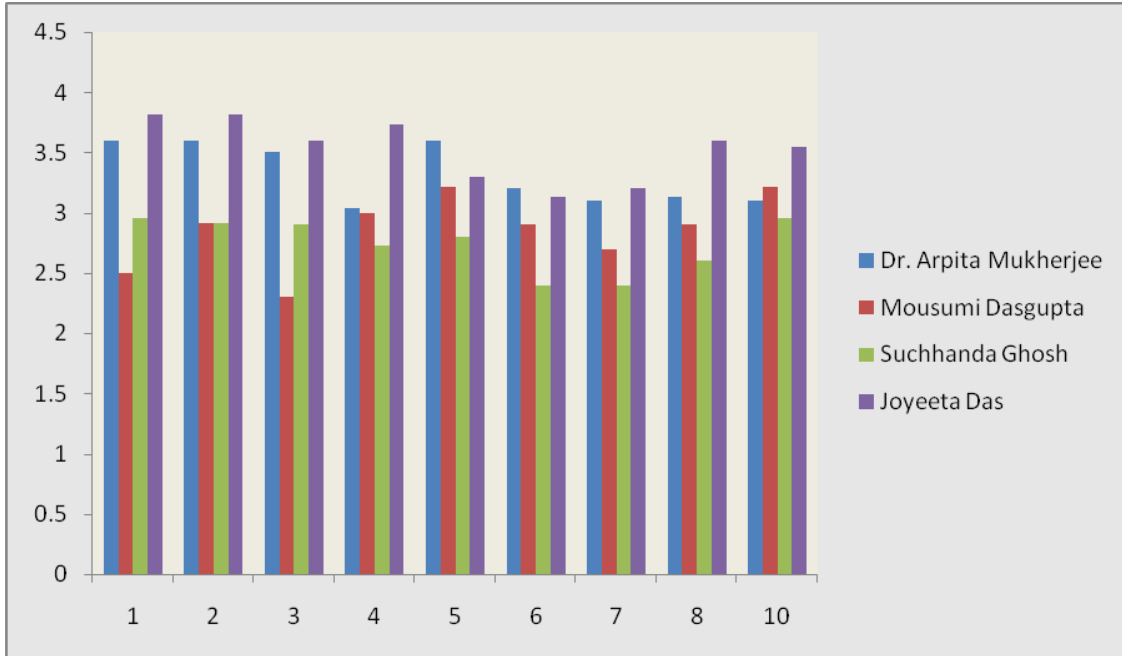
Department of Philosophy   **Feedback to teachers by 3rd yr.Hons. students 2018**
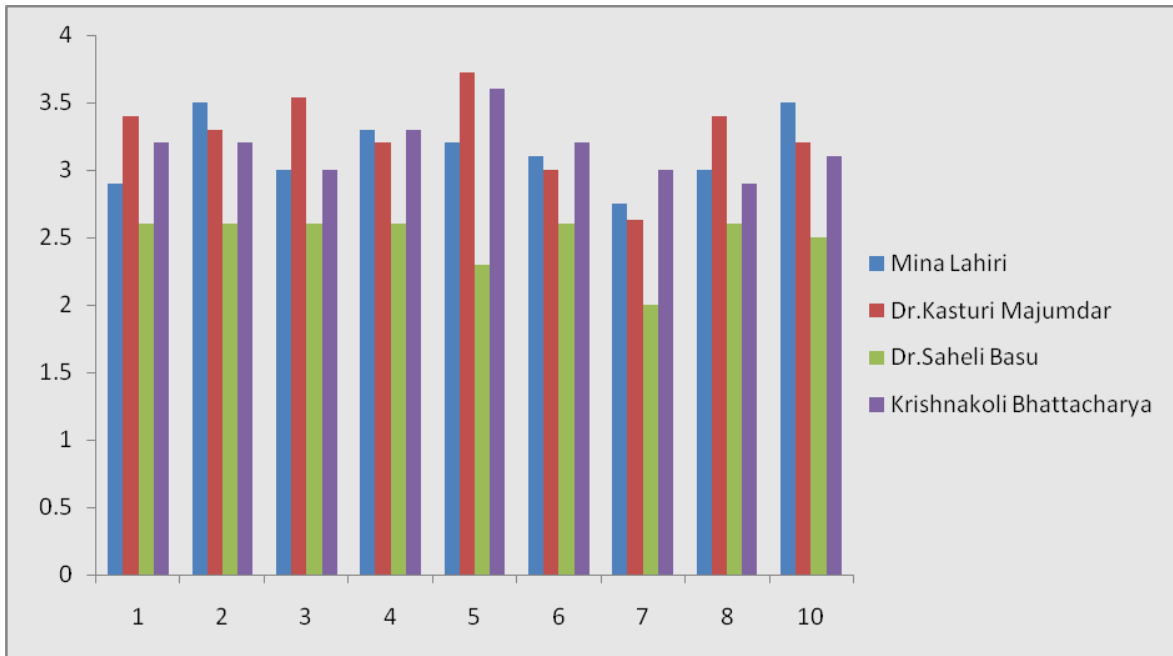
Department of History   **Feedback to teachers by 3rd yr. Hons.students 2018**
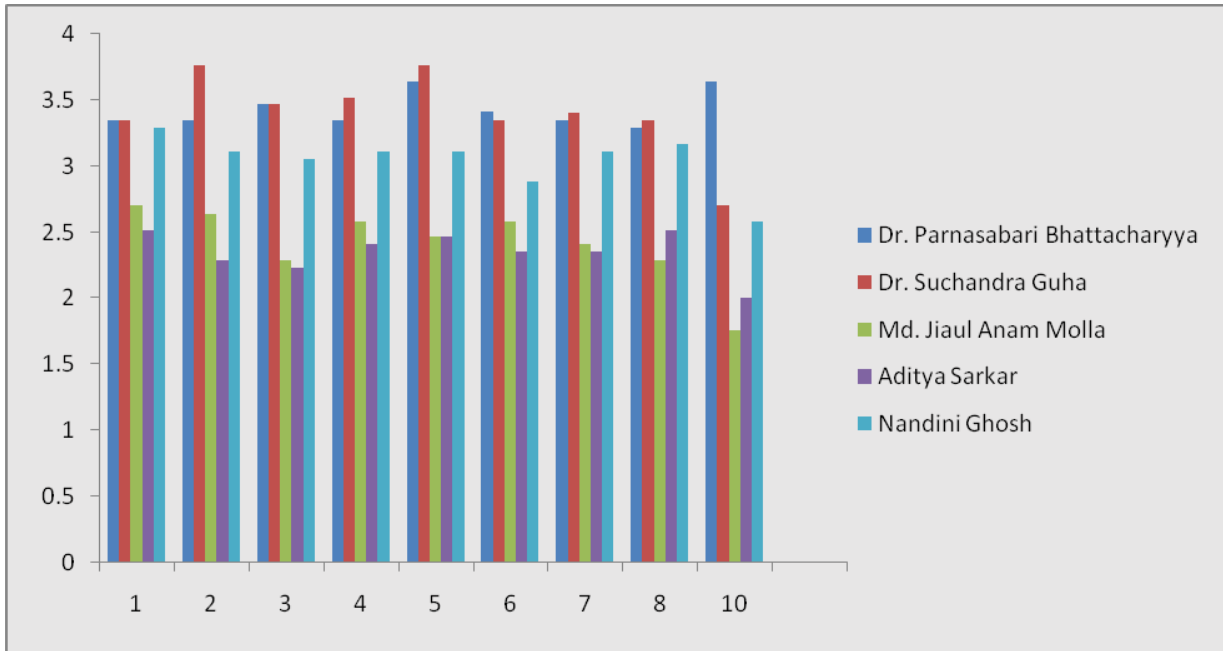
Department of Commerce   **Feedback to teachers by 3rd yr. Hons.students 2018**
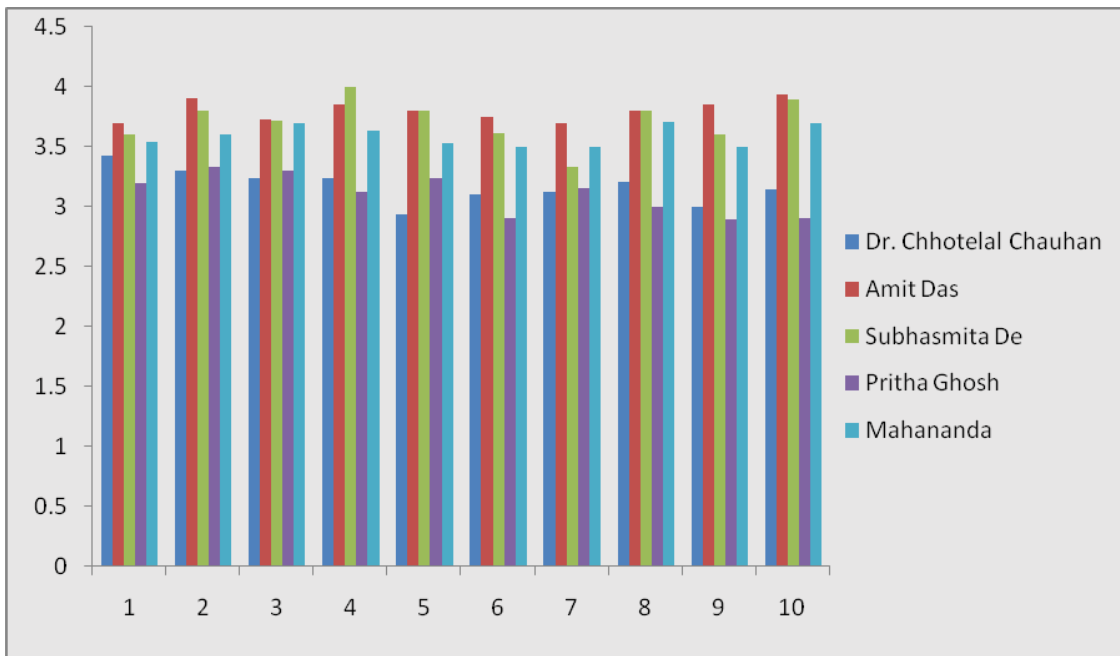
Department of Economics   **Feedback to teachers by 3rd yr. Hons.students 2018**
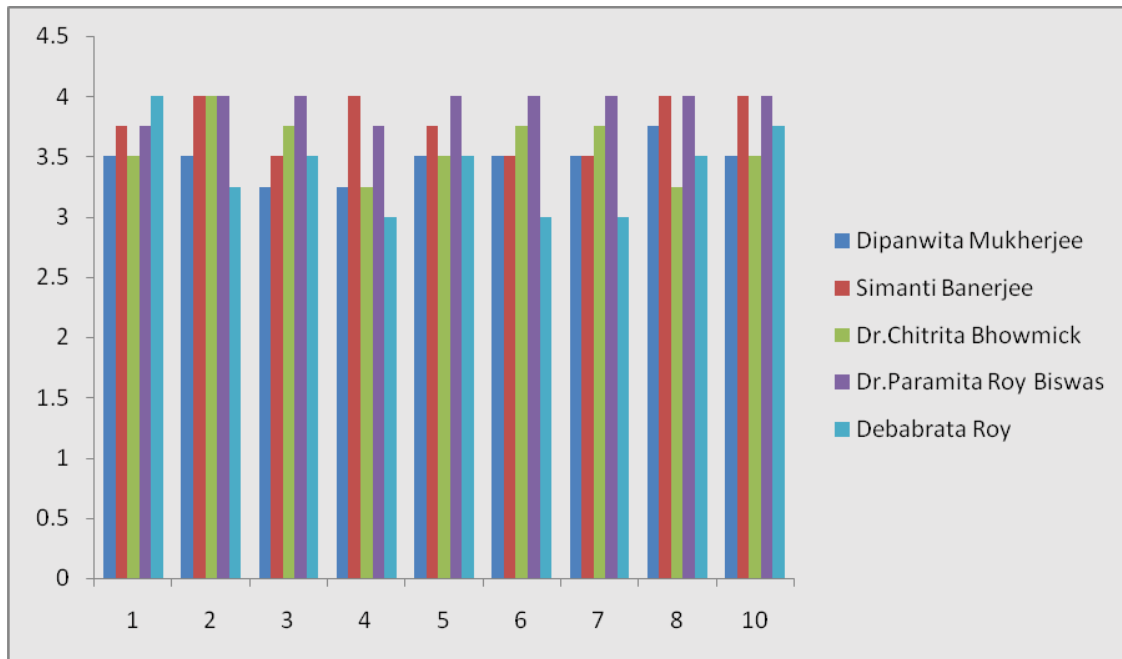
Department of Mathematics   **Feedback to teachers by 3rd yr. Hons. students 2018**
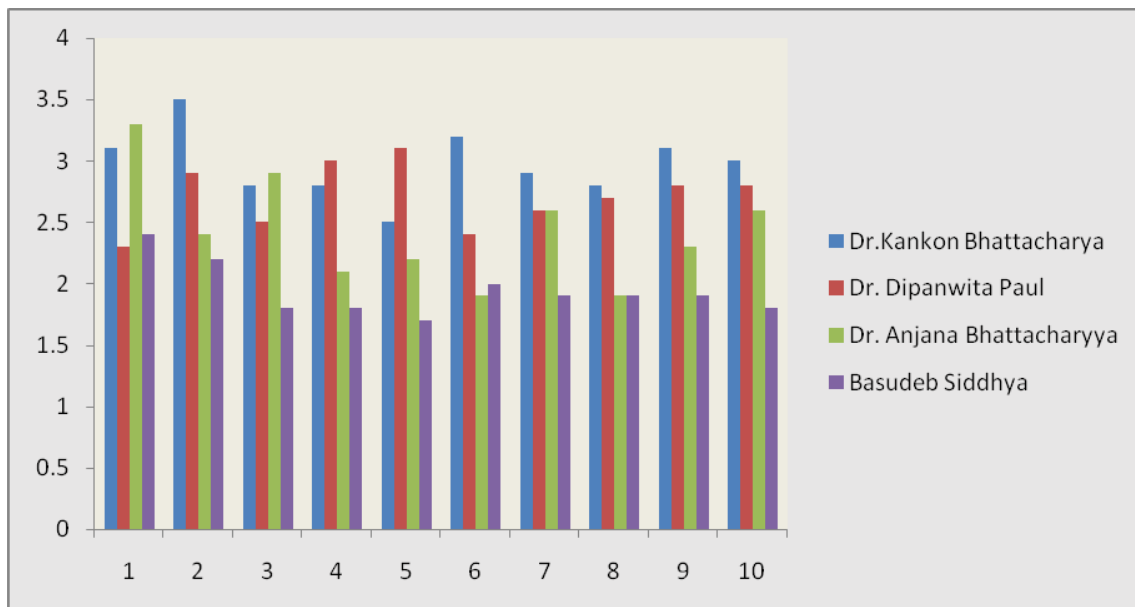
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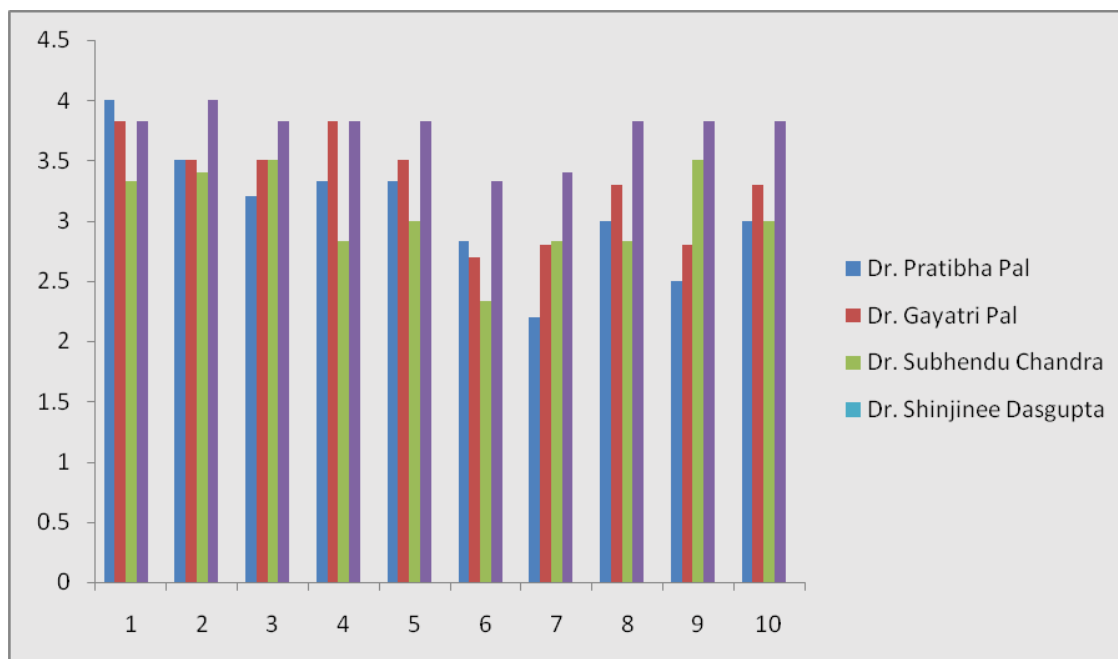
Department of Botany   **Feedback to teachers by 3rd yr. Hons. students 2018**
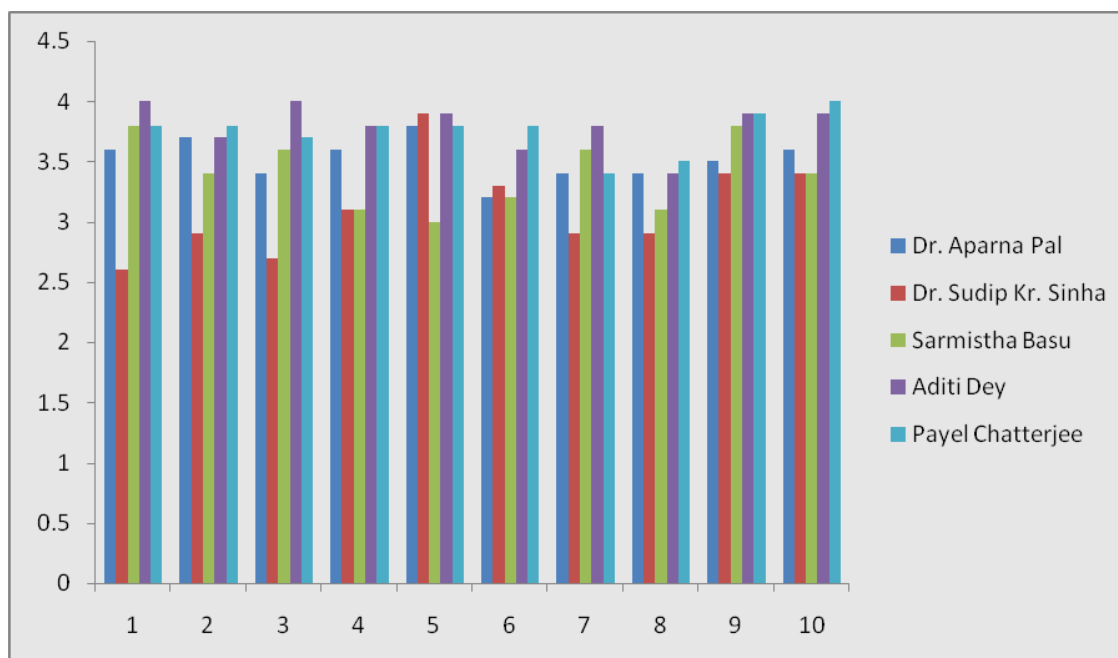
Department of Zoology   **Feedback to teachers by 3rd yr.Hons. students 2018**
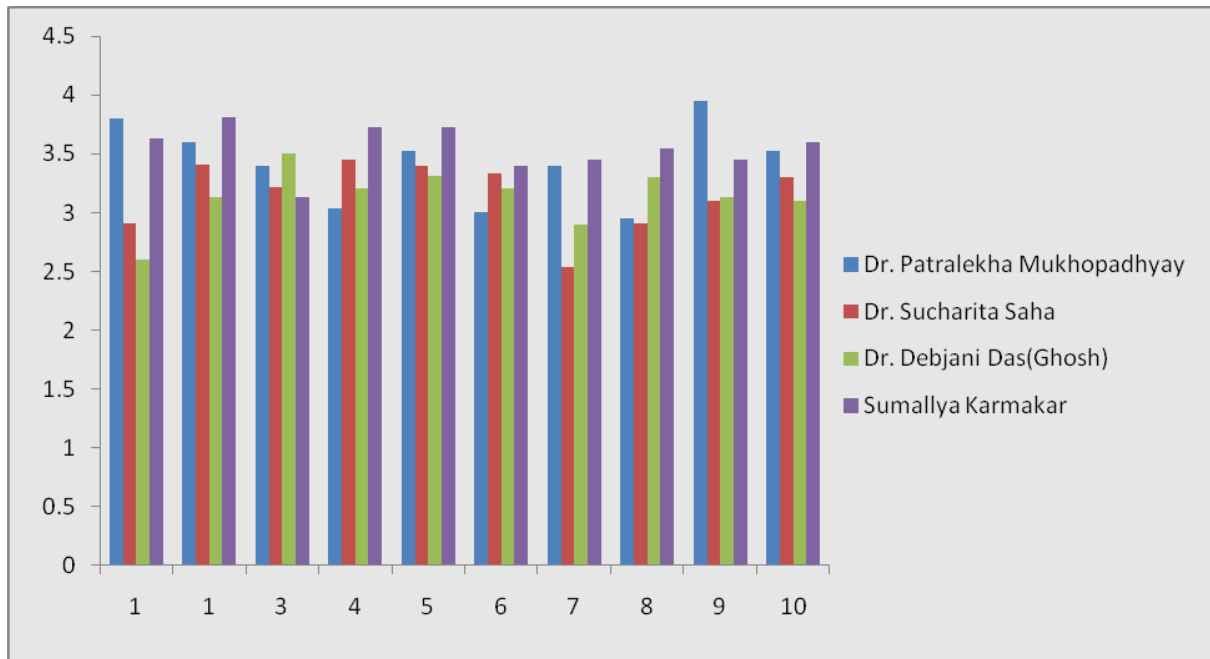
Department of Psychology   **Feedback to teachers by 3rd yr. Hons. students 2018**
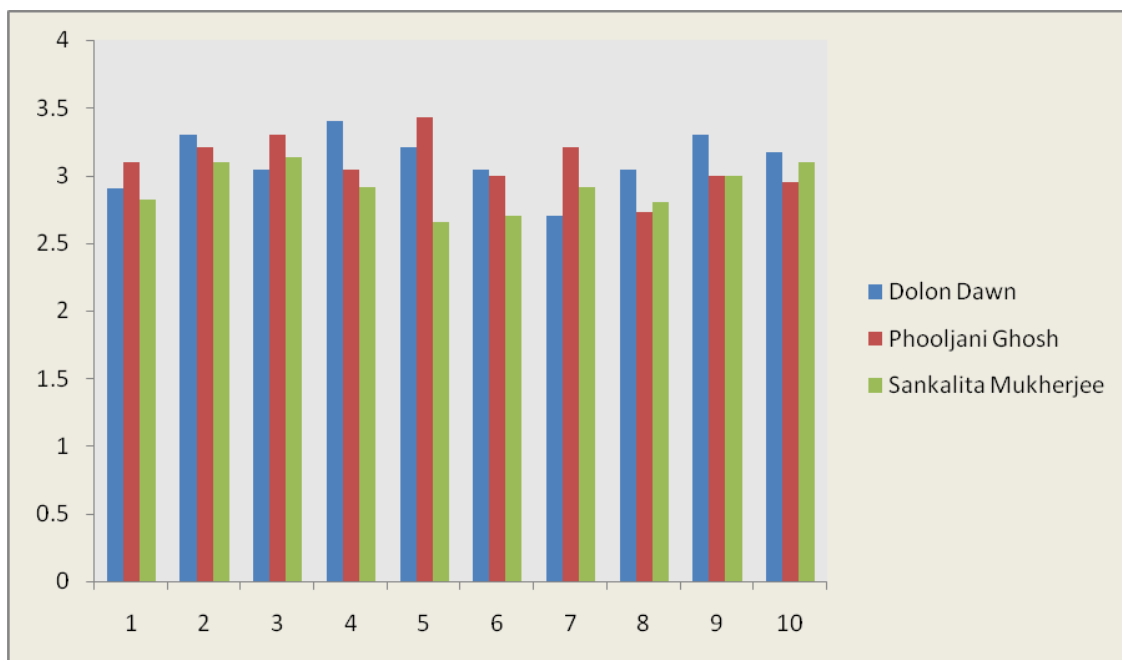
Department of Geography   **Feedback to teachers by 3rd yr. Hons.students 2018**
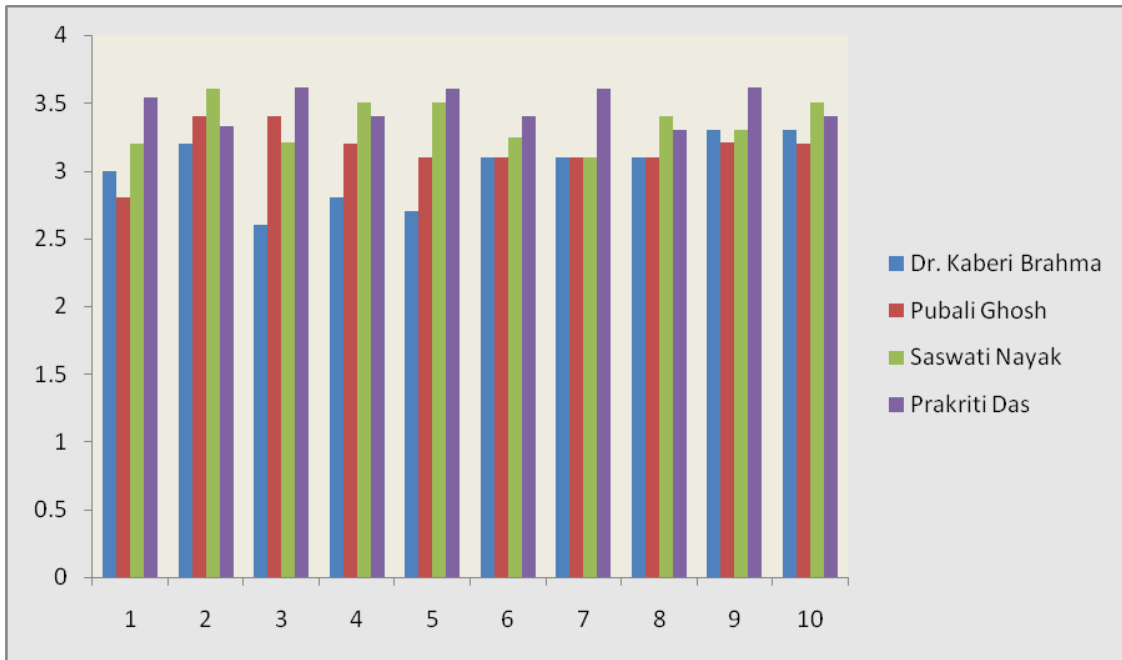
Department of Journalism   **Feedback to teacher by 3rd yr. General students 2018**
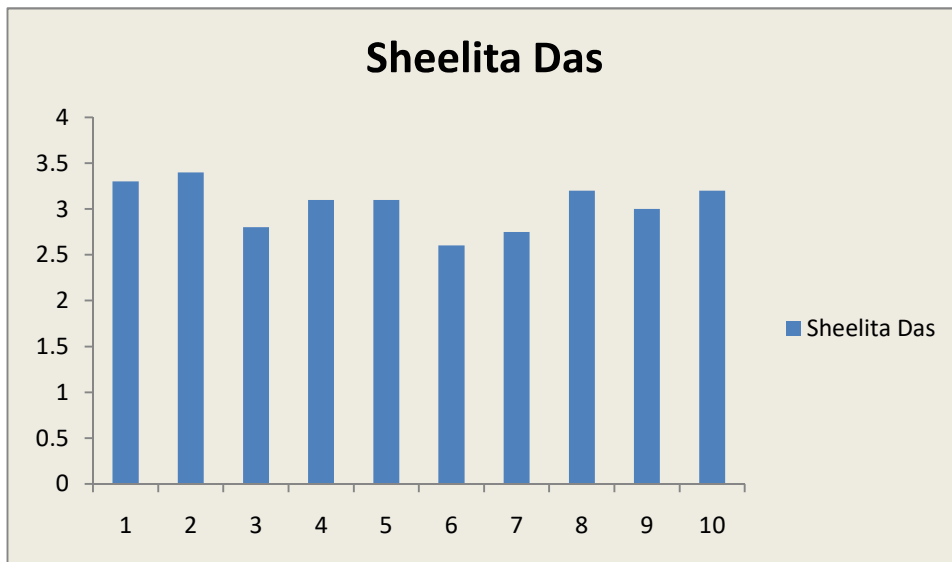
Department of Pol. Sc.(Morning)   **Feedback to teachers by 3rd yr. General students 2018**
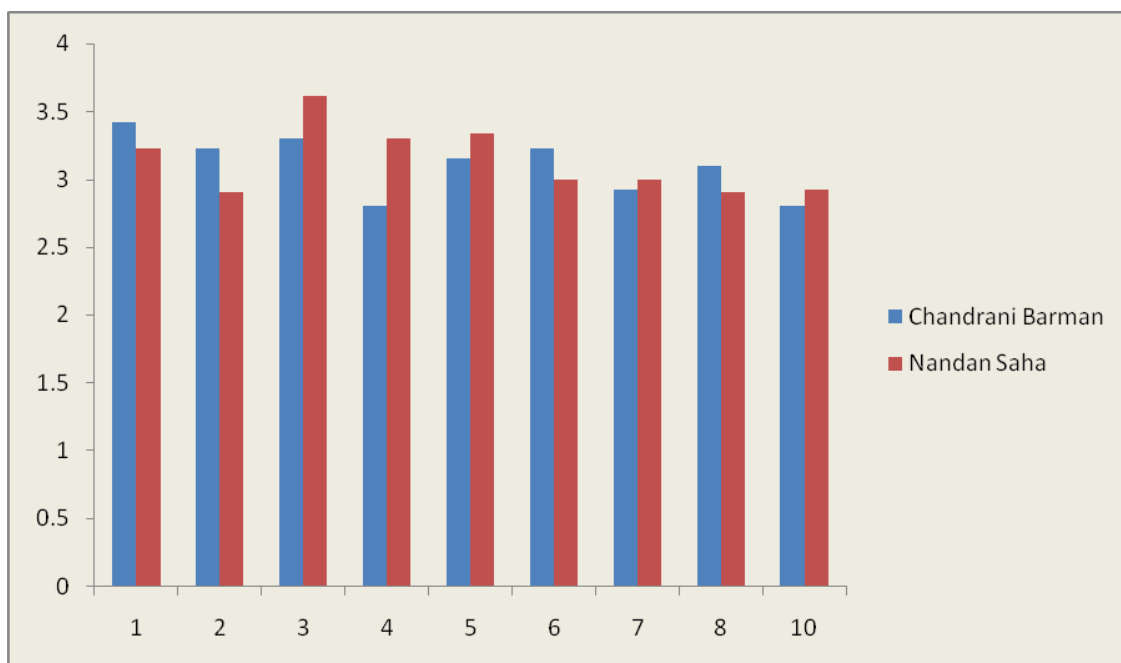
Department of Chemistry   **Feedback to teachers by 3rd yr. General students 2018**
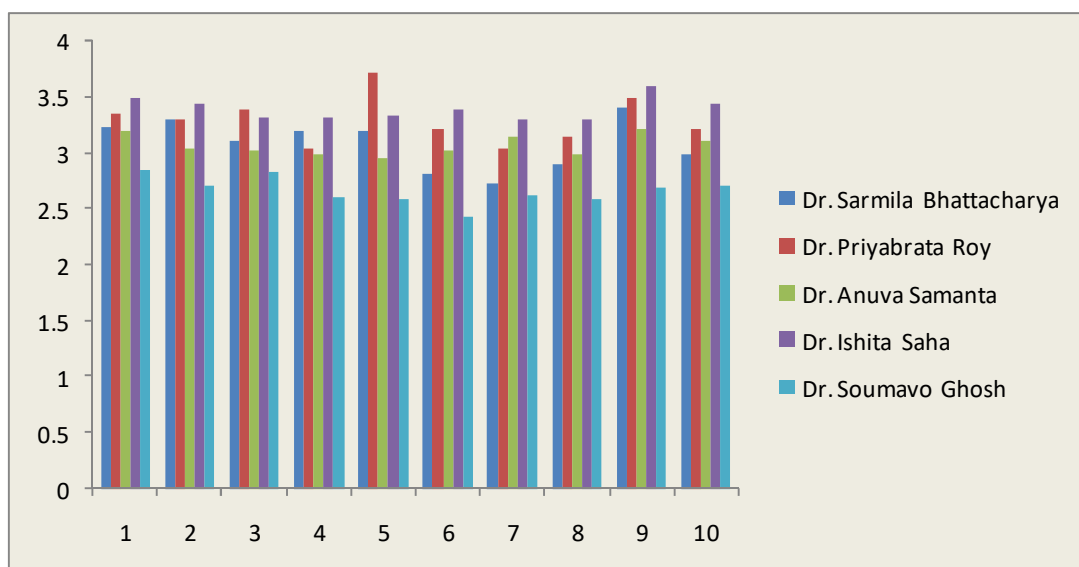
Department of History (Morning)   **Feedback to teachers by 3rd yr. General students 2018**
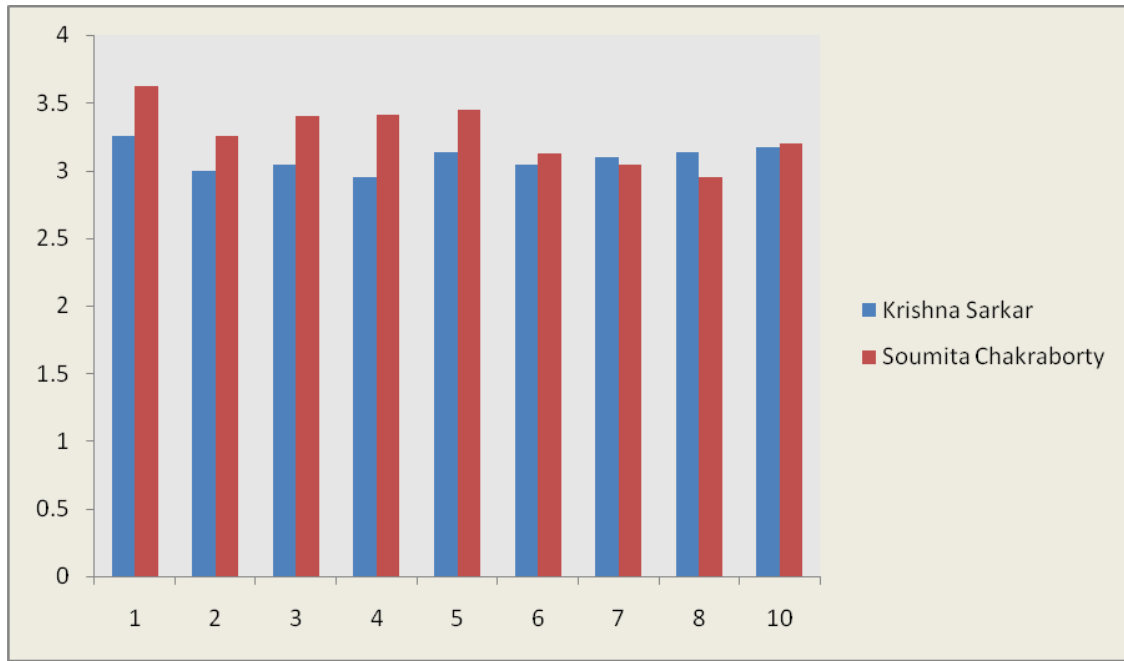
Department of Geography (Morning)   **Feedback to teachers by 3rd yr. General students 2018**
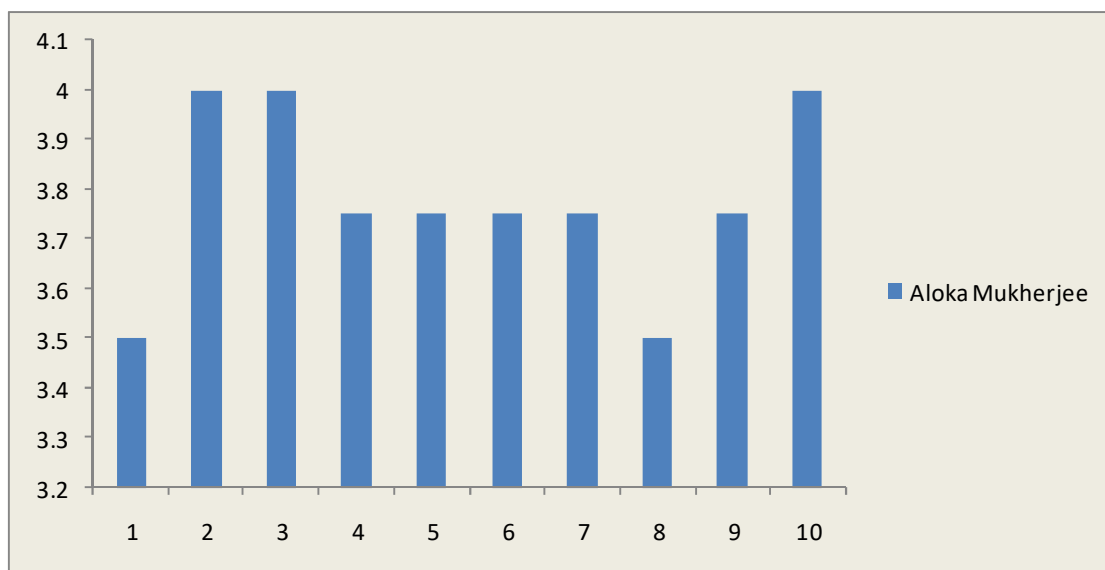
Feedback parameters for Hons. Departments

The following 8 parameters were presented to the students of Hons. Departments

1. Academic environment of the department

2. Interaction with the faculty

3. Departmental library facilities

4. Timely completion of the syllabus

5. Initiative to motivate students

6. Help extended by the teachers outside the classroom

7. Student-Teacher relationship

8. Co and Extra-curricular activities arranged by department (Project/Field works, Quiz, seminar, students' talk, Extended programmes, Cultural activities etc.)

Dept. of English

Dept. of Sanskrit

Dept. of Urdu

Dept. of Pol. Sc.

Dept. of Philosophy

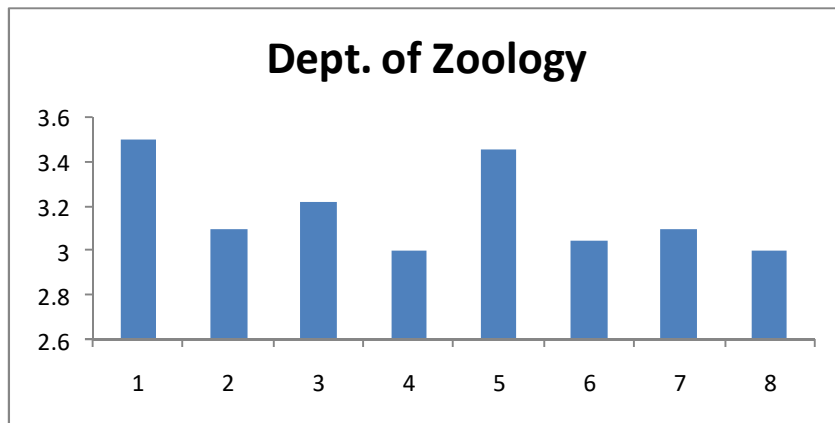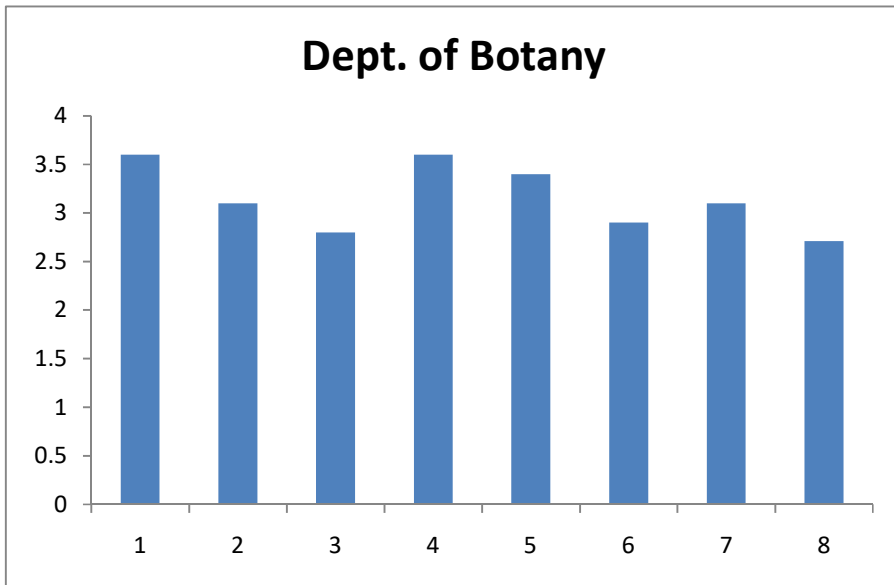**Dept. of History**

Dept. of Journalism & Mass Communication
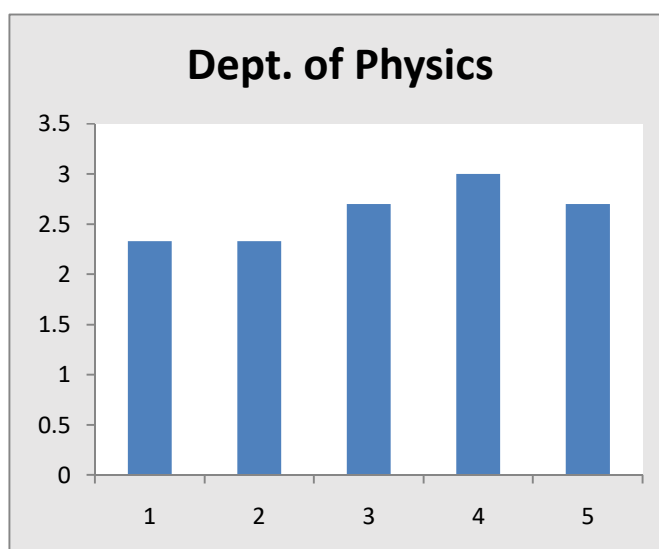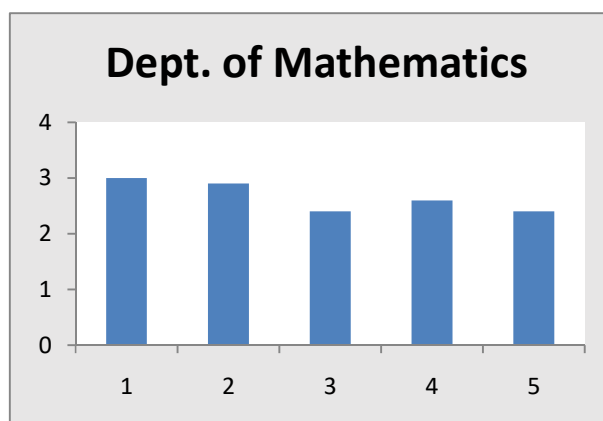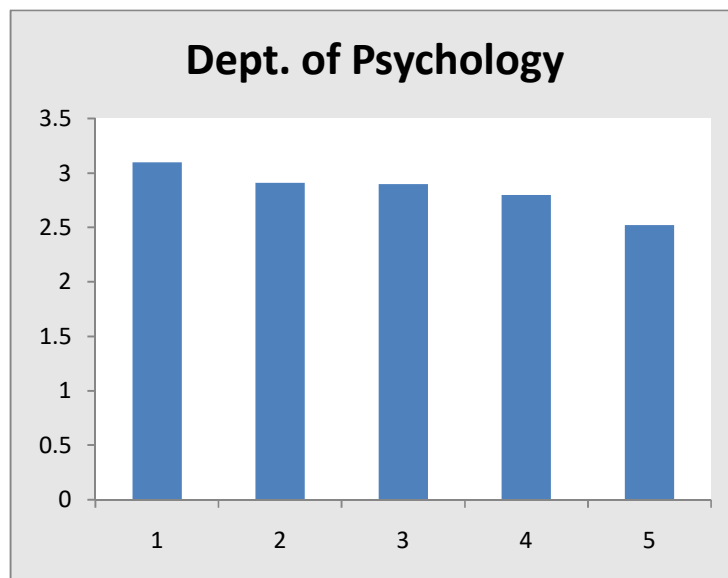

Dept. of Commerce
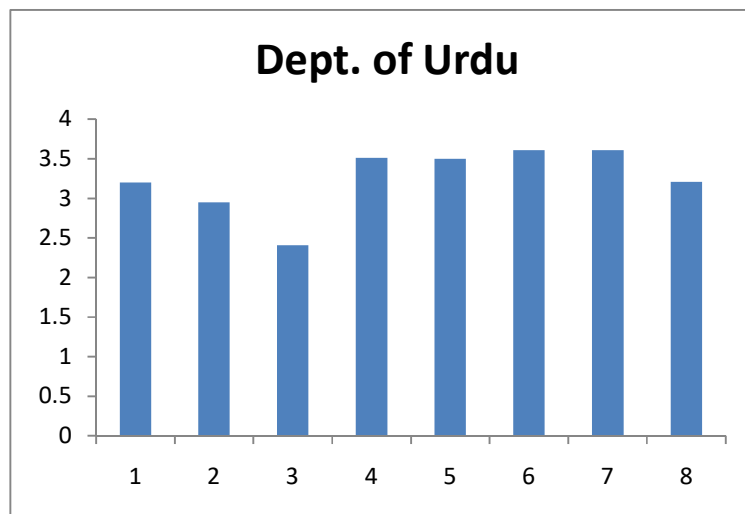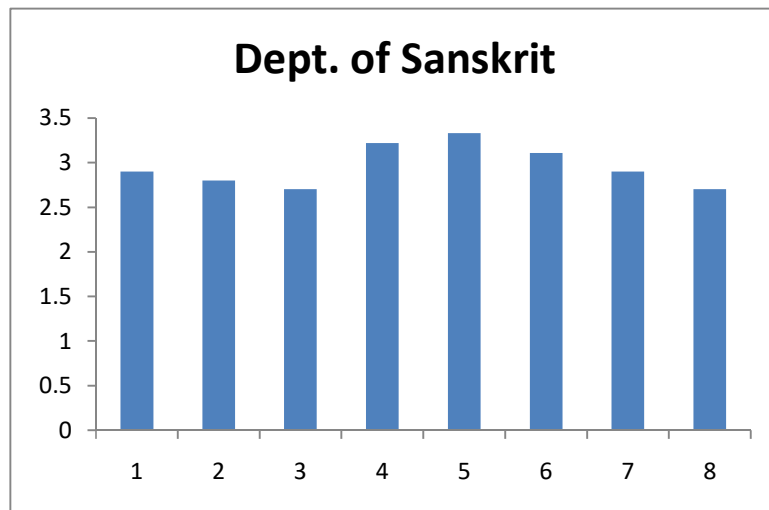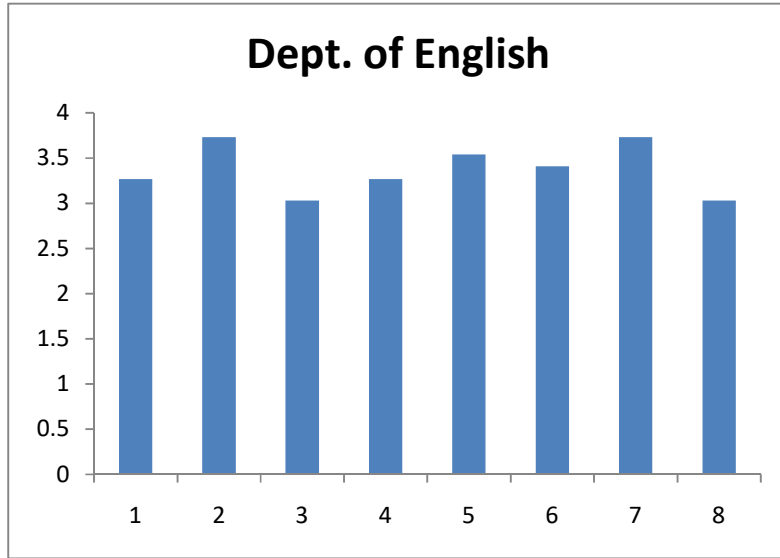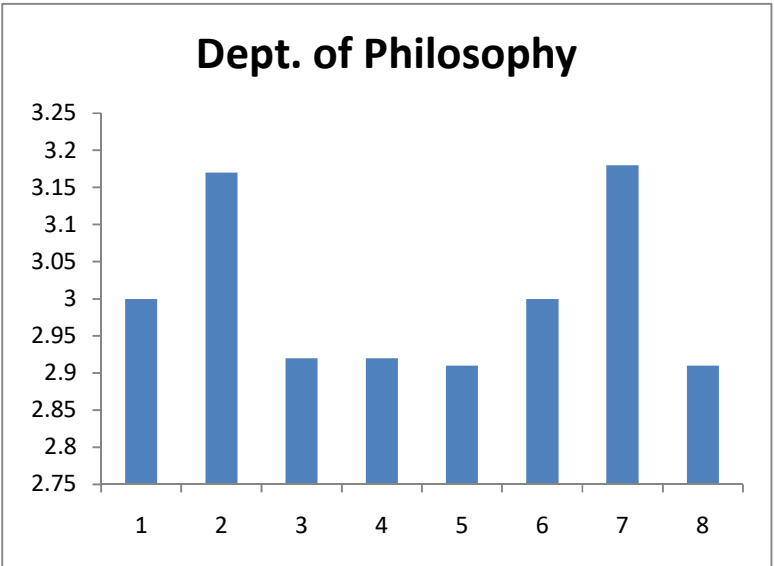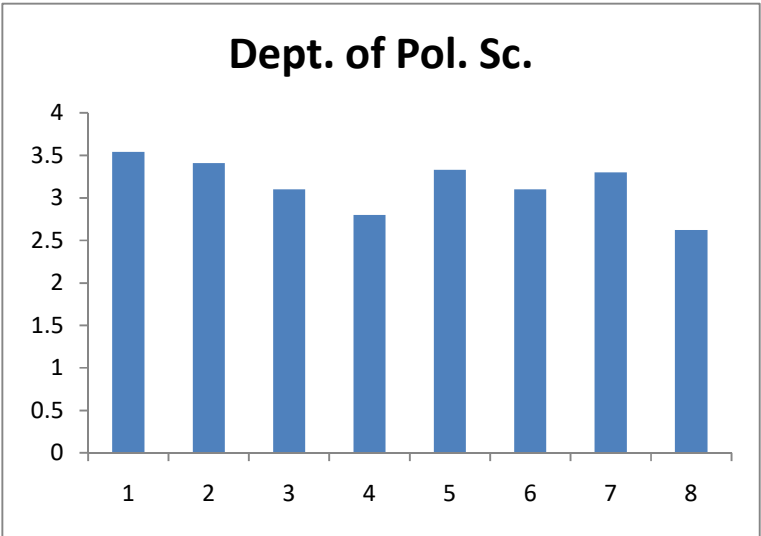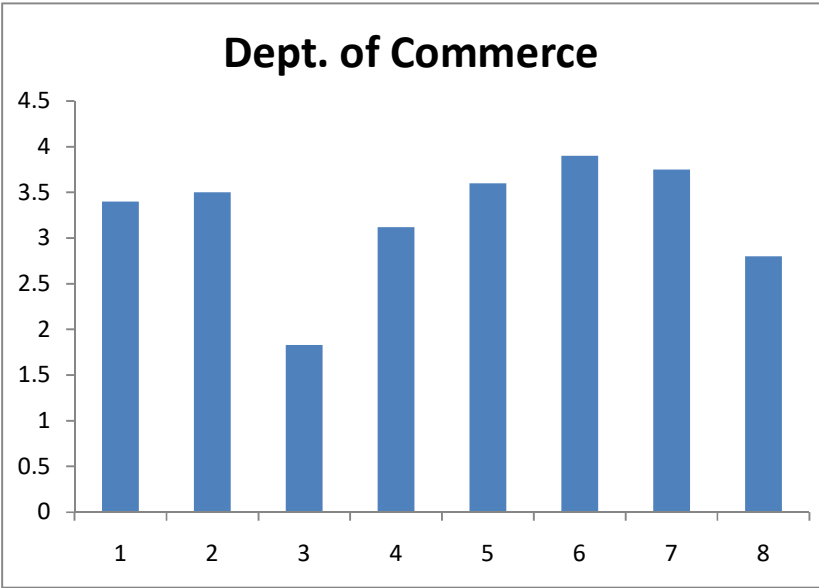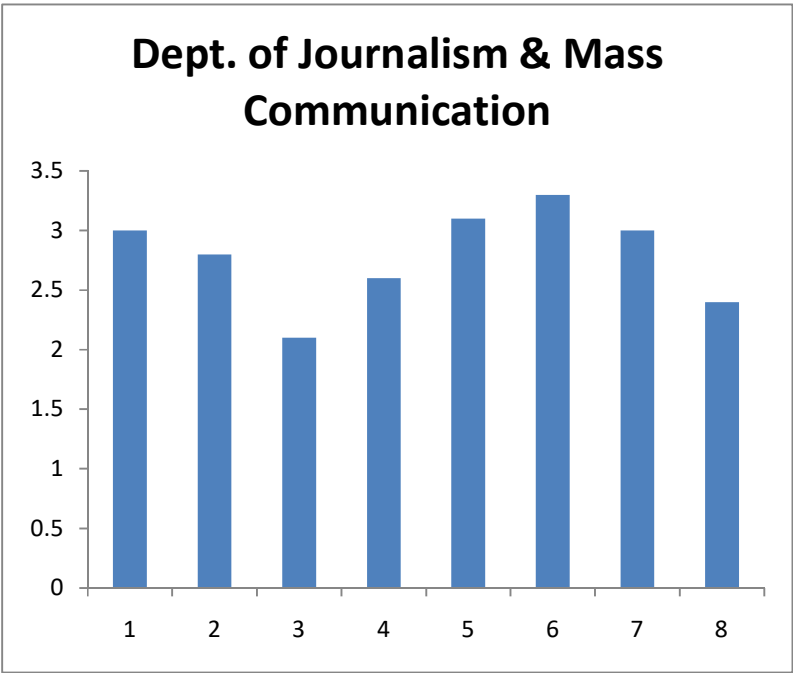
Dept. of Economics

Department of Geography

Dept. of Mathematics

Dept. of Physics

Dept. of Botany

	1	2	3	4	5	6	7	8
Value	3.6	3.1	2.8	3.6	3.4	2.9	3.1	2.7

Dept. of Zoology

	1	2	3	4	5	6	7	8
Value	3.5	3.1	3.22	3.0	3.46	3.05	3.1	3.0

Dept. of Psychology

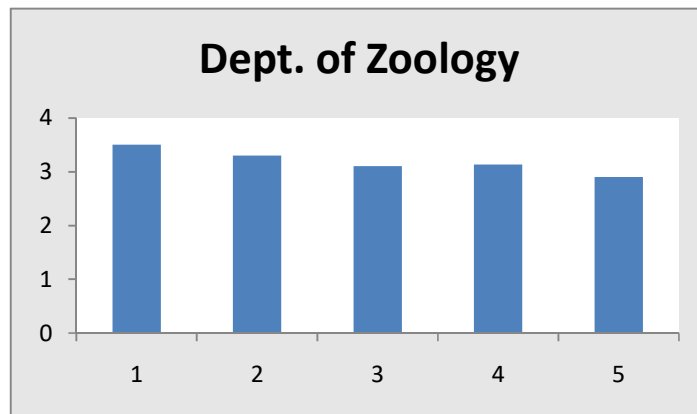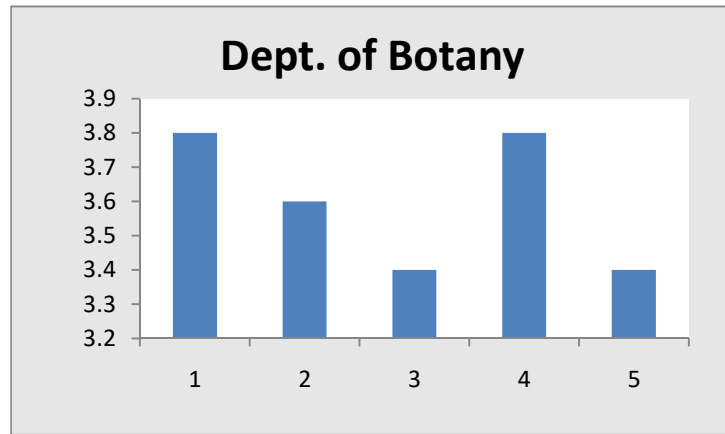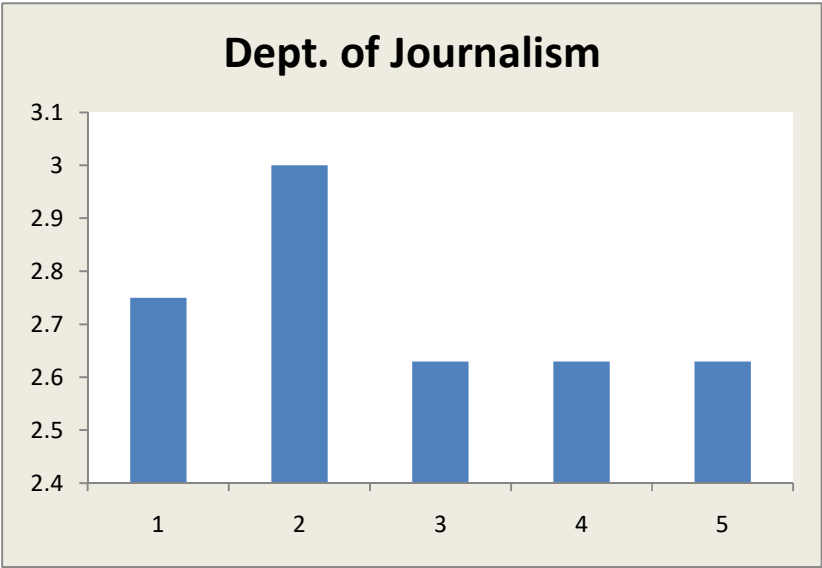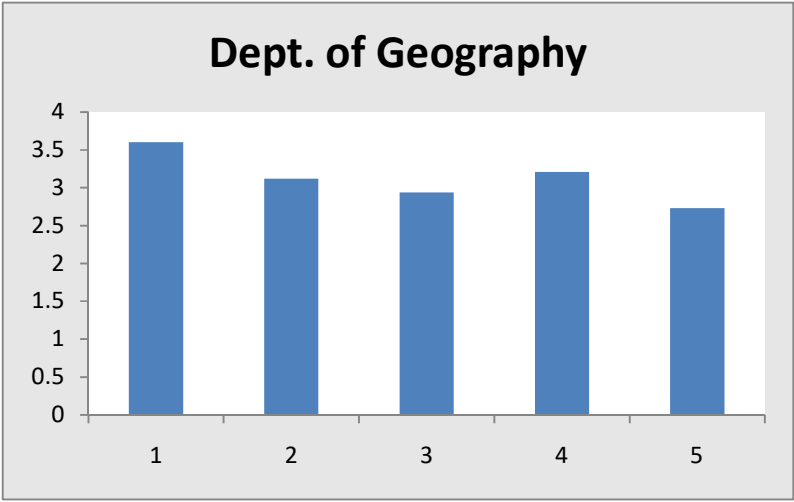|	1	2	3	4	5	6	7	8
Value	3.13	3.33	2.72	3.05	3.52	3.02	3.44	2.52
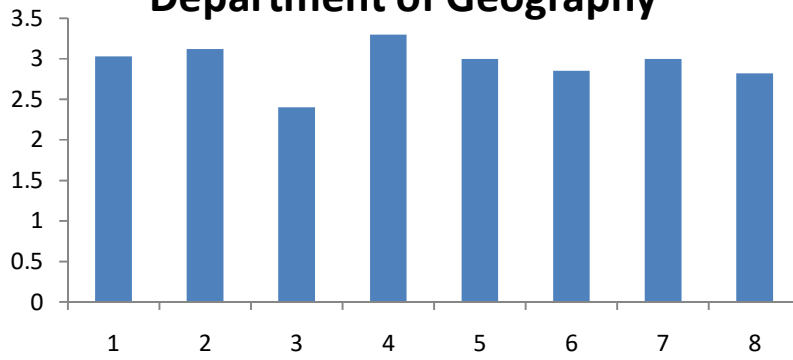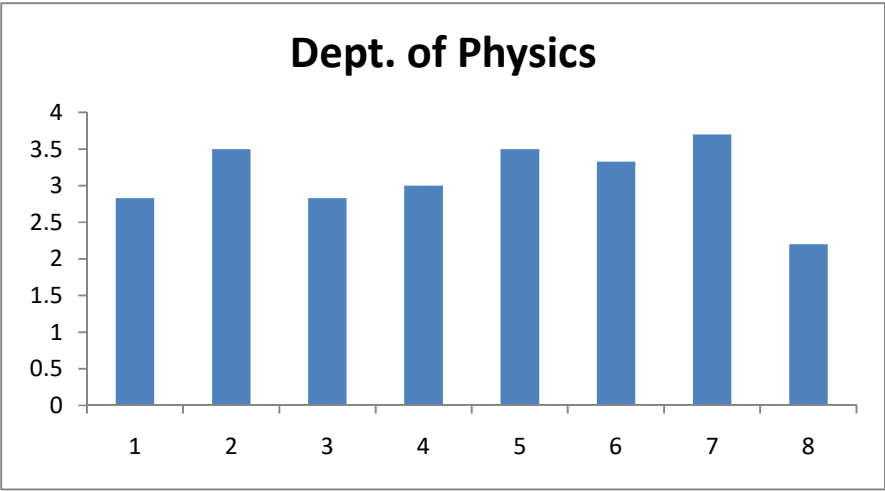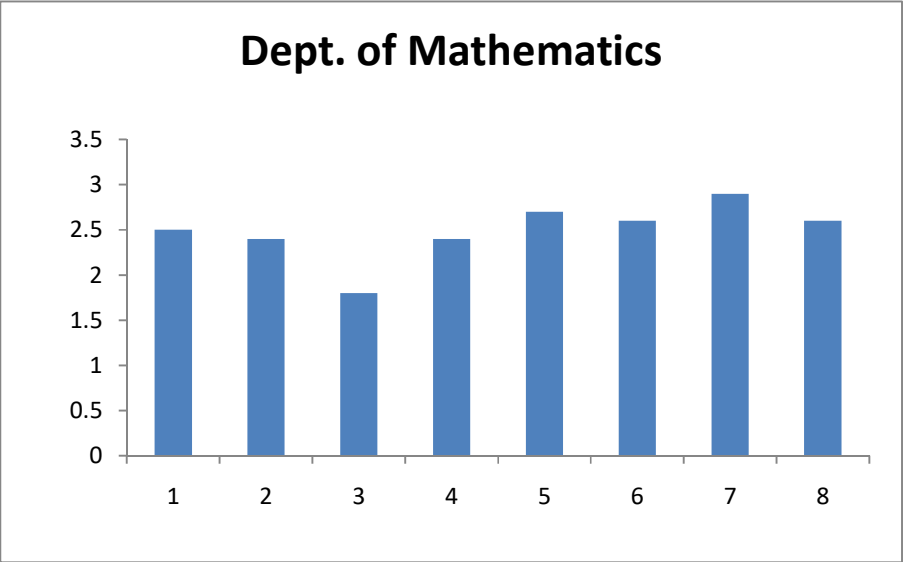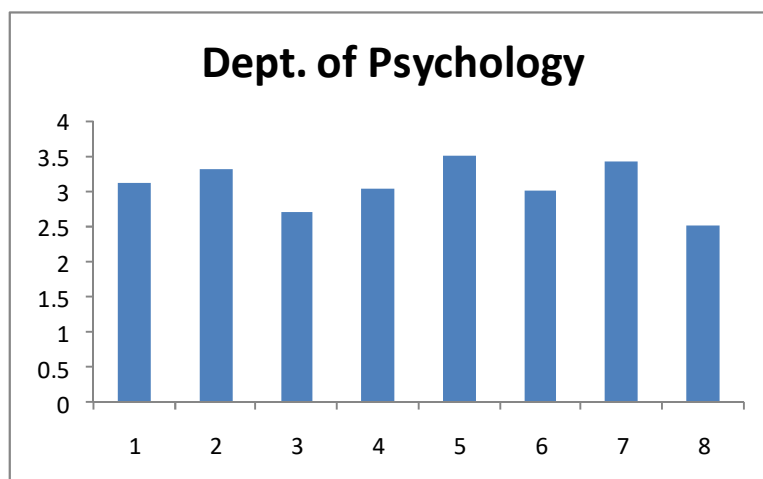
<u>Feedback parameters for Lab-based Departments only</u>

The following 5 parameters were presented to the Hons. students of Lab-based Departments only:

1. Timely completion of the practical syllabus

2. Facilities of practicals as per syllabus

3. Scope of practice of practical classes

4. Support received from non-teaching lab. staff

5. Condition of practical rooms

Dept. of Mathematics

Dept. of Physics

Dept. of Botany

Dept. of Zoology

Dept. of Psychology

Dept. of Geography

Dept. of Journalism

2. **From Alumni**

Objective

Feedback was sought from the alumni for the academic and administrative benefits they received from the college with the objective of identifying areas where improvements can be made and overall performance is maximized.

Method

Alumni were asked to provide their views on the academic and administrative conditions they received in the course of their academic period in the college. Individual feedback forms were distributed and they were asked to fill up forms in a controlled environment within a prescribed amount of time.

Thirteen relevant parameters were identified on which the alumni were requested to rate the college on a 4-point scale 1 to 4(Unsatisfactory, Satisfactory, Good, Excellent) in an increasing order of satisfaction.

The feedback forms were collected from the Alumni, summarized manually and then represented in a graphical form. Then Average rating of the college was analysed by representing in graphical forms on the criteria mentioned below. Subsequently the departments and college administration were suggested to improve their performance on the basis of this feedback.

Feedback parameters

The following 9 parameters were presented to the students:

1. Admission Procedure of the College
2. Fee structure of the College
3. Environment of College campus
4. Infrastructure & Lab. facilities
5. Faculty
6. Examination Procedure
7. Project/Field work
8. Library facilities
9. Canteen facilities
10. Hostel facilities
11. Campussing
12. Alumni Association/Network of old friends
13. Overall rating of the College

Representative sample graph of Feedback to College by Alumni
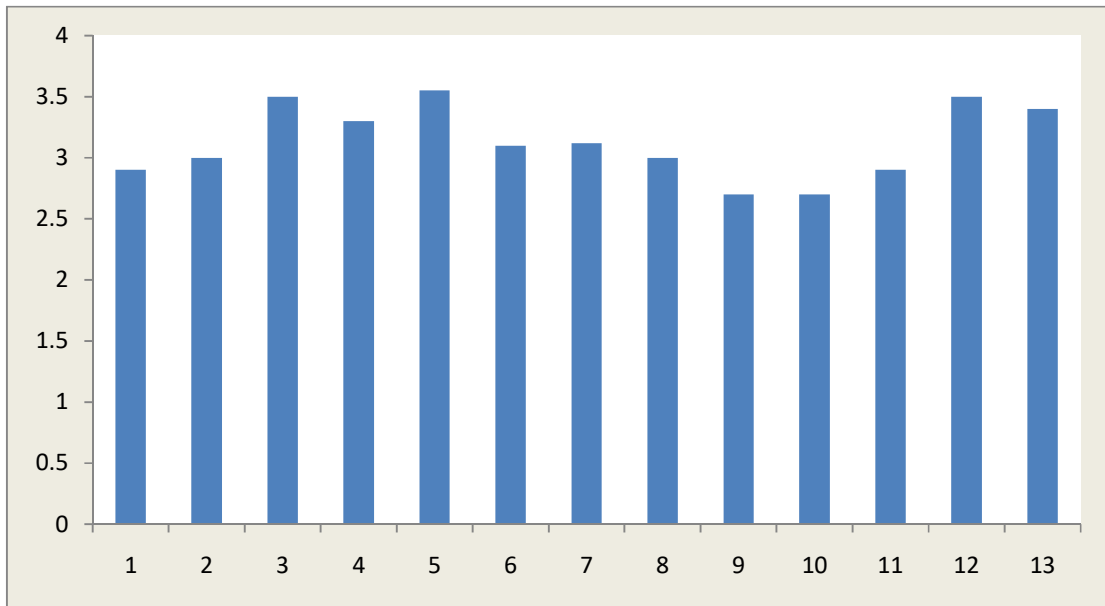
Annexure iii

Best practices:

Academic Best practices:

Practice 1

TITLE: Giving Emphasis on Teaching-Learning Method

OBJECTIVE:

Elevating and augmenting the level of academic efficiency of the students of the Institution

CONTEXTS:

There is an inherent link between education and technological innovations. Even though the institution does not have the luxury of unlimited resources at its disposal, it still attempts to provide the highest levels of academic excellence by integrating technology in its models and methods of teaching.

PRACTICES:

i. The administration and faculty members of the institution strive to inculcate the use of AV mediums like projectors in regular classroom teaching. The projectors also act as an invaluable asset for students of literature who grasp the visual imagery and are better to align it to the words of the writer. In addition to this, films that would stir the minds and imaginations of the students are regularly screened to impart creativity and break the monotony of daily classroom lectures. Other aspects like power-point presentations, seminars, talks, and other academic engagements have immensely benefitted from the continued use of projectors and other AV mediums.
The ultimate aim of all the above academic integrations with AV equipment is to impart a more cohesive all-round development of the students of the Institution.

ii. A library is often a temple to intellectual pursuits, and the Institution has realised the need for maintaining the library as one of the most conducive academic environments on campus. A fully equipped library with state-of-the-art software helmed by a dedicated librarian ensures that the students are always content whenever they visit the library.

iii. The Integrated Library Management Software- 'KOHA' allows access to the online public access catalogue, better known in academic circles as 'OPAC'. Infrastructure wise- clean reading rooms, photocopying facilities also help in providing a robust

academic environment. CAS and SDI are two different facilities, which provide current awareness and selective dissemination of information respectively.

iv. The OPAC is an online service that is found to exist in very select institutions across the country. To further strengthen our online resources the Institution plans to subscribe to online journal and circulation. Above all, a rich collection of reference books and efficient lending facilities enable the teachers and students to accomplish their academic interests.

v.   The college has viable laboratories for different science departments. Advanced programs like C++ and FORTRAN programming is taught in the departments of Mathematics, Physics respectively. Department of Geography uses GIS. The students of Departments of Botany, Zoology and Economics have accessibility to the computers to complete their projects and assignments. The Department of Chemistry has the facility of Spectrophotometer.

vi. Separate and individual laboratories are essential to allow students ample time in working on their academics. To this end, the Institution ensures the presence of individual IT laboratories for the Departments of Commerce and Journalism & Mass-communication. The Department of Commerce has the facility to teach professional computer mediums that are highly desirable in the world like MS WORD, MS EXCEL, MS POWERPOINT and TALLY.

vii. The presence of a sizable auditorium, one in which college programs and student presentations are held is an imperative for any educational institution. The college has a substantially spacious auditorium to assemble the entire college. Various seminars and cultural activities are conducted in the auditorium, which creates a sense of solidarity among the students.

viii. In keeping with the demands that the era of modern education is ushering in, one that is beneficial to the students, the college has established a seminar hall with the facility of smart board.

EVALUATING OUR SUCCESS

i.   The students who are willing to pursue their career in software companies and the Information Technology Industry benefit substantially from learning C++ and FORTRAN programming languages. If they plan to take up further studies around programming, the enhanced programming learning helps them adequately prepare for MCA courses. The courses make the students more employable and professionally trained.

ii. Tally is the basic accounting software for the students, who want to be commerce-professionals.

iii. WORD, EXCEL help the students to compete in KPO and BPO agencies. POWERPOINT is indispensable for pursuing further academic career and professionals.

iv. The Journalism & Mass-communication students use MS-ACORD.

v. The software and facilities available in the library equip the students for future academic persuasion. The students interested in library science have access to OPAC to further their career prospects.

This practice attempts to make the students more competent for employment as well as for higher education.

FUTURE CHALLENGES, AND THE WAY FORWARD-

A steep increase in the number of students has led to space constraints. There is a need for more classrooms and laboratories to help the students cope to the best of their abilities in their academic programs. The auditorium needs to be updated by integrating advanced acoustics and air-conditioning facilities. Along with tangible challenges there are certain obligations that an educational Institution has towards its society and its country.

First, we need to raise the level of degree completion. Most Indians will certainly need education beyond high school to prosper economically. But with degree attainment holding steady for over a generation at about one-third of the population, we must find ways to help a much higher percentage of Indians prepare for college and actually complete their degrees—three years. We must do this to help Indians fulfil their own hopes for the future and to maintain our global leadership.

Second, we must ensure that the college degree represents high levels of educational challenge and accomplishment. To stay competitive in the global knowledge economy, employers now actively seek graduates who possess broad knowledge in areas such as science, the global context, and diverse cultures. They also look for graduates with sophisticated analytical, quantitative, and technological skills; excellent communication and intercultural capacities; and the ability to apply their knowledge creatively to real-world challenges and settings. Sixty-three percent of employers report that many college graduates fall short on these expectations. The world itself is demanding more of college graduates than ever before, and we, as a community, must use our creativity to help all our students meet these high expectations.

Third, we must help the public and our students recognize that higher education has an obligation to democracy as well as to the economy. Today, our country faces daunting challenges at home

as well as abroad. A college degree should ensure that graduates are knowledgeable about their democratic, cultural, and global heritage and well prepared to contribute, as engaged and active citizens, to the work of renewing the public square and helping to solve life-threatening problems at home and around the globe.

Finally, college education will need to foster these high levels of college attainment for students and communities that, historically, have been underserved at all levels of the Indian educational system. College access and degree completion are still sharply stratified by income and ethnicity. But with the demographic composition of Indian society now changing very rapidly, India can maintain its economic and civic vitality only if it reverses these inherited inequities. We must make a new commitment to help thousands of students from traditionally underserved communities both enrol in college and graduate well prepared—for creative and successful careers, for civic participation, and for fulfilling lives.

PRACTICE 2

TITLE: **Cultivating a sense of social responsibility and awareness amongst students in the institute**

OBJECTIVE:

Empowering women by uplifting the less privileged sections of the society.

CONTEXT:

The College is situated near one of the busiest railway stations (Sealdah) of Kolkata that connects semi-urban and rural areas. Most of our students hail from a financially humble background and reside in semi-urban areas. Unfortunately, due to the paucity of good educational institutions they are unable to pursue higher academics in these far-flung areas. Victoria Institution offers a credible and safe abode to these students.

PRACTICES:

NCC ACTIVITY: The students of NCC unit of the college have participated in different extra-curricular activities like rifle shooting, trekking at national level competitions. Participation in music competitions at the inter-college levels has also been encouraged by the management and administration. These activities develop their confidence, nurture their talents and help them gain fame in competitions at various levels.

NSS ACTIVITY: Victoria Institution (College) has a Unit of the National Service Scheme, which engages student volunteers in different community development programs in the neighbouring area of the College. The aim is to understand community-building exercises, and alleviate the condition of the neighbouring areas, which is not very economically developed and habited by underprivileged sections of the society.

SELF-DEFENCE: Kickboxing training is given to our students by experts deployed from the Police Department of West Bengal Govt. under the scheme of 'Sukanya project' for self-defence of girls.

EVALUATING OUR SUCCESS

The orientation to help the marginalized section of the society is an important facet for a responsible citizen. Our students volunteer with NGOs and other social groups to serve the less privileged sections of the society. The students also compete at national level competitions and stages, and glorify the prestige of their alma mater.

Within this short period, students of our college proved their mettle, training and efficacy by participating in Inter-college, State & National Kickboxing competitions. They have won a number of awards and certifications in different competitions.

FUTURE CHALLENGES, AND THE WAY FORWARD-

- Our fundamental aim as an academic institution is to nurture and cultivate professionally successful individuals. To this end, we feel that the release of substantive funds will aid one of our core ideals- to develop women entrepreneurs, who would in turn be trained to develop self-help groups. These groups will help community building exercises but have a strong economic foundation.
- If substantive funds for the same are allotted to the Institution, a proper course of action can be chalked out by planning yearlong activities aimed to develop the above stated proposition.
- In order to enhance the extra-curricular programs and activities the Institution intends to avail the services of experts and practitioners from fields like Pottery Making, Glass Painting, and Ceramic Works to help students develop an interest in them, either as a hobby, or as a professional commitment that they would wish to take up in the future. This has huge potential and demand from the market, and in the process we might support the dreams and aspirations of some budding entrepreneurs.

Annexure-iv

SWOC Analysis of the Institution

Strengths:

- An appropriate and cordial academic environment that is complimented by an increased demand from girl students who wish to be a part of the encouraging environment.
- Strict guidelines that adhere to the principles, rules and conduct of the Affiliating University (Calcutta University) are followed meticulously in terms of academic regulations.
- All around student development is encouraged with programs like the National Service Scheme (NSS), along with a host of extra-curricular activities, both academic, as well as non-academic.
- Encouraging first generation learners (girl child) from the minority communities by affording them satisfactory enrolment percentages.

Weaknesses:

- Some of the subjects are plagued by challenges of not having the appropriate or designated number of faculty members assigned to them.
- Infrastructural deficiencies in terms of teaching and class-room spaces, apart from ideal laboratory physical coverage.
- An imminent need to develop better post college opportunities for students by a robust optimisation of the Placement Cell/Committee.

Opportunities:

- A significant percentage of students have shown the academic appetite to pursue higher education given their correct indoctrination into the subject and course curriculums aided by an efficient teaching/faculty body.
- Inter departmental academic coordination to encourage and promote Inter disciplinary research work to be initiated.
- Initiation of Professional Certificate Courses to develop the requisite levels of soft skills for teaching & non-teaching staff.
- Regular academic interventions in terms of organising conferences and workshops for students and faculty members alike.

Challenges:

- A fundamental challenge is to uplift the students from poor socio-economic backgrounds and instil in them the desire to educate themselves to seek better career opportunities.
- The creation and establishment of a state-of-the-art Book Bank Facility in library for the students.
- Full automation of Central Library.