

VICTORIA COLLEGE

Address: 78-B, Acharya Prafulla Chandra Road,

West Bengal, Kolkata

**The Annual Quality Assurance Report (AQAR) of the IQAC**

**Session: 2015-2016**

Part – A

1. Details of the Institution

1.1 Name of the Institution

VICTORIA INSTITUTION (COLLEGE)

1.2 Address Line 1

78-B, Acharya Prafulla Chandra Road

Address Line 2

City/Town

Kolkata

State

WEST BENGAL

Pin Code

700009

Institution e-mail address

[victoriacollege1932@gmail.com](mailto: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. Pratibha Pal

Mobile:

9830420134

IQAC e-mail address:

iqac.vickolkata@gmail.com

1.3 NAAC Track ID

WBCOGN11256

1.4 NAAC Executive Committee No. & Date:

EC/32/250 dated 03.05.2004

(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

1.5 Website address:

www.victoriacollege.co.in

Web-link of the AQAR

[http://victoriacollege.co.in/data/AQAR\\_2014-15pdf](http://victoriacollege.co.in/data/AQAR_2014-15pdf)

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		2004	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

11.08.2006

1.8 AQAR for the year: 2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- 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 –December 2015
- v. AQAR 2012-13 Submitted to NAAC –December 2015
- vi. AQAR 2013-14 Submitted to NAAC –December 2015
- vii. AQAR 2014-15 Submitted to NAAC –December 2015

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

C 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)

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	N.A		
College with Potential for Excellence	N.A	UGC-CPE	N.A
DST Star scheme	N.A.	UGC-CE	N.A
UGC-Special Assistance Programme	N.A.	DST FIST	N.A.
		Any other (Specify)	N.A.
UGC-Innovative PG programmes	N.A.		
UGC-COP Programmes	N.A		

2. IQAC Composition and Activities

2.1 No. of Teachers	7
2.2 No. of Administrative/Technical staff	4(1Bursar)+3(administrative staff)
2.3 No. of students	1(G.S. of student union)
2.4 No. of Management representatives	3(1(G.B. Member)+1(principal) +1G.B.President))
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	1 (Local Councillor)
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	0
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	2

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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 - 2

Total Nos  International  National  State  Institution Level

(ii) Themes

- i) Celebration of birth anniversary of Hon'ble Dr. A. P. J. Abdul Kalam (15.10.15) organised by ISCA, KOLKATA & IQAC, Victoria Institution
- ii) Cardiovascular Disease Burden – Let us move together for prevention (10.02.2016) – organised by West Bengal Academy of Science and Technology & IQAC, Victoria Institution (College)

2.14 Significant Activities and contributions made by IQAC

As per UGC Regulations, 2010 and subsequent Government orders career advancement and re designation of teachers , librarians and equivalent academic staff are to be processed through IQAC of the college. Members of IQAC review the self assessment reports ( for performance based appraisal) submitted by the teachers to be promoted under CAS.

Members of IQAC participate in the meetings of different committees and sub committees. The decisions taken there are implemented through academic and administrative programmes.

IQAC also encourages need based student activities like NCC/NSS under effective guidance of respective faculties and active supervision of the Head of the Institution.

IQAC attempts to encourage the teachers to participate in various teacher training programme to enhance their knowledge and adopt new technology so that the teaching learning process can be modernised.

## 2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
i)career advancement and re designation of teachers and librarian are to be processed through IQAC	i)Members of IQAC review the self assessment reports ( for performance based appraisal) submitted by nine teachers to be promoted under CAS and all the teachers have been successfully promoted to the next higher stage
ii)To introduce computer facilities in different Departments	ii) Computers were purchased for use in computer library ((3),Office (2) and for dept. of Commerce(1). New software installed in office .Online Admission Process has been continued.
iii)To continue the Medical Aid Fund	iii) Students contribute in the medical Aid Fund, started for them so that in medical emergencies they get help from this fund
iv) Improvement of administration	iv) A few more computers have been installed in the office for faster completion of office work..
v)Motivate the teachers to undertake research projects	v)4 teachers received grants from UGC for Minor Research Projects and the projects are being continued.
vi)To organize Extension lectures	vi)Department of Political Science and Economics organised a series of Extension Lectures.
vii)Career counselling programme	vii)Dept. Of Commerce conducted one day career counselling programme in collaboration with Institute of Company Secretary of India.(ICSI-ERO).
viii)Launching of new extension activities	viii) Besides curricular activities few extension programmes have been carried out by the students, NCC Cadets, NSS Unit of the College. NSS Unit has been engaged in plantation programme, campus cleaning drive, health awareness programme, anti drug addiction campaign. NCC Cadets participate in different NCC events and sports events.

ix) Upgradation of Physics(Gen) Course to Physics (Hons.) Course	ix) Physics (Hons.) Course has been introduced from the session 2015-16.
x) To start a second canteen	x) one more canteen is added to offer staff and students more choice.
xi) To arrange Education and Career fair for academic benefit of the students.	xi) Two days Education and Career fair was organised. Students prepared models,charts, projects and displayed them. A few renowned placement agencies also participated in this fair.

Academic Calendar of the year 2015-16 in annexure I

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The primary objective of Victoria Institution (College) is to facilitate learning by creating excellent academic ambience and by providing all-round general education by means of rich curricular, co-curricular and extra-curricular programmes taken under the supervision of sincere and competent faculty members.

It has been the chief aim of the institution to inculcate in every student a sense of responsibility towards society, respect for human being and care for nature and environment, so that she can become a worthy member of the society.

To achieve these goals, the action taken by Victoria Institution (College) is

To create opportunity for every student to develop her full potential.

To provide every student within its means the best possible educational and cultural experiences.

To encourage every student to take part in community development programme.

## 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	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	32	1(Physics Hons.)	1	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
<b>Total</b>	32	1	1	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : **Open Options.**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

Mode of feedback : Online  manual  Co-operating schools (for PEI)

- See Annexure II for details regarding student feedback.

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

The college does not have any scope to revise or update the syllabus. It is done by the affiliating university

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

Physics (Honours) Course has been introduced from the academic year 2015-16

### Criterion – II

#### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
55	17	25	0	13

2.2 No. of permanent faculty with Ph.D. : 29+2(Govt. Approved part time teachers)

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
0	13	0	0	X	X	X	X	0	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

X

(13+8)\*

\*i) Govt. approved part time teachers (PTT)=13

li) College approved whole time teachers =8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	4	39	3
Presented papers	8	12	1
Resource Persons	0	1	0

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

The college follows chalk and talk method as a preferred mechanism in teaching-learning process.

Power point presentations have been adopted by some teachers for delivering lectures.

LCD projectors are used for seminars and sometime for teaching also.

Charts and models are used as visual aids to help students easily understand and remember a topic.

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

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

## 2.10 Average percentage of attendance of students:

75% attendance is mandatory to appear for appearing in the University examinations. Sometimes students with less percentage are allowed on providing satisfactory reasons for their absence

## 2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
B.A. (Hons.)	289	282		3.36%	89.4%	-----	97.6%
B.Sc. (Hons.)	61	58		43.1%	56.9%	-----	95.1%
B.A. (General)	287	194		-	67.6%	-----	67.6%
B.Sc. (General)	78	58		5.2%	94.8%	-----	74.4%
B. Com (Hons.)	56	32		-	57.1%	-----	57.11%

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

Application based learning is encouraged through projects and assignments.

LCD projectors are used for lectures and students' talks.

Websites are used for advanced study on specified topics.

Interactive educational CD and preparation of field reports of excursions utilize the help of computer on regular basis.

The IQAC of college encourages its faculty to use ICT in their teaching-learning process. PPT's, videos, charts, graphs etc. can be used. This acts as a supplement to the traditional chalk and talk method

### 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	5
Others(Panel Discussion)	2

### 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	32	4	11	0
Technical Staff	10	4	5	0

### Criterion-III

#### 3. Research, Consultancy and Extension

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

The IQAC motivates the faculties to take up major and minor research projects. IQAC also encourages faculties to take FDP leave to complete Ph.D. Programme.

##### 3.2 Details regarding major projects : Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		4	12,70,000/-	
Outlay in Rs. Lakhs				

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	7	0
Non-Peer Review Journals	-	2	11
e-Journals	3	-	-
Conference proceedings	5	8	2

##### 3.5 Details on Impact factor of publications:

Range  Average  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	2	UGC	12,70,000/-	
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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from:**N.A.**

UGC-SAP CAS  DST-FIST

DPE  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 organized by the Institution

Level	International	National	State	University	College
Number	0	1	0	0	0
Sponsoring agencies	0	UGC	0	0	0

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

3.13 No. of collaborations **Nil**

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  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  NSS  Any other

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

- i. NCC cadet Suparna Dutta participated in the XXXVth national games,2015 held at kerala and won a medal for shooting. She has been felicitated by Dept. Of sports, Govt. Of West Bengal.
- ii. NCC cadet Pinky Pramanik participated in the university level competition and won the Satish Kumar Ghosh memorial medal for shooting.
- iii. 100 NCC cadets participated in a college event on 21.06.2016, the international yoga day.
- iii. NSS unit of college and the programme officer participated in a rally organised on 12.01.2016, the National Youth Day.
- iv. 10 volunteers of the NSS unit of the college participated in a programme on 21.06.15, the International day of Yoga at C. U. Rowing club, Rabindra Sarobor.
- v. 10 volunteers of the NSS unit of the college observed the world environment in collaboration with Dept. Of Environment Science of C. U. at university Rowing club on 05.06.2015.

#### 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	1.5acres	0	0	1.5acres
Class rooms	35	0	0	35
Laboratories	17	0	0	17
Seminar Halls	2*	0	0	2
No. of important equipment's purchased ( $\geq$ 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	No data	3,57,066/-	college	No data
Others	No data	1,55,189/-	college	No data

\*1(Seminar Hall) + 1(Auditorium)

#### 4.2 Computerization of administration and library

i. Library is computerised. There are 6 computers with plan to add more .Internet facility is also available to the students.

ii. Administrative work is partially computerised. Programmes like staff salary, admission , student profile are computerised.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1797	4,93,795	0	0	1797	4,93,795
Reference Books	5	2696	12	12,800	17	15,496
e-Books	0	0	0	0	0	0
Journals	1	23000	0	5000	1	28000
e-Journals	0	0	0	0	0	0
Digital Database	0	0	1	5275	1	5275
CD & Video	0	0	0	0	0	0
Others (specify) (MRP & Donation)	0	0	0	0	0	0

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41	4	2	3	0	7	25	3
Added	6	0	0	3(Library)	0	2	1	0
Total	47	4	2	6	0	9	26	3

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

Students can access internet in the library.

Brainware undertakes Computer training for teachers and students at subsidized rates.

4.6 Amount spent on maintenance in lakhs :

i) ICT

50,860/-

ii) Campus Infrastructure and facilities

39,555/-

iv) Equipments

13,760

v) Others

-

Total :

1,04,175/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC encourages the students to join NSS and NCC wings. The objective of these wings are to bring about awareness among the students about environment, community help, Gender sensitisation etc.

#### 5.2 Efforts made by the institution for tracking the progression

. The college conducts periodical evaluation in the form of class tests, mid-term tests, pre-annual selection tests etc. Some departments evaluate the students in the entry level by MCQ assessments and IQ tests

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2807			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">No</td><td style="width: 50%;">%</td></tr> <tr><td>NA</td><td></td></tr> </table>	No	%	NA			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">No</td><td style="width: 50%;">%</td></tr> <tr><td>2807</td><td>100</td></tr> </table>	No	%	2807	100
No	%											
NA												
No	%											
2807	100											
		Women										

Last Year (2014-15)						This Year (2015-16)					
Gener al	SC	ST	OBC	Physically Challenge d	Total	Gener al	SC	ST	OBC	Physicall y Challenge d	Total
2629	205	39	32	0	2905	2157	364	19	258	09	2807

Demand ratio Dropout % : 10

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

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations : **Nil**

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

5.6 Details of student counselling and career guidance

The Counselling Cell 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 to their special emotional needs

No. of students benefitted

5.7 Details of campus placement; Being a general stream college, the college does not have any scope to regularly arrange campus placement drive. But occasionally a few organisations visit the college for recruitment purpose.

On campus		Off Campus	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	119	16	Data not available

5.8 Details of gender sensitization programmes

NSS and NCC organizes 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  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of Students	Amount(Rs.)
Financial support from institution	3	2700/-
Financial support from government	149(Kanyasree)	3,72,500
Financial support from other sources	58(Minority Scholarship)	1,13,500
Number of students who received International/ National recognitions	0	0

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

5.13 Major grievances of students (if any) redressed:

None

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

Vision : Victoria Institution (College) is committed in knowledge building for inclusive social development and moulding globally competent and socially sensitive women.

Mission: The mission of the college has always been to educate and form the young women as liberated lifelong learners who are sensitive to gender and ecology and empowered to respond to global challenges. The college is committed to facilitate an integral, inclusive and humane development of the society.

#### 6.2 Does the Institution has a management Information System

College library is computerised and the college office is also computerised. New soft wares are installed in office.

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

##### 6.3.1 Curriculum Development

Being an affiliated college under the University of Calcutta, the curriculum of the institution is strictly in accordance with the parent university The academic calendar is provided by the University regarding the dates of the examination and other schedules right before the session commences On the basis of the calendar, the teachers prepare their individual lesson plans for their respective syllabi to be taught by them. The faculty also maintains an attendance register on a regular note, to keep a track of the allotment of classes and the classes taken.

### 6.3.2 Teaching and Learning

Application based learning is encouraged through projects and assignments.

LCD projectors are used for lectures and students' talks.

Websites are used for advanced study on specified topics.

Interactive educational CD and preparation of field reports of excursions utilize the help of computer on regular basis.

### 6.3.3 Examination and Evaluation

The academic calendar is provided by the University regarding the dates of the examination and other schedules right before the session commences. The institution strictly adheres to the calendar provided by the University. The college itself conducts periodical evaluation in the form of class tests, mid- term tests, pre-annual selection tests etc. Some departments evaluate the students in the entry level by MCQ assessments and IQ tests.

### 6.3.4 Research and Development

There is limited scope for in-house research activities as the Institution is a UG college. However, 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. It also screens the proposals and suggests modifications if required . The college ensures the autonomy of the Principal Investigator and facilitates release of funds. The college grants educational leave to the faculty engaged in research work as and when required. The teachers are also encouraged to go FDP provided by UCG and complete their Ph.D. programmes.

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 amount has been spent by the college for library, ICT and physical infrastructure

The Library sub-committee of the college has taken initiative for the automation of the library. Photocopying and Internet facilities are available by the students and staff members.

The institution plans for upgradation of IT infrastructure through procurement of more computers, LCD projectors & screens, scanners etc.

### 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. Institute takes great care of its human resources by recognising the needs of the employees.

### 6.3.7 Faculty and Staff recruitment

Permanent Faculty 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.

For recruitment of non teaching staff posts vacant are initially sanctioned by Government. Applications are invited through advertisement in leading news papers and college website. Candidates are selected after written test and interview. 16 vacant posts are filled up this year following this process.

### 6.3.8 Industry Interaction / Collaboration

None

### 6.3.9 Admission of Students

The admission procedure of the institution is as per the norms prescribed by the affiliating university.

It is a completely transparent process where the students are selected based on merit. The number of seats are allocated by the University which the college follows.

Students can apply online and offline. The final list of selected students are put up in the college notice board and the website after scrutiny.

#### 6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	Deepannita Braille Institute — a Voluntary Organization and Satyendra Nath Bose National Center for Basic Sciences give braille books to the blind students of our college.  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	
Administrative			yes	Auditor nominated by Government of West Bengal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Re-union of ex-students of the institution is held from time to time by the Victoria Institution (College) Alumni Association. Alumni Association organises cultural programmes, educational and career fairs .

6.12 Activities and support from the Parent – Teacher Association

As such there is no parent-teacher association. However, the institution arranges parent-teacher interface at regular intervals. The institution gets to hear the guardians' perspective. It offers its own and thus builds up a healthy communication that eventually helps the students both directly and indirectly in terms of their academic performance

6.13 Development programmes for support staff

Nil

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

Initiative taken on behalf of the Teachers' council to increase consciousness among the students regarding ill effects of the use of the polythene.

The students' union has taken the initiative to decorate the different floors of the college with various plantations.

### 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.

Projector based classroom to ensure enjoyable teaching-learning hours

There is a Provision to show films to give the students a chance to rejoice as well as learn about the basic issues. It also helps them to develop a sense of morality.

Audio visual classroom sessions have been introduced to modernise teaching-learning process

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

New software installed in Office.

Sixteen (16) non teaching staff joined in permanent posts.

More computers, LCD projectors & screens , scanners etc. bought as part of up gradation of technology.

One more Canteen is added to offer staff and student more choice.

**Provide the details in annexure: See Annexure III**

7.4 Contribution to environmental awareness / protection

NSS undertakes Environmental awareness programmes through poster making, seminar, workshops.

7.5 Whether environmental audit was conducted? Yes  No

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

See Annexure III

8. Plans of institution for next year

Installation of new software in Library.

Internet connection in Arts Staff Room

Allotment of more space for Physics and Chemistry laboratory.

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## Annexure I

### VICTORIA INSTITUTION (COLLEGE)

ACADEMIC CALENDAR for the B.A., B.Sc., B.Com (Hons, General & Major)

Courses of Studies (Under 1+1+1 system of examination) for the Academic Session **2015-16**

	DATE	DAY	IMPORTANT EVENTS/ PROGRAMMES/ HOLIDAYS
JULY'15	01/07/2015	Wednesday	Holiday- B.C. Roy's Birthday
	02/07/2015	Thursday	College Re- opens after Summer Recess
	2 <sup>nd</sup> week		Part II B.A.,B.Sc.(Gen) Exam'15 Begins
	18/07/2015	Saturday	Holiday- Rath Jatra
	18/07/2015	Saturday	Holiday- Id-UI-Fitar
	21/07/2015	Tuesday	1 <sup>st</sup> Year(Hons. & Gen) Classes start
			Part I B.Com(Hon/Gen/Major) Exam'15 Begins
	22/07/2015	Wednesday	Part I B.A.,B.Sc. (Hon/Major) Exam'15 Begins
	29/07/2015		Part I B.A.,B.Sc.(Gen) Exam'15 Begins
Aug'15	15/08/2015	Saturday	Holiday- Independence Day
	23/08/2015	Sunday	Holiday- Bhadrotsav
Sept'15	05/09/2015	Saturday	Holiday- Janmastami
	05/09/2015	Saturday	Teachers' Day
		To be decided by the Departments	Class Test for B.A./B.Sc./B.Com 1 <sup>st</sup> Year(Hons. & Gen) Begins
	25/09/2015	Friday	Holiday- Id-Uz-Zoha
Oct'15	02/10/2015	Friday	Holiday- Gandhiji's Birthday
	12/10/2015	Friday	Holiday- Mahalaya

	19/10/2015 to 14/11/2015	Monday to Saturday	Puja Vacation
	24/10/2015	Saturday	Holiday- Muharram
Nov'15	18/11/2015 onwards		Mid Term Exam for B.A., B.Sc.,B.Com Part I (Hons& Gen) Begins
	19/11/2015	Thursday	K.C. Sen's Birthday
	20/11/2015	Friday	Holiday- Jagadhatri Puja
	25/11/2015	Wednesday	Holiday- Guru Nanak's Birthday
Dec'15	23/12/2015	Wednesday	College Annual Sports
	24/12/2015	Thursday	Holiday- Fateha-Doaz-Daham
	25/12/2015 to 31/12/2015	Friday to Thursday	Winter Recess
Jan'16	01/01/2016	Friday	Holiday- New Year's Day
	08/01/2016	Saturday	Death Anniversary of K.C. Sen
	18/01/2016	Monday	3 <sup>rd</sup> Year Test Examination begins
	23/01/2016	Saturday	Holiday- Netaji's Birthday
	24/01/2016	Sunday	C.U. Foundation Day
	26/01/2016	Tuesday	Holiday- Maghotsav
	26/01/2016	Tuesday	Holiday- Republic Day
	Last week		Results of College 3 <sup>rd</sup> Year Test Exam
Feb'16	13/02/2016 & 14/02/2016	Saturday & Sunday	Holiday- Saraswati Puja
			Form fill-up for Part III Examination
	18/02/2016	Friday	2 <sup>nd</sup> Year Test Examination begins

Mar'16	1 <sup>st</sup> week		Result of 2 <sup>nd</sup> Year Test Examination
	10/03/2016	Friday	Annual Prize Distribution
	16/03/2016	Wednesday	1 <sup>st</sup> Year Test Examination begins
			Form Fill-up for Part II Examination
	23/03/2016 & 24/03/2016	Wednesday & Thursday	Holiday- Dol Yatra, Holi
	28/03/2016 onwards		Part III B.A. B.Sc,B.Com(Gen)Practical Exam'16 Begins
	25/03/2016	Friday	Holiday- Good Friday
	26/03/2016	Saturday	Holiday- Easter Saturday
	31/03/2016	Thursday	Result of 1 <sup>st</sup> Year Test Examination
April'16	01/04/2016 onwards	Friday	Part III B.A.,B.Sc , B.Com(Hons/Gen/Major) Exam'16 Begins
	13/04/2016	Wednesday	Holiday- Chaitra Sankranti
	14/04/2016	Thursday	Holiday- Poila Baisakh
May'16	01/05/2016	Sunday	Holiday- May Day
	08/05/2016	Sunday	Holiday-Tagore's Birthday
	21/05/2016	Saturday	Holiday - Buddha Purnima
	16/05/2016 to 30/06/2016	Monday to Thursday	Summer Recess
	Last week		Part III B.A.,B.Sc.,B.Com(Gen) Exam'16 Begins
June'16	02/06/2016		Part II B.A.,B.SC, B.Com(Hons./Major) Exam'16 Begins
	09/06/2016		Part II B.A.,B.Sc.(Gen) Exam'16 Begins

## Annexure II

### Objective

Feedback is sought from the students on the academic benefits they are receiving from the teachers 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.

Nine relevant parameters were identified on which the students were requested to rate the individual teachers on a scale of 0 to 10, in an increasing order of satisfaction.

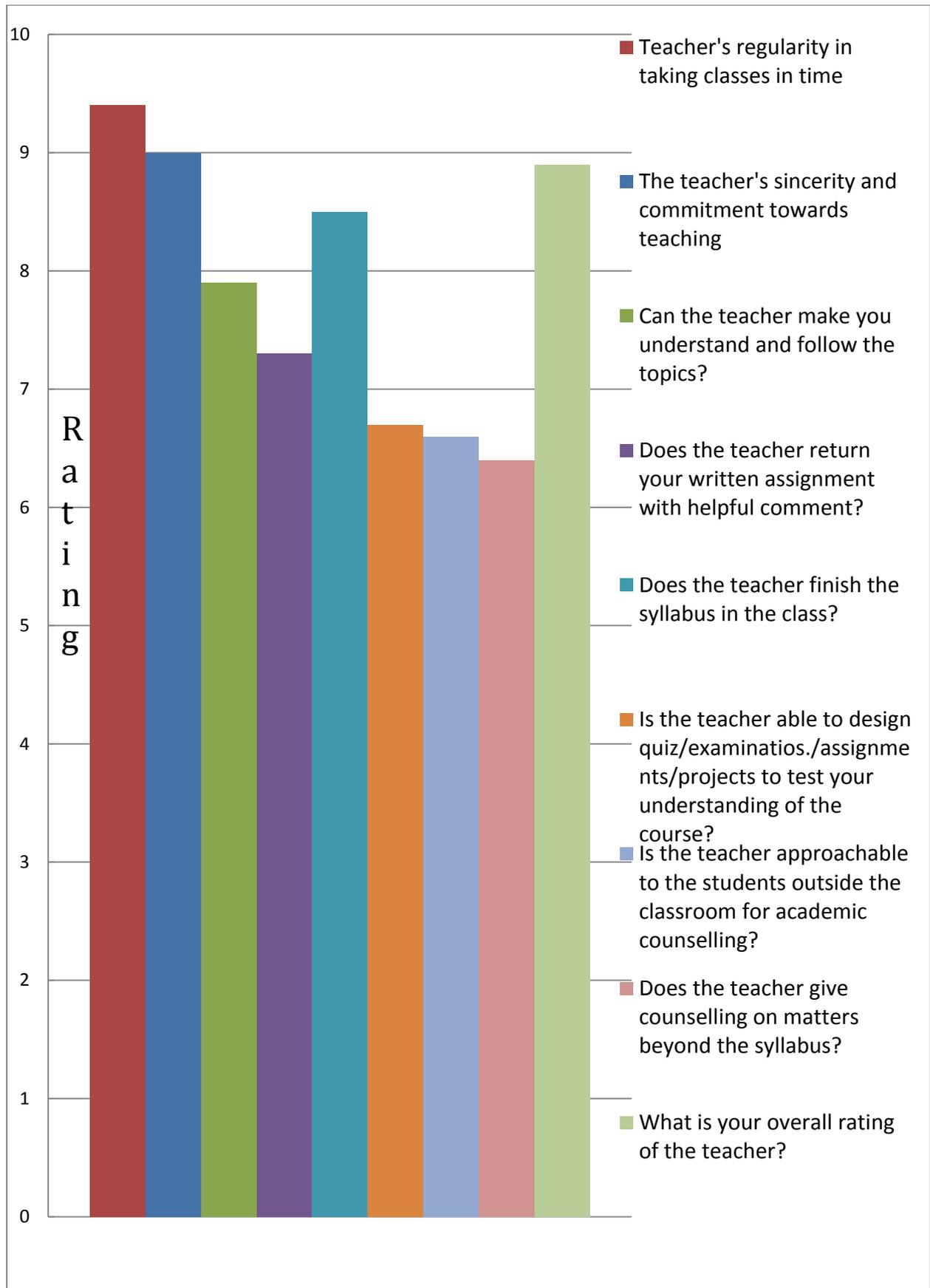
The feedback was collected from the students, summarized manually for each teacher and then represented in a graphical form. A sample graph at random is presented here. The teacher may improve her performance on the basis of this feedback.

### Feedback parameters

The following 9 parameters were presented to the students:

1. The teacher's regularity in taking classes in time.
2. The teacher's sincerity and commitment towards teaching.
3. Can the teacher make you understand and follow the topic?
4. Does the teacher return your written assignments with helpful comments?
5. Does the teacher finish the syllabus in the class?
6. Is the teacher able to design quiz/examinations/assignments/projects to test your understanding of the course?
7. Is the teacher approachable to the students outside the classroom for academic counselling?
8. Does the teacher give counselling on matters beyond the syllabus (carrier, personal problems, etc.)?
9. What is your overall rating of the teacher?

### Representative sample graph



## Annexure III

### SWOC Analysis of the Institution

#### Strengths

Good demand for the courses offered by the college

Academic guidelines of the Affiliating University followed in the college

Enrolment of the students in NSS and participation in extension activities.

#### Weaknesses

Some of the subjects have shortage of faculties

Shortage of class rooms and space for laboratory, specially for newly upgraded Physics and Chemistry (Honours ) Course

Placement opportunities to be provided to the students more effectively

#### Opportunities

Students showing interest to pursue higher studies.

Inter disciplinary research work to be initiated

Certificate courses for soft skills

Plans for organising conferences, workshops for students and faculties

#### Challenges

Drop-out rate of students from poor socio-economic background to be made minimal

No Book bank facility in library for the students

Library to be made fully automated

## **Best practices:**

### **Practice 1**

#### **TITLE: Infrastructural Facilities to Enhance Teaching-Learning Process**

#### **OBJECTIVE:**

Up-gradation of students and enhancement of efficiency

#### **CONTEXTS**

A huge technological innovation has emerged in the field of education. The college sincerely attempts to provide the knowledge to handle modern technique within our limited resources.

#### **PRACTICES**

- A. The college has six projectors. Different departments use the projectors according to their requirements. However, the projectors are also used for the students of literature and students interested in films. The film shows break the drudgery of classroom teaching, which in a way, helps a creative mind. The projectors are also useful for power-point presentations and exclusive seminars, which extends the knowledge and provide exposure to the students.
- B. Our library is well-equipped with modern software and different facilities. We have a permanent librarian and efficient staff to help the teachers and students.
- C. The college library has the integrated library management software 'KOHA' which provides online public access catalogue, OPAC. The library also provides internet and Xerox facilities along with clean and quiet reading room. CAS and SDI are also two different facilities which provide current awareness and selective dissemination of information respectively.
- D. Open Access Library is among one of our facilities which are found in select few colleges. As a future plan, we have undertaken to subscribe 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.
- E. The college has viable laboratories for different science departments. C++, FORTRAN programmings are 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.

The Departments of Commerce and Journalism & Mass-communication have their individual IT laboratories. Commerce teaches WORD, EXCEL, POWERPOINT and TALLY.

- F. 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.

## **EVIDENCE OF SUCCESS**

The students who are willing to pursue their career in software companies are benefitted from knowing C++ and FORTRAN programming languages. They can compete for the admission in BCA, MCA courses with the knowledge of this software. The courses make the students more employable.

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

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

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

The software and facilities available in the library equip the students for future academic persuasion. The students interested in library science are also benefitted.

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

## **PROBLEMS ENCOUNTERED AND FUTURE PLAN**

With the increasing number of students the college needs more space for better provision of classrooms and laboratories.

The Auditorium needs to be modernized with acoustics and air-conditioning facilities.

## **Practice 2**

**TITLE: Encouragement of Women Entrepreneurship and Enhancement of Social Awareness**

### **OBJECTIVE:**

Women empowerment through upliftment of comparatively less privileged section of the society

### **CONTEXT**

The very location of our college justifies the practice. It is situated near one of the big stations (Sealdah) of Kolkata, which is connected to remote sub-urban and rural areas. Most of our students hail from a financially humble background in these sub-urban areas. Unfortunately, they are unable to pursue the higher academic career.

## **PRACTICE**

- A. Basanta Mela, a fair, to promote cottage industries owned by women entrepreneurs held within the college campus in collaboration with the Alumni Association.
- B. Exhibition of Artefacts and Special Bengali Food has been introduced in the Career Fair.
- C. Sometimes our willing ex-students are hailed and guided by our staff.
- D. NCC ACTIVITY: The students of NCC unit of the college participate in different co-curricular activities like rifle shooting, trekking at national level. Participation in music competition in inter-college level is also encouraged. These activities make them more employable and fetch fame.
- E. 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.

## **EVIDENCE OF SUCCESS**

Our ex-students as well as the women, who want to be economically self-sufficient, get benefits.

The orientation to help the marginalized section of the society seems to be an important facet to be a good citizen. Our students often involve into NGOs and social activities to serve others in future. The students also compete at national level and glorify the college.

## **PROBLEMS ENCOUNTERED AND FUTURE PLAN**

The college needs more funds through which the women entrepreneurs could form self-help groups. The Basanta Mela is a small platform which could be extended to a professional level. Year-long activities could also be pursued if the funds are available.

The college has a plan to call professionals to provide training to willing students for making pottery items and painting of glass and ceramics items. It has huge potential to form cottage industry which in a way could encourage women entrepreneurship and empower them.