

**VICTORIA COLLEGE**  
**Address: 78-B, Acharya Prafulla Chandra Road,**  
**West Bengal, Kolkata**

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**Session: 2014-2015**

Part – A

**1. Details of the Institution**

1.1 Name of the Institution	VICTORIA 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
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:	lqac.vickolkata@gmail.com
1.3 NAAC Track ID	The college does not have a track id yet.

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/32/250 dated 03.05.2004

1.5 Website address:

www.victoriacollege.co.in

Web-link of the AQAR:

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

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 : 2014-15

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

- i. AQAR 2011-12 Submitted to NAAC –December 2015
- ii. AQAR 2012-13 Submitted to NAAC –December 2015
- iii. AQAR 2013-14 Submitted to NAAC –December 2015
- iv. 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  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)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University	<input type="text" value="N.A"/>		
College with Potential for Excellence	<input type="text" value="N.A"/>	UGC-CPE	<input type="text" value="N.A"/>
DST Star Scheme	<input type="text" value="N.A."/>	UGC-CE	<input type="text" value="N.A."/>
UGC-Special Assistance Programme	<input type="text" value="N.A."/>	DST-FIST	<input type="text" value="N.A."/>
UGC-Innovative PG programmes	<input type="text" value="N.A."/>	Any other (Specify)	<input type="text" value="N.A."/>
UGC-COP Programmes	<input type="text" value="N.A."/>		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="3(1+1(principal) +1G.B.President)"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1 (Local Councillor)"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="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 - Nil

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
Construction of new buildings	Construction of 2nd Floor and 3 <sup>rd</sup> Floor of New Building completed. New Seminar Room inaugurated.
Improvement of student facilities  To introduce computer facilities in different Departments	Additional Computers were purchased for use in computer laboratory ((2), Office (2) and for some departments.. New software installed in office
To continue the Medical Aid Fund	Online Admssion Process has been continues.  Students contribute in the medical Aid Fund, started for them so that in medical emergencies they get help from this fund
Improvement of administration	Some new computers were installed in the office and student profile was computerised .

To computerise Student profile	
Undertaking research projects	4 teachers received grants from UGC for Minor Research Projects and the projects are continued.
Launching of new extension activities	Besides curricular activities , few extension programmes also have been undertaken by the students, NCC Cadets and NSS unit of the college. NSS Unit has been engaged in plantation programme, campus cleaning drive, health awareness programme, anti drug addiction campaign.

*Academic Calendar of the year 2013-14 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 plan taken by Victoria Institution (College) is

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

- To stand by the side of the disadvantaged pupils.
- 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	0	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	0	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)

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.

No

### Criterion – II

#### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	61	17	25	0	19

2.2 No. of permanent faculty with Ph.D. : 25

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
12	7	0	0	X	X	X	X	12	7

2.4 No. of Guest and Visiting faculty and Temporary faculty



2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	5	5
Presented papers	1	2	4
Resource Persons			

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. However, Teachers' Council recommends that ICT is to be used as a positive mechanism for teaching – learning process.

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

216

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

x

1

x

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				Pass %
			Distinction %	I %	II %	III %	
B.A. (Hons.)	208	100		3.36%	89.4%	-----	100%
B.Sc. (Hons.)	90	90		11.11%	87%	-----	100%
B.A. (General)	217	126		-	-	-----	58%
B.Sc. (General)	46	33		-	-	-----	71%
B. Com (Hons.)	17	17			58.8%	-----	100%

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

The college encourages its faculty 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>1</b>
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	<b>1</b>
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	23	7	-	-
Technical Staff	5	5	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

The IQAC encourages the faculties to take up major and minor research projects. Sabbatical leave is also granted for faculties pursuing research.

##### 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		<b>2</b>	<b>32,85,000/-</b>	
Outlay in Rs. Lakhs				

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals		<b>11</b>	
Non-Peer Review Journals		<b>3</b>	
e-Journals			
Conference proceedings			

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	<b>2 projects</b>		<b>32,85,000/-</b>	
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  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 organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

- 10 NCC cadets participated in Cancer Awareness rally on 7<sup>th</sup> nov.2009organised by Bengal Girls' unit in Kolkata.
- 14 NCC cadets donated blood in blood donation camp on 9<sup>th</sup>& 19<sup>th</sup> nov. 2009 organised by Bengal Girls' unit in Kolkata.
- 15 NCC cadets participated in Sheshoo mela on 3th March 2009organised by Bengal Girls' unit in Kolkata.
- NSS unit of college and Students Health Home jointly organised a lecture to create awareness among college students about HIV/AIDS and preventive measures.

**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	30	5	0	35
Laboratories	16	1	0	17
Seminar Halls	1	1	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	520774/-	UGC	No data
Others	No data	20500/-	UGC	No data

## 4.2 Computerization of administration and library

Library is computerized. There are 3 computers with plans to add more.

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	775	1,85,337	1022	3,08,458	1797	4,93,795
Reference Books	5	2696	12	12,800	17	15,496
e-Books	0	0	0	0	0	0
Journals	1	5000	0	0	1	5000
e-Journals	0	0	0	0	0	0
Digital Database						
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	38	4	2	0	0	7	22	3
Added	3	0	0	0	0	0	3	0
Total	41	4	2	0	0	7	25	3

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

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

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

165118/-

ii) Campus Infrastructure and facilities

7900/-

iv) Equipments

-

v) Others

-

**Total :**

173018/-

#### 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

As of now the college does not have any formal mechanism to track the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2905			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	NA			2905	100

Last Year (2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2687	266	18	87	0	3058	2629	205	39	32	0	2905

Demand ratio Dropout % : 10

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

.X

No. of students beneficiaries

X

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 gives 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

Data is not available

### 5.7 Details of campus placement; The college does not have any scope to arrange campus placement drive.

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

### 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
Financial support from institution	3	Rs2700/-
Financial support from government	0	0
Financial support from other sources	621	No data available
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 software 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 syllabui 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.<sup>9-</sup>

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. Efforts are also in progress for installation of Photocopying and Internet facilities to be availed by the students and staff members.

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

The construction of Annexed part of the college science building is in progress. This will provide new class rooms, Labs as well as sanitary facilities for the students. The college also has a plan to allot space for seminar cum meeting room.

### 6.3.6 Human Resource Management

The College encourages quality improvement programmes and allows human resource development. The teaching and staff members get benefits like CL,EL.ML,FDP etc. Payslips are distributed to all staff every month and the salary is credited to respective accounts in due time. Service Books of the employees are continuously upgraded. Institute takes great care of its human resources by recognising the needs of the employees. The service rules along with PF, Gratuity and other facilities are maintained well..

### 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. Visiting and guest lecturers are appointed by the college

### 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 seats are allocated by the University which the college follows.

Students can apply online and offline. The final of 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			Yes	IQAC College
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, fairs etc.

#### 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 produce an ameliorated 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.
- New Seminar Room completed with all modern equipments.

- Thirteen (13) new teachers joined in full-time substantive posts.
- More computers, LCD projectors & screens , scanners etc. bought as part of up gradation of technology.
- Canteen facilities improved to offer staff and student more choice.

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

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 SWOT Analysis)

Annexure II

8.Plans of institution for next year

- Installation of new software in Library.
- Internet connection in Arts Staff Room
- Apply to appropriate authority to fill up vacant non-teaching post.
- Allot more space to Botany laboratory.
- Upgrade Physics from General to Honours course.

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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 **2014-15**

	DATE	DAY	IMPORTANT EVENTS/ PROGRAMMES/ HOLIDAYS
<b>July'14</b>	01/07/2014	Tuesday	Holiday- B.C. Roy's Birthday
	02/07/2014	Wednesday	College Re- opens after Summer Recess
	14/7/2014	Monday	1 <sup>st</sup> Year(Hons. & Gen) Classes start
	29/07/2014	Tuesday	Holiday- Id-ul-Fitar
	2 <sup>nd</sup> week		Part II B.A./B.Sc (Hons & Gen) Exam begins
<b>Aug'14</b>	05/08/2014 onwards		Part I B.A.,B.Sc,B.Com (Hon/Gen/Major) Exam begins
	15/08/2014	Friday	Holiday- Independence Day
	17/08/2014	Sunday	Holiday - Janmastami
	23/08/2014	Saturday	Holiday- Bhadrotsav
<b>Sept'14</b>	First Week	Decided by the Union	Freshers' welcome organized by the Students' Union
		To be decided by the Departments	Class Test for B.A./B.Sc/B.Com 1 <sup>st</sup> Year(Hons. & Gen) begins
	23/09/2014	Tuesday	Holiday- Mahalaya
	30/09/2014 to 26/10/2014	Tuesday to Sunday	Puja Vacation
<b>Oct'14</b>	02/10/2014	Thursday	Holiday- Gandhiji's Birthday
	06/10/2013	Monday	Holiday- Id-ul-Zoha
<b>Nov'14</b>	2 <sup>nd</sup> week onwards		Mid Term Exam for B.A., B.Sc, B.Com Part I (Hons& Gen) begins
	Last Week		Annual Prize Distribution
	01/11/2014	Saturday	Holiday- Jagadhatri Puja
	04/11/2014	Tuesday	Holiday- Muharram
	06/11/2014	Thursday	Holiday- Guru Nanak's Birthday
	19/11/2014	Wednesday	K.C. Sen's Birthday
<b>Dec'14</b>	25/12/2014 to 31/12/2014	Thursday to Wednesday	Winter Recess
<b>Jan'15</b>	01/01/2015	Thursday	Holiday- New Year's Day
	08/01/2015	Thursday	Death Anniversary of K.C. Sen
	04/01/2015	Sunday	Holiday- Fateh-Dohaj-Daham

	2 <sup>nd</sup> week		3 <sup>rd</sup> Year Test Examination begins
	23/01/2015	Friday	Holiday- Netaji's Birthday
	24/01/2015	Saturday	C.U. Foundation Day
	25/01/2015	Sunday	Holiday- Maghotsav
	26/01/2014	Monday	Holiday- Republic Day
	25/01/2015 & 26/01/2015		Saraswati Puja
	Last week		1) Annual Sports 2) Results of College 3 <sup>rd</sup> Year Test Exam
<b>Feb'15</b>	1 <sup>st</sup> week		Form fill-up for Part III Examination
	2 <sup>nd</sup> week		2 <sup>nd</sup> Year Test Examination begins
		To be decided by the Departments	Class Test for B.A./B.Sc/B.Com 1 <sup>st</sup> Year (Hons.& Gen)
<b>Mar'15</b>	1 <sup>st</sup> week		Result of 2 <sup>nd</sup> Year Test Examination
	2 <sup>rd</sup> week		1 <sup>st</sup> Year Test Examination begins
	2 <sup>nd</sup> week		Form Fill-up for Part II Examination
	05/03/2015 & 06/03/2015	Thursday & Friday	Holiday- Dol Yatra, Holi
	3 <sup>rd</sup> Week		Part III B.A. B.Sc,B.Com(Hons/Major)Pract Exam begins
	Last week		College Reunion
<b>April'15</b>	1 <sup>st</sup> week		Result of 1 <sup>st</sup> Year Test Examination
	03/04/2015	Friday	Holiday- Good Friday
	04/04/2015	Saturday	Holiday- Easter Saturday
	14/04/2015	Tuesday	Holiday- Chaitra Sankranti
	15/04/2015	Wednesday	Holiday- Poila Baisakh
	07/04/2015 onwards	Tuesday	Part III B.A., B.Sc, B.Com(Hons/Gen/Major) Exam begins
<b>May'15</b>	01/05/2015	Friday	Holiday- May Day
	09/05/2015	Saturday	Holiday-Tagore's Birthday
			Holiday - Buddha Purnima
	13/05/2015 onwards	Wednesday	B.Com Part II (Hons/Major)Exam begins
	16/05/2015 to 30/06/2015	Saturday to Tuesday	Summer Recess
<b>June'15</b>	08/06/2015 onwards		Part II B.A.,B.SC(Hon/Major) Exam begins
	12/06/2015 onwards		B.Com Part I(Hons/Gen/Major) Exam begins
	03/06/2015	Saturday	Holiday- Sab-e-barat

	Last week onwards		Admission to B.A.,B.Sc,B.Com(Hon/Gen/Major) after the publication of H.S. Results
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## **Annexure II**

### **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
- Laboratory facility to be made better
- Faculties to be encouraged to take more of research work
- Process for formal consultancy to be put in place
- 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.

#### **PRACTICE**

- A. The college has six projectors. The department of science uses 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 C++ and FORTRAN programming. They can compete for the admission in BCA, MCA courses with the help 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.

Inadequate fund is a constraint to achieve the above.

### **Practice 2**

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

#### **OBJECTIVE:**

Women empowerment through upliftment of comparatively less privilege 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 glass, ceramics and pottery items. It has huge potential to form cottage industry which in a way could encourage women entrepreneurship and empower them.