

**Victoria Institution (College)**  
**78B, A. P.C. Road. Kolkata - 700009**  
**ACADEMIC AUDIT REPORT**  
**Year – 2022-23**

**Date of Audit: 17/02/2024**

**Audit Team:**

- 1. Dr. Jaydeep Sarangi, Principal, New Alipore College, Kolkata & State Level Mentor of NAAC**
- 2. Dr. Madhumanjari Mandal, Principal, Scottish Church College, Kolkata**
- 3. Dr. Indranil Kar, Principal, Surendranath College, Kolkata**
- 4. Dr. Sumallya Karmakar, IQAC Coordinator, Victoria Institution (College), Kolkata**
- 5. Dr. Tapasi Bandopadhyay, Convenor, Academic Sub-Committee, Victoria Institution (College), Kolkata**

**Part – A**

**Data of the Institution**

- 1. Name of the Institution: Victoria Institution (College)**
  - Name of the Head of the institution: Dr. Maitreyi Ray Kanjilal**
  - Designation: Principal**
  - Does the institution function from own campus? Yes**
  - Phone no./Alternate phone no.:**
  - Mobile no: 9433208610**
  - Registered e-mail: principal@victoriacollege.co.in**
  - Alternate e-mail: mrkanjilal.vic@gmail.com**
  - Address: 78B A.P.C. Road, Kolkata - 700009**
  - City/Town/State/UT: Kolkata**
  - Pin Code 700009**

**2. Institutional status:****Affiliated / Constituent: Affiliated****Type of institution: General Degree College****Location: Kolkata****Financial Status: Grants- in Aid and UGC recognized under 2f and 12(B)****Name of the Affiliating University: University of Calcutta****Name of the IQAC Co-ordinator: Dr. Sumallya Karmakar****Mobile: 8420153049****IQAC e-mail address: iqac@victoriacollege.co.in****3. Website address: <https://www.victoriacollege.co.in/>****4. Whether Academic Calendar prepared during the Year? Yes  
Yes/No....., if yes,****whether it is uploaded in the Institutional Website: Yes****5. Quality initiatives by IQAC during the year for promoting quality culture:**

Sl. No.	Event	Conducted by/ in collaboration with	Date
1	Webinar on Career Prospects for English Honours Graduates	Dept. of English in collaboration with Career Counselling Cell & IQAC, VIC	25.07.2022
2	One Day Seminar on "Undergraduate Physics Teaching	Dept. of Physics and IQAC, VIC in Collaboration with CITP	26.09.2022
3	International Seminar on "From the Atomic nucleus to the Stars"	Dept. of Physics in collaboration with IQAC	09.11.2022
4	2 <sup>nd</sup> lecture of the talk series PANDEMIC: IMPACTS ON WOMEN	Morning Section in collaboration with IQAC	18.11.2022
5	International Webinar on "How Machine can Learn Physics using python as tool"	Department of Physics in Collaboration with IQAC	03.12.2022
6	Extension Lecture on Tintin in Tibet	Dept. of English in collaboration with IQAC	20.12.022

7	First lecture of the Lectures Periodical	Dept. of Philosophy in collaboration with IQAC, VIC and ICPR	20.12.022
8	Launch of the Edited Volume "Values in Indian Culture"	Dept. of Philosophy in collaboration with IQAC, VIC and ICPR	21.12.022
9	Book Exhibition and Book Talk	VIC Library and IQAC	05.01.2023-07.01.2023
10	Interdisciplinary Seminar	Dept. of Physics in collaboration with IQAC, VIC and IAPT, RC 15	24.03.2023
11	Celebration of World Happiness Day	Dept. of Psychology and IQAC	20.03.2023
12	Extension Lecture on "Different Aspects of Womens' Movement in colonial India."	Dept. of History & IQAC	05.04.2023
13	Extension Lecture on "Rethinking Urban Policy and Practices in India: Triggers and Roadmaps"	Dept. of Economics & IQAC	15.05.23
14	Students' Participation in National Science Exhibition	IQAC	24.08.2022
15	Teachers' Orientation Programme	IQAC	24.08.2022
16	Mentor-Mentee Programme	IQAC	06.09.2022 onwards
17	Orientation Programme 2022	IQAC	19.09.2022
18	Induction Programme 2022	IQAC	20.09.2022
19	Workshop on Domestic Violence and Mental Health	IQAC	08.12.2022
20	Observance of Students' Week, 2023	IQAC	02.01.2023-07.01.2023
21	One day Workshop on Relevant Aspects of NAAC Accreditation	IQAC	27.02.2023
22	Discussion on Preparation for forthcoming NAAC	IQAC	19.04.2023

6. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/ World Bank/CPE of UGC etc.: N.A.
7. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (part-A)

Plan of Action	Outcome Achieved
Methods adopted to identify advanced and slow learners	Through Diagnostic Test Advanced and Slow learner are categorized and appropriate measures taken.
Mentor-Mentee programme	Preparing for Implementation of Mentor-Mentee programme for all the students of the college
MoU	Promoting Academic partnership and collaborative activities
Fostering Psycho social wellbeing of students	Organizing Workshop, Seminar on Mental Health Formation of VictoriaCare (Psychological Counselling Initiative)
Skill Enhancement Programme for students	Add on courses
Promoting linkage with Industry and Research Institute	Students experiential learning Bombay Stock Exchange, BITM, Doyen Pathological Lab

8. Whether institutional data submitted to AISHE: Yes  
Year: 2021-22 Date of Submission: 16<sup>th</sup> January, 2023
9. Does the Institution have Management Information System?: No



**PART-B**

10. New programmes / courses introduced during the Academic year: 06

11. Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year: No

12. Students enrolled in Certificate/ Diploma Courses introduced during the year: 553

13. Fields project/ Internships undertaken during the year:

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Historical Tourism	B.A History (Hons. & Gen)	78
Visit to Alipore Jail Museum	B.A History (Hons. & Gen)	29
Lost Pages on the Bookbinders of Baithakkhana	B.A. Political Science (Hons.)	40
	B.Com (Hons)	83
	B.Com (Gen.)	27
	B.Sc. Botany (Hons)	52
	B.Sc. Botany (Gen.)	22
Physio- Cultural spectrum of Baramangwa	Geography (Hons.)	33
People's biodiversity register of surrounding areas of Kopai Nadi, Shantiniketan, West Bengal	Geography (Gen.)	34
	B.Sc. Mathematics (Hons.)	14
	B.Sc. Physics (Hons.)	11
Biodiversity & Behavioral Study	B.Sc. Zoology (Hons.)	34
Visit to Indian Museum	B.Sc. Zoology (Gen)	15
	AECC 2	545

**14. Whether structured feedback received from all the stakeholders:**

Students	Teachers	Employers	Alumni	Parents
YES	YES	NO	YES	YES

**15. No. of students enrolled:**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B. A. in Bengali Hons.	68	219	42
B. A. in English Hons.	62	937	48
B. A. in History Hons.	57	305	39
B. A. in Philosophy Hons.	57	61	15
B. A. in Political Science Hons.	57	278	40
B. A. in Psychology Hons.	17	343	10
B. A. in Sanskrit Hons.	44	19	4
B. A. in Urdu Hons.	67	131	47
B. Sc. in Botany Hons.	40	82	20
B. Sc. in Chemistry Hons.	20	65	4
B. Sc. in Economics Hons.	44	74	5
B. Sc. in Geography Hons.	47	394	36
B. Sc. in Mathematics Hons.	44	57	12
B. Sc. in Physics Hons.	26	33	5
B. Sc. in Psychology Hons.	30	322	18
B. Sc. in Zoology Hons.	40	453	25
B. Com Hons.	67	533	45
B. A. (Gen) (Morning + Day)	330	306+538=844	201
B. Sc. (Gen) (Morning + Day)	180	16+95=111	28
B. Com (Gen)	67	195	35
<b>Total</b>	<b>1364</b>	<b>5456</b>	<b>679</b>

**16. Student - Full time teacher ratio: 21:1****17. ICT tools and resources available:**

Installed at	Projector	Interactive Board	Document Camera
Room No-36, Zoology	LCD Projector		
Botany	LCD Projector		
Room No.1,2, 3 Maths	LCD Projector		
Room No-6, Physics and Chemistry	LCD Projector		

Room No-32, English	LCD Projector		
Room No-18, Bengali	LCD Projector		
Room No-26, Political Science and History	LCD Projector		
Keshub Memorial Hall	LCD Projector		
Suniti Sabhaghar	LCD Projector	Yes	Yes

**18. Students mentoring system available in the institution?**

Number of students enrolled in the Institution	Number of fulltime teachers	Mentor : Mentee Ratio
1883	90	1:21

**19. Details of Full-time Faculty:**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of Teachers having Ph.D.
75 (Substantive Post) (1 GLI post have been abolished due to retirement)	66 (3 Associate Professor, 1 GLI retired during the year)	11 (including retirement of 3 Associate Professors during the year)		50
23 (SACT)	23	0	0	
1 Principal Post	1	0	1	
1 Librarian Post	1	0	0	1

**Number of days the college was open: 251**

**Number of teaching days: 205**

**20. Result:**

Name of the programme	No of students appeared	No of students passed	No of students Semester Not Cleared/ Previous Semester Not Cleared	No. of Students with CGPA > 7.5	No. of Students with CGPA 6.0-7.5	No. of Students with CGPA < 6.0	Pass Percentage
B. A. in Bengali Hons.	39	32	7	4	28	0	82.05
B. A. in English Hons.	43	29	14	1	28	0	67.44
B. A. in History Hons.	38	28	10	3	25	0	74.68
B. A. in Philosophy Hons.	15	6	9	0	6	0	40.00
B. A. in Political Science Hons.	33	23	10	0	22	1	69.70
B. A. in Psychology Hons.	15	8	7	0	7	1	53.33
B. A. in Sanskrit Hons.	2	0	2	0	0	0	0.00
B. A. in Urdu Hons.	58	35	23	0	34	1	60.34
B. Sc. in Botany Hons.	18	12	6	1	11	0	66.67
B. Sc. in Chemistry Hons.	8	4	4	4	0	0	50.00
B. Sc. in Economics Hons.	8	3	5	0	3	0	37.50
B. Sc. in Geography Hons.	32	30	2	8	22	0	93.75
B. Sc. in Mathematics Hons.	14	8	6	7	1	0	57.14
B. Sc. in Physics Hons.	10	6	4	5	1	0	60.00
B. Sc. in Psychology Hons.	23	17	6	2	15	0	73.91
B. Sc. in Zoology Hons.	19	16	3	15	1	0	84.21
B. Com Hons.	47	32	15	16	16	0	68.09
B. A. (Gen) (Morning + Day)	172	37	135	1	36	0	27.62
B. Sc. (Gen) (Morning + Day)	16	12	4	6	6	0	76.19
B. Com (Gen)	22	0	22	0	0	0	0.00
<b>Total</b>	<b>632</b>	<b>338</b>	<b>294</b>	<b>73</b>	<b>262</b>	<b>3</b>	<b>53.48</b>

**21. Research funds sanctioned and received from various agencies, industry and other organizations: NIL**

22. Workshops/Seminars etc including programmes conducted on Intellectual Property Rights (IPR), Industry-Academia Innovative practices and Research Methodologies during the year: 19

23. Research Publications in the Journals:

	Department	No. of Publication	Average Impact Factor, if any
International	English	1	5.00
	Economics	1	4.72
	Botany	1	7.95
	Mathematics	8	-
	Physics	3	2.67
	Zoology	1	3.707
	Commerce	1	-
	Total	16	

Publication by Librarian in International Journal : 3

24. Books and Chapters in edited Volumes / Books published, and papers in National/ International Conference proceedings:

Department	No. of Publication
Bengali	1
English	3
Sanskrit	1
Urdu	2
Philosophy	5
Political Science	6
Economics	2
Botany	2
Chemistry	1
Mathematics	1
Total	24

By Librarian 4



## 25. Faculty participation in Seminars/Conferences and Symposia: 208

No. of Faculty	International Level	National Level	State Level	Local Level
Attended Seminars/ Workshops	38	31	21	67
Presented papers	23	13	04	00
Resource Persons	03	03	01	04

## 26. Library is automated (Integrated Library Management System –ILMS)

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Fully	21.05	2013

Periodical Resources	No. of titles (Existing )	No. of periodical title added in current academic year	No. of periodical title added in current academic year	Total no. of titles (Subscribed in Current academic year)	Value in INR /academic year
Newspaper	01	x	x	01	Rs. 300.00
Magazines	X		X	X	
Links to free e-resources through library website				<a href="https://victoriacollege.co.in/central-library-important-links">https://victoriacollege.co.in/central-library-important-links</a> <a href="https://victoriacollege.co.in/preprint-repositories">https://victoriacollege.co.in/preprint-repositories</a>	
Resource sharing	Through: Library Facebook page & Email			<a href="https://www.facebook.com/groups/1859147707553749">https://www.facebook.com/groups/1859147707553749</a> Email Id: <a href="mailto:yiclibrary2010@gmail.com">yiclibrary2010@gmail.com</a>	
Extension services	Library Orientation Prog, Book talk, Book Exhibition				Library Orientation Prog
Extended	Through: Library			<a href="https://www.facebook.com/groups/1859147707553749">https://www.facebook.com/groups/1859147707553749</a>	

<b>Reading Room service</b>	<b>Facebook page &amp; Email</b>	<u>49</u> Email Id: <a href="mailto:viclibrary2010@gmail.com">viclibrary2010@gmail.com</a>	
<b>Special collection on Gender Studies</b>	<b>90 books</b>		
<b>Library programmes</b>	<b>Library Orientation Prog, Book talk, Book Exhibition</b>		<b>Library Orientation Prog</b>

### 27. IT Infrastructure:

	Total Computers	Computer labs	Internet	Browsing Centres	Computer Centres	office	Departments	Available Bandwidth (MBPS)	Others
Existing	60	2	2	1	1	8	44	100 MBPS	8
Added	1								
Total	61	2	2	1	1	8	44	100 MBPS	8

**28. Scholarship and Financial Support:**

	<b>Name /Title of the scheme</b>	<b>Number of Students</b>	<b>Amount in Rupees</b>	
<b>Financial Support from Institution</b>	Aid for enrolling in Computer Course to develop Employability Skill Financial aid for the development of Sanskrit Department by an Alumni (Approved in the Alumni AGM 25.02.2023)	40	44,000/-	
<b>Financial Support from Other Sources</b>				
<b>National</b>	National scholarship Programme (NSP)			
<b>State</b>	Talent Support Programme(TSP)	74	4800 each	
	Post matric scholarship for minority students	597	4800 each	
	SVMCM(For Minority students)	204	12000 each	
	Swami Vivekananda Merit cum Means (SVMCM)	142	12000 each	
	Kanyasree	48	25000 each	
	OASIS Scholarship	41	6000 each	
<b>Total</b>		1146		

**29. Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Yoga, Meditation, personal Counselling and Mentoring etc.**

<b>Name of the Capability Enhancement Scheme</b>	<b>Date of Implementation</b>	<b>Number of Students enrolled</b>	<b>Agencies involved</b>
Add on course on Employability Skills Training Programme, organized by Counselling Cell	16th - 26th August, 2022	35	Mahindra group and Naandi Foundation
Self-Defense Karate	29.08.2022 onwards	50	Shotokhon Karate Do Federation of India
COMPUTER COURSE	22.11.22 onwards	100	WEBEL Technology Ltd (Govt. of WB undertaking)
Add-on-Courses on Soft Skills, organized by Counselling Cell	22.02.2023 to 04.03.2023	221	Naandi Foundation (NGO) in collaboration with the Mahindra Group
Add-on-Courses on Communicative English organized by Counselling Cel	22.02.2023 to 04.03.2023	107	Naandi Foundation (NGO) in collaboration with the Mahindra Group
Add-on Course : Photography	05.04.2023 onwards (3 months)	37 students, teachers-8	
Discipline Specific Add on Course - Use of Arduino in Environmental Issues	16th -20th May, 2023	6	conducted by the Department of Physic, Victoria Institution (College)
Mentor-Mentee Programme  Duration 1 Hr	06.09.2022 23.09.2022 06.12.2022 09.12.2022 20.12.2022 02.05.2023 12.05.2023	284 (Sem 3H+G) 332 (Sem 5H+G) 432 (Sem I H+G) 228 (Sem 5 H+G) 259 (Sem 3 H+G) 252(Sem 4 H+G) 251(Sem 4 H+G)	Victoria Institution (College)
<b>Total</b>		<b>2566</b>	

## 30. Career counselling offered by the institution

Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Webinar on Career prospects for English Honours Graduates, held on 25th July, 2022, organised by Department of English	-	35	-	-
Mahindra Pride Classroom and Nandi Foundation. Employability Skills Training programme held on 16th to 26th August, 2022	-	35	-	-
Mahindra and Nandi Foundation Follow up programme, held on 6th December, 2022	-	10	-	2 students selected in Star Health
Mahindra and Nandi Foundation, Communicative English and Soft skills, Life skills and Digital Literacy programme held on 22nd February to 4th March, 2023	-	221 in soft skills etc. and 107 in Communicative English.	-	-
Mahindra and Nandi Foundation Professional ethics and Employability Training programme(Add on course), held on 21st to 29th August, 2023,	-	50	-	-
Awareness programme for preparation in Civil Services Examinations", 10/06/2023	-	17	-	-
Total		475		



## 31. Student Progression

2022 Passout

Department graduated from	Number of students enrolling into higher education	Programme graduated from	Name of institution joined	Name of Programme admitted to
Bengali	8	Victoria Institution (College)	University of Calcutta	M.A.in Bengali
Botany	2	Victoria Institution (College)	Serampore College, University of Calcutta, Bethune College, University of Calcutta	M.Sc in Botany
Chemistry	2	Victoria Institution (College)	NIT, Warangal, Sree Chaitanya College, Habra	M.Sc in Chemistry
Commerce	4	Victoria Institution (College)	Calcutta University,	M.Com,
Economics	3	Victoria Institution (College)	Calcutta University, IGNOU	M.A. in Economics
English	15	Victoria Institution (College)	University of Calcutta, University of Calcutta, Women's College, IGNOU, Diamond Harbour Women's University	M.A. in English
Geography	11	Victoria Institution (College)	Aliah University, Vidyasagar College, Kolkata, University of Calcutta, Imperial Institute of Education and Training(The West Bengal University of Teachers' Training, Education Planning & Administration), Satyapriya Roy College of Education, Jyotirmoy School of Education	M.Sc. in Geography, B. Ed.,

History	25	Victoria Institution (College)	University of Calcutta, University of Calcutta, Women's College, IGNOU, WBUOTTEPAA, Techno Main, Salt Lake, Rabindra Bharati University	M.A in History, B.Ed, MBA
Math	7	Victoria Institution (College)	Madhyamgram B.Ed College, VIT Chennai, University Of Calcutta, Siliguri Institute Of Technology, Lady Brabourne College, University of Calcutta, Ramkrishna Mission Vivekananda Educational and Research Institute	M.Sc. in Mathematics, M.Sc in Data Science, MCA
Philosophy	4	Victoria Institution (College)	University of Calcutta, Sanskrit University	M.A in Philosophy
Physics	5	Victoria Institution (College)	University of Calcutta, Gurudas College, University of Calcutta, Jadavpur University, Barasat Govt. College	M.Sc. in Atmospheric Science, M.Sc. in Physics, M.Sc. In Instrumentation
Political Science	7	Victoria Institution (College)	University of Calcutta, Rabindra Bharati University, Rampur Adarsha College of Education, Sundarban Minority B.Ed.College	M. A. in Political Science, B.Ed
Psychology	16	Victoria Institution (College)	University of Calcutta, University of Burdwan, Sister Nivedita University, Swami Vivekanand University, West Bengal Board of Primary Education, Bethune College University of Calcutta	M.Sc in Applied Psychology, MA in Psychology, D.E L.ED
Sanskrit	8	Victoria Institution (College)	University of Calcutta, Rabindra Bharati University, Mathurapur Mass Teachers Training Institute	MA, D.El.Ed

Urdu	9	Victoria Institution (College)	University of Calcutta, Indira Gandhi Open University, Maulana Azad College (CU)	M.A Urdu,
Zoology	8	Victoria Institution (College)	Moulana Azad College, Gurudas College, CU, Dinabandhu Andrews College, CU	M.Sc. Zoology
<b>Total</b>	134			

**2023 Passout**

Department graduated from	Number of students enrolling into higher education	Programme graduated from	Name of institution joined	Name of Programme admitted to
Bengali	14	Victoria Institution (College)	University of Calcutta, Rabindra Bharati University	M.A.
Botany	5	Victoria Institution (College)	Bethune College, Presidency College, Asutosh College	M.Sc in Botany, M.Sc in Life Science
Chemistry	4	Victoria Institution (College)	Calcutta University	M.Sc
Commerce	10	Victoria Institution (College)	Calcutta University, ICAI, West Bengal State University, NSOU, St. Xavier's College, IGNOU	M.Com, C.A,
Economics	-	-	-	-
English	19	Victoria Institution (College)	University of Calcutta, Rabindra Bharati University, Jadavpur University, IGNOU,	M.A. in English

Geography	7	Victoria Institution (College)	University of Calcutta, Central University of Jharkhand, Minakhan Dr. B. R. Ambedkar College of Education, Tumbler Studios (OPC ) Private Limited, Aliah University, Barasat Youth Computer Training Centre, Minakhan Dr. B. R. Ambedkar College of Education,	M.Sc. in Geoinformatics, M.Sc. in Geography, B. Ed., Advanced Diploma in I.T. Application,
History	14	Victoria Institution (College)	University of Calcutta, Rabindra Bharati University, Womens University	M.A in History
Math	4	Victoria Institution (College)	University Of Calcutta, Lady Braboune College, Razabajar Science College, Silicon Institute of Technology	M.Sc. in Mahtematics, M.Sc. in Data Science
Philosophy	3	Victoria Institution (College)	All India Training Institute for Vocational Training, ANI'S BRIDAL MAKEOVER, Excel Mediskill	ANM NURSING, PROFESSIONAL MAKEUP ARTIST, ANM (Auxillary nurse and midwife)
Physics	5	Victoria Institution (College)	University of Calcutta	M. Sc. In Electronics, B. Tech in Optics & Opto Electronics, M. Sc. In Physics
Political Science	5	Victoria Institution (College)	University of Calcutta, Rabindra Bharati University, Ramkrishna Mission Institute of Culture	M.A., English Language Course
Psychology	13	Victoria Institution (College)	University of Calcutta, Swami Vivekanand University, Bethune College, St. Xavier's University, Christ University Bangalore, Jadavpur University, KSS Jain College of education, International	M.Sc in Applied Psychology, P.G. Diploma Course in Stress Management, M.A. in Clinical Psychology,



			Institute of Hospitality Management, Sarojini Naidu College for Women	B.Ed, Master in Hospital Administration
Sanskrit	1	Victoria Institution (College)	Rabindra Bharati University	MA
Urdu	6	Victoria Institution (College)	University of Calcutta	M.A Urdu
Zoology	15	Victoria Institution (College)	Moulana Azad College, Ballygunge Science College, Bethune college, Gurudas College,	M.Sc. in Zoology
Total	125			

**32. Students qualifying in state/national/ international level examinations during the year (eg: NET/SET/ SLET/GATE/ GMAT/CAT/ GRE/ TOFEL/Civil Services/ State Government Services)**

Items	No. of Students Selected/qualifying	Registration number/roll number for the exam
NET	4	<u>Roll no.</u> WB10030114 WB10002133 WB10003023 WB1004240201
GATE	4	<u>Reg.no.</u> XL23S54005079 XL23S56516201 MA23S56510238 MA23S56509027
SET	3	<u>Roll no.</u> 10002579 26069859 11000170
TET	1	<u>Roll no.</u> 220409328964
Total	12	



**33. Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases:**

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	N.A.	N.A

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases for which following statutory/regulatory bodies functional in the college-

1. Anti-Ragging cell – Dr. Arpita Mukherji (Coordinator)
2. Grievance and Redressal Cell- Dr. Debjani Das Ghosh (Coordinator)
3. Sexual Harassment Cell- Dr. Debjani Das Ghosh (Coordinator)

Awareness and undertakings on policies with zero tolerance, Grievance and Redressal Cell, Anti ragging cell, Sexual Harassment Cell of our college had taken efforts to spread wide awareness among the students through receiving online complaint (email id given on college website), Student Grievance complaint box.

Mechanisms for submission of online/offline students' grievances. For offline grievances, a complaint box was placed near the college office where students can drop their complaints. But due to the Pandemic situation all lectures and practical's along with examinations were held online mode and right now under offline mode also there were no complaints dropped in the box. During the academic year 2022-23 the entire admission process were under online mode and all the queries regarding online admission were solved through admission committee meeting held on a regular basis under offline mode as well as online mode. During examination there were control room duties allotted to the teachers to solve the difficulties of the students. During the academic period 2022-2023 no cases were reported to the anti-ragging committee during this year.

**34. Sports and cultural activities / competitions organized at the institution:**

Activity	Level	Participants
Badminton (Morning Section)	Institution	28
100 Meter Race	Institution	83
Potato Race	Institution	81
Skipping	Institution	42
Javelin Throw	Institution	34
Discus Throw	Institution	10
Shotput	Institution	22
Break the Pot	Institution	107
Kho Kho	Institution	44
Go as You Like	Institution	9

Memory Game	Institution	26
Long Jump	Institution	21
Fresher's Welcome	Institution (Bengali)	5
Freshers and Farewell Programme	Institution (Zoology)	25
Fresher's Welcome	Institution (Physics)	14
Fresher's Welcome	Institution (Mathematics)	13
Farewell and Sharadiya Utsab	Institution (Bengali)	16
Teacher's Day Celebration	Institution (Bengali)	31
Teacher's Day Celebration	Institution (Economics)	14
Teacher's Day Celebration	Institution (Philosophy)	25
Teacher's Day Celebration	Institution (English)	78
Teacher's Day Celebration	Institution (History)	31
Teacher's Day Celebration	Institution (Mathematics)	11
Teacher's Day Celebration	Institution (Physics)	10
Farewell	Institution (Physics)	22
Farewell Programme	Institution (History)	31
Farewell Programme	Institution (English)	78
Fresher's Welcome	Institution (English)	78
Basanti He (Celebration of Basanta Utsab)	Institution (Morning Section)	80
Basanta Utsab	Institution (Bengali)	30
Annual Prize Distribution Ceremony	Institution	158
Celebration of Bengali New Year and Freshers' Welcome	Institution (Political Science)	60
Celebration of Rabindra Jayanti	Institution (Philosophy)	27
Celebration of Rabindra Jayanti	Institution (History)	38
Celebration of 184 <sup>th</sup> Birth Anniversary of Keshub Chandra Sen	Institution	36
Celebration of Students Week – Singing Competition (Rabindra Sangeet, Ghazal and Modern Songs)	Institution (Morning Section)	27
Poster Making Competition	Institution	21
Poster Presentation	Institution (Sanskrit)	4
Total		936



**35. Whether the institution has registered Alumni Association?**

Yes, Victoria Institution College Alumni Association, Registration No. S/IL/21134 of 2004-2005

**36. Alumni Contribution:**

The Victoria Institution College Alumni Association continued its regular activities in the year 2022-23 with active involvement of its members. An Executive Committee meeting of the Victoria Institution College Alumni Association was held on 11<sup>th</sup> April 2022. The Chairperson of the Association Dr. Sumitra Chaudhuri proposed the name of Dr. Uma Ray Srinivasan, Teacher-in-Charge of the college, as the new President of the Association after the retirement of Dr. Nibedita Chakrabarti. Dr. Chaudhuri also proposed the name of Dr. Nibedita Chakrabarti, the immediate past Principal of the college, as the new Chairperson of the Association. Her proposals were seconded by Smt. Soma Das--a member of the Executive Committee and supported by Smt. Satabdi Chakraborty, another member of the Committee. Smt. Aparupa Chatterjee proposed the name of Dr. Sumitra Chaudhuri as the new working secretary of the Association, since the secretary Smt. BuluKhatua was unable to perform her Alumni Association related activities due to her old age. The proposal was seconded by Smt. Kasturi Mukherjee. The names of the committee members for the year 2022-23 were read by Dr. Sukriti Lahori (Sinha)- the treasurer of the Association. It was discussed in the meeting that data on needy and meritorious students of the college would be collected in order to distribute the fund already donated by Smt. Mira De, an octogenarian alumnus of the college. Proposals were put forward by two of the members for organizing Rabindra Jayanti and an interactive session on mental health in the post covid situation.

A meeting of the Alumni Committee of the college was held on 21<sup>st</sup> September 2022 where the Teacher-in-Charge of the college Dr. Uma Ray Srinivasan informed the members that one of the old students of the Psychology Department had expressed her desire to provide voluntary service as a counsellor for the present students of the college. The Teacher-in-Charge put stress on encouraging other old students, established in their own fields of activity, to contribute for the college in their own way. It was also proposed that a centenary committee would be formed in the centenary decade (2022-32) where the distinguished alumni members would be inducted. It was decided that the best students from each department who had passed out in the recent past would be inducted in the Alumni Association keeping in mind the forthcoming NAAC visit in the college.

The Annual General Meeting of the Alumni Association for the year 2021-22 was held on 25<sup>th</sup> February, 2023 at the Arts Staff Room of the college. The meeting began with mourning the death of Smt. Chitrasena Deb, a retired teacher of the English Department and a member of the Alumni Association. The Annual Report and the Audit Report for 2021-22 as well as the list of Committee Members for 2022-23 were read in the meeting. A sum of Rs. 24000/- which had been donated by Smt. Mira De, a distinguished alumnus of the college, was handed over to Smt. Madhulina Das, the coordinator for add-on courses, to be distributed among 40 needy students of college as their course fee for Computer training, jointly organized by Victoria Institution (college) and WEBEL. Smt. Malati Roy—an ex-student as well as a retired teacher of the college and a member of the Alumni Association donated Rs 20000/- to the Sanskrit Department of the college in memory of her late husband. The Treasurer of the Association Dr. Sukriti Lahori (Sinha) proposed that the annual membership fee for the Association would be raised from Rs.50/- to Rs.100/-. However, the Life membership fee would continue to remain Rs. 2000/-. Some old students from different departments who are now very well established in their own

fields, came with great enthusiasm and took membership of the Association on that day. They also shared their memories of the college days with others and expressed their thoughts of how they wish to contribute for the development of the Alumni Association.

**37. Mention two practices of decentralized and participative management:**

1. Formation of various committees consisting of faculty members with expertise on the concerned issues.
2. Presence of elected Teachers' Representatives in the Governing Body of the college.
3. Student's representation in the administrative bodies of the college.
4. Representation of Non-teaching staff in the Governing Body, Hostel Committee, Admission Committee & other important committees of the college.

**38. Does the institution have a Management Information System (MIS)?**

No

**39. Implementation of e-governance in areas of operations:**

E-governance area	Detail
Administration	The Integrated Financial Management System (IFMS) of Govt. of West Bengal is being utilized in the administration purpose of the college.
Finance and Accounts	The IFMS provided by the Finance Department, Govt of West Bengal is used to manage finance and accounts.
Student Admission and Support	<a href="https://cu.onlineadmission.org/GHC/admission_notification_ug.aspx?clgcode=VICT">https://cu.onlineadmission.org/GHC/admission_notification_ug.aspx?clgcode=VICT</a> portal is used for student admission and support
Examination	<a href="https://www.cuexamwindow.in">https://www.cuexamwindow.in</a> CU Examination portal is used for all university examination purpose.

**40. Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies: NIL**

**41. Gender Equity (Number of gender equity promotion programmes organized by the institution:**

- Students' Talk in Observance of International Women's Day by Women's Cell
- Extension Lecture in Observance of International Women's Day

- Workshop on Domestic Violence and Mental Health by the West Bengal Commission for Women organised by IQAC
- Book Exhibition 'By the Women, For the Women'
- Lecture Series on 'Pandemics: Impact on Women' by Morning Section
- Seminar on Different Aspects of Women's movement in colonial India by Dept. of History
- Film Screening to raise Awareness about Female Foeticide on National Girl Child Day by the Women's Cell
- Gender sensitization programme for Non Teaching staff organised by the Women's Cell

**42. Environmental Consciousness and Sustainability/Alternate Energy initiatives taken by the institution:**

- NSS student volunteers led garden maintenance
- Sapling Plantation Programme by NSS unit
- Medicinal Plants Garden Rejuvenation Project
- Poster Competition, Students' Talk in Observance of World Environment Day
- Poster Competition on Climate Change (as part of Students' Week Programme )
- On grid Solar energy of 15KW installed in the campus.
- Solar Water heater for Hostel boarders
- LED lights installed in certain rooms of strategic importance
- Motion sensor lights installed in the Toilets
- Rainwater harvesting
- E Waste and Solid Waste management

**43. Differently abled (Divyangjan) friendliness:**


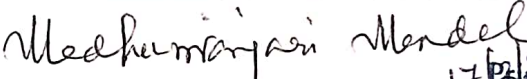
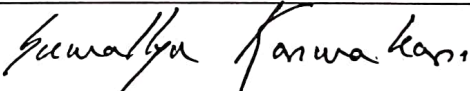
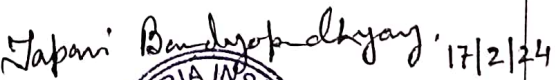

Item Facilities	Yes/No	Number of beneficiaries
Physical facilities		
Provision for lift		
Ramp/Rails	Yes	4(students)+ 1(teacher)
Braille Software facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		



## 44. Describe at least two institutional best practices:

- Multi-directional Awareness and Skill Enhancement Programme to instill greater consciousness among students, to sensitize them regarding issues other than the academic.
- Measures to maintain and proliferate the green cover within the college campus and regular maintenance of the medicinal plant garden.

## Audit Team:

Name of the Member	Signature with Seal
Dr. Jaydeep Sarangi	 Principal New Alipore College Block-L, New Alipore Kolkata - 700 053
Dr. Madhumanjari Mandal	 Principal Scottish Church College Kolkata-700 006 17/2/24 Principal Scottish Church College Kolkata-700 006
Dr. Indranil Kar	
Dr. Sumallya Karmakar	 DR. SUMALLYA KARMAKAR IQAC Co-ordinator Victoria Institution (College) 17/2/24
Dr. Tapasi Bandopadhyay	 17/2/24 

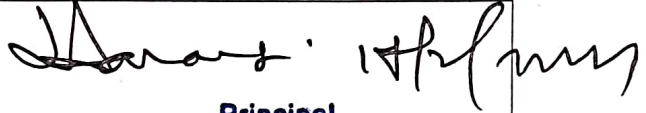
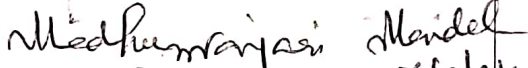
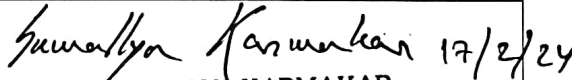
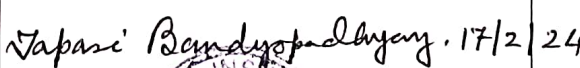

## VICTORIA INSTITUTION (COLLEGE)


78-B, Acharya Prafulla Chandra Road

KOLKATA – 700 009

SESSION FOR ADMINISTRATIVE AUDIT: 2022-2023

## Audit Team:

Name of the Member	Signature with Seal
Dr. Jaydeep Sarangi	 Principal <b>New Alipore College</b> Block-L, New Alipore Kolkata - 700 053
Dr. Madhumanjari Mandal	 Principal <b>Scottish Church College</b> Kolkata-700 006 Mandal 17/2/24
Dr. Indranil Kar	
Dr. Sumallya Karmakar	 DR. SUMALLYA KARMAKAR IQAC Co-ordinator Victoria Institution (College)
Dr. Tapasi Bandopadhyay	 

  
Dr. Maitreyi Ray Kanjilal  
Principal  
VICTORIA INSTITUTION  
(College)

In our professional judgement, sufficient and appropriate audit procedures were completed, and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

The following criteria were used to review the infrastructural facilities of the college:

Facility	Quality/ Service			
	Excellent	Good	Average	Below Average
Office Space	✓			
Area of Library		✓		
Do you have separate reading area for student & Staff ?		✓		
Laboratories	✓			
Security	✓			
Water facility	✓			
Power Backup facility		✓		
Washroom facility (for Female)	✓			
Washroom facility (for Male)		✓		
Washroom facility (for Staff – separate for Female & Male)	✓			
Common room (Boys)				
Common room (Girls)		✓		
Medical Centre facility			✓	
CCTV Surveillance	✓			
Stock register	✓			
Canteen			✓	
Gardens		✓		
Sports Facility		✓		
AMC report of Computer, AC, etc.	✓			
Function of Different Cell	✓			
Maintenance of Leave records	✓			
Service Books for staff	✓			
Internal management schemes		✓		
Students' services	✓			
Facilities for Physically challenged students/ staff			✓	
Seminars on Value Education	✓			
Seminar/ Webinar on Empowerment	✓			

**Some Important Areas:**

- |  |     |
|--|-----|
| 1. How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Teaching? |     |
| <b>ALL</b>   |     |
| 2. Did your College arrange for Training of Faculty?   | YES |
| 3. How many computers do you have in the College?  | 61  |
| 4. Does the College have good Internet/ Wi-fi facilities?  | YES |
| 5. Whether your Faculty members undergone training organized by the College?                     | YES |

**Basic Administrative Information:**

- |   |                    |
|---|--------------------|
| 1. Mission and Vision of the College:                                       | Well-displayed     |
| 2. Governing Body Meetings:   | Regular            |
| 3. IQAC Meetings:   | Regular            |
| 4. Finance Committee Meetings:  | Regular            |
| 5. Purchase Committee Meetings:   | Regular            |
| 6. Teachers' Council Meetings:  | Regular            |
| 7. Meetings of Academic Committee:  | Regular            |
| 8. Training for Teachers and NTS:   | Regular            |
| 9. MoUs & Collaboration with Institutions/Organisations:                    | Highly Commendable |
| 10. Doctor on call:   | YES                |
| 11. Number of Vacant Teaching posts in the College:                         | 04                 |
| 12. Motivation & Assistance for Teachers to pursue higher studies/Research: | Yes                |

**Feedback System:**

- |                             |     |
|-----------------------------|-----|
| 1. Students' Feedback:      | Yes |
| 2. Feedback from Alumnae:   | Yes |
| 3. Feedback from employees: | Yes |

**Mandatory Cells:**

- |                              |     |
|------------------------------|-----|
| 1. Anti-Ragging Cell:        | Yes |
| 2. RTI Cell:                 | Yes |
| 3. Internal Complaints Cell: | Yes |
| 4. Women's Cell:             | Yes |
| 5. SC, ST & OBC Cell:        | Yes |

**Function of Students' Council:**

Satisfactory



**Audit:**

1. Statutory Audit:
2. Green Audit:
3. Gender Audit:

**Regular  
Conducted  
Conducted**

**Revenue Collection:**

**Well-organised.**

**Assets:**

**Maintained in order**

**Budget:**

**Regularly prepared on time**

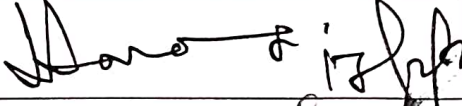
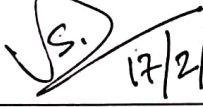
**Maintenance of Grants received/ Utilization submitted:**

**In order**

**Observations:**

1. The college has applied for NIRF.
2. The college has received B+ grade in the second cycle of NAAC Accreditation in 2016.
3. Teachers of the college are actively involved in research work.
4. The sports and cultural activities of the college are highly praiseworthy and students are actively involved in these activities round the year.
5. All utilization certificates of government grants have been audited and submitted in stipulated time.
6. Regular Annual Financial Audit has been performed.
7. All meetings of the statutory bodies are convened regularly and the proceedings are recorded meticulously.
8. The college has a rich collection of books, journals and manuscripts and also subscribes to Inlibnet Nlist.
9. Grievance Redressal mechanism, anti-ragging cell, ICC are quite active.
10. All records of students are meticulously maintained.
11. Support services such as scholarships, mentoring classes, career counselling and value added courses are offered to the students.
12. Progression of students to higher education is observed.
13. Field trips are performed by the respective departments.
14. Analysis and action taken on students' feedback is done on regular basis.
15. The college has a registered Alumni Association and it performs various activities.
16. Student participation in important activities have been documented properly.
17. The minute of meeting of the different committee are kept ready with proper authentication.
18. All documents related to PF ledger, leave register, service book for staff etc. are properly maintained.
19. Water resources, overhead tanks and reservoirs are adequate and it is cleaned.
20. Posters are displayed for green initiatives like Plastic free zone, restricted vehicle entry, no smoking etc.
21. The college has adequate laboratory and computer facility.
22. The college has provided 24×7 CCTV surveillance facility throughout the campus.
23. As one of the best practices, education for women irrespective of their social, economic, religious background have performed. It is discussed that the college provides quality education at a nominal cost.

## AUDIT TEAM

<u>Name and Designation</u>	<u>Signature with Date</u>
Dr. Tardeep Saragi	 17/2/24
Dr. Madhumajari Mondel	M. Mondel 17/2/24
Dr. Sunalya Kanwakan	 17/2/24
DR. TAPASI BANDYOPADHYAY	Tapani Bandyopadhyay. 17/2/24

  
**Dr. Maitreyi Ray Kanjilal**  
 Principal  
 VICTORIA INSTITUTION  
 (College)