

Victoria Institution (College)
78B, A. P.C. Road. Kolkata - 700009
ACADEMIC AUDIT REPORT
Year – 2023-24

Date of Audit: 30/01/2025

Audit Team:

- 1. Dr. Jaydeep Sarangi, Principal, New Alipore College, Kolkata**
- 2. Dr. Madhumanjari Mandal, Principal, Scottish Church College, Kolkata**
- 3. Dr. Indranil Kar, Principal, Surendranath College, Kolkata**

Part – A

Data of the Institution

1. Name of the Institution:

- **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 r 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: 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	Date
1.	Workshop on Curriculum and Credit Framework	Dept. of Economics and Commerce in collaboration with IQAC	05.07.2023
2.	Orientation Day	Admission Committee in collaboration with IQAC	01.08.2023
3.	Orientation and Induction Week – 2023	Counselling Cell and IQAC	07.08.2023 - 12.08.2023
4.	Professional Ethics and Employability Training	Counselling Cell in collaboration with IQAC	21.08.2023 to 29.08.2023
5.	Seminar on IPR & Innovation with Startup Incubation Concept	IQAC	24.08.2023

6.	Observation of NSS Day	NSS & IQAC	23.09.2023
7.	Extension lecture	Dept. of Botany in collaboration with IQAC	6.10.2023
8.	Workshop	Dept. of Botany in collaboration with IQAC	6.10.2023
9.	Seminar on Machine Learning	Dept. of Physics in collaboration with IQAC	10.10.2023
10.	Blood Donation Camp	NSS & IQAC	11.10.2023
11.	Vigilance Awareness Programme	by IQAC in collaboration with UCO Bank	13.10.2023
12.	Career Counselling and Guidance Seminar	IQAC in association with George School of Competitive Exams	05.12.2023
13.	Awareness Programme on Disability.	IQAC in collaboration with DAF, WB	06.12.2023
14.	Extension lecture	Dept. of Bengali	8.12.2023
15.	Awareness Programme on Health Issues	IQAC	19.12.2023

6. Provide the list of funds by Central/ State Government/Others- UGC/CSIR/DST/DBT/ICMR / World Bank /Others: Nil

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
1. Methods adopted to identify advanced and slow learners	Diagnostic Test at entry level and continuous assessment, end semester examination for senior classes has been considered to identify slow and advance learners. Subsequently, remedial/special classes/sessions have been organized.

2. Mentor-Mentee programme	Mentor-Mentee exists for all students and proper action as and when required is taken care of
3. MoU	Promoting academic and industrial partnership and collaborative corporate activities
4. Fostering Psycho social well-being of students	Organized seminar on awareness of mental health, Victoria Care (VIC Care) for psychological counselling
5. Skill Enhancement Programme for students	More number of Add-on courses on skill enhancements.

8. Whether institutional data submitted to AISHE: No
 Year: _____ Date of Submission: _____

9. Does the Institution have Management Information System? : Yes

PART-B

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

Programme name	Programme Code
B. A. in Bengali Major	BGNM
B. A. in English Major	EGNM
B. A. in Sanskrit Major	SANM
B. A. in Urdu Major	LURM
B. A. in History Major	HISM
B. A. in Philosophy Major	PHIM
B. A. in Political Science Major	PLSM
B.A./B. Sc. in Economics Major	ECOM
B.A./B. Sc. in Geography Major	GEOM
B.A./B. Sc. in Psychology Major	PSYM
B. Sc. in Botany Major	BOTM
B. Sc. in Chemistry Major	CEMM
B. Sc. in Mathematics Major	MTHM
B. Sc. in Physics Major	PHSM
B. Sc. in Zoology Major	ZOOM
B. Com Major	FACM
B. A. MDC	11
B. Sc. MDC	12
B. Com MDC	13

11. Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year:

The CBCS system is currently effective for Semesters 3, 4, 5 and 6 during the academic year 2023-2024. Curriculum Based Credit Framework (CCF) has been implemented for Semester 1 and Semester 2 during the academic session 2023-2024.

Semester 1 and Semester 2 programmes for the CCF system have been implemented in a new way.

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

Sl no.	Name of certificate/diploma course	Date of introduction	Introduced by
1.	Data Analytics for decision making	21.11.2023	Dept of Economics
2.	Avinoy Jakhan Pesha	16.05.2024	Dept of Bengali
3.	Bajaj CPBFI Employability Programme	16.10.2023	Dept of Commerce
4.	Sanskrit-The Fountain-source of Indian Heritage	06.10.2023	Dept of Sanskrit
5.	Professional Ethics and Employability Training Programme	21.08.2023	Counselling cell
6.	Certificate course on computer application (CCA)	01.12.2023	WEBEL technology
7.	Victoria Institution (College) photography course (VICPC)	02.05.2024	Victoria Institution College photography club

13. Fields project/ Internships undertaken during the year:

Sl.No.	Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
1	Skill Enhancement Course A (Archives and Museums)	History	57
2	Core Course 14 (Section C, Unit II) Essay	Sanskrit	1
3	Computerised Accounting and E - Filling of Tax Returns Honours	Commerce	45

4	Computerised Accounting and E - Filling of Tax Returns General	Commerce	21
	CC6.1 ch project work	Commerce	45
6	Information Technology and Its Application in Business	Commerce	45
7	Information Technology and Its Application in Business	Commerce	35
8	Information Technology and Its Application In Business (ITAC)	Commerce	57
9	Information Technology and Its Application In Business (ITAC)	Commerce	33
10	Plant Diversity- Field study of flowers, fruits and Inflorescence	Botany	6
11	Field study of angiospermic plants and plant collection	Botany	5
12	Plant diversity,	Botany	30
13	Study of flowers, inflorescence and fruits during field visit	Botany	10
14	Study of flora, collection of plant specimens during field visit	Botany	10
15	Industrial visit to a fermentation unit and study of downstream processing.	Botany	15

16	Visit to horticultural Gardens, vegetable gardens, etc.	Botany	15
17	Study of medicinal plant from medicinal garden	Botany	4
18	Study of flora of different Phytogeographical Area.	Botany	7
19	Economic botany, study of standing crops (Tea) Honours	Botany	7
20	Economic botany study of standing crops (jute, rice, potato) General	Botany	4
21	Skill enhancement, course A (Scientific writing)	Physics	3
22	Skill Enhancement Course B (Arduino)	Physics	3
23	Research Methodology and Fieldwork Lab	Geography	27
24	Harard Management Lab	Geography	27
25	Field study report to Bengal safari park and Mahananda Wildlife sanctuary,	Zoology	6
26	Field study of pests- Excursion to Guava Orchard at Baruipur for study of pests and damages caused in agricultural field	Zoology	36
27	Acquaintance and technical knowledge on various techniques involved in Sericulture.	Zoology	15
28	COMPULSORY INTERNSHIP PROGRAM- Fabrication of basic electrical equipments used in U.G. Laboratories	Physics	2

	and study of their performance at UGC DAE Consortium for Scientific Research,		
29	COMPULSORY INTERNSHIP PROGRAMME -Market research for the company (Innovius Research)	Economics	2

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 Major	83	163	24
B. A. in English Major	76	1052	57
B. A. in Sanskrit Major	54	12	2
B. A. in Urdu Major	82	203	32
B. A. in History Major	70	286	23
B. A. in Philosophy Major	70	33	1
B. A. in Political Science Major	70	330	36
B.A./B. Sc. in Economics Major	54	50	2
B.A./B. Sc. in Geography Major	57	228	19
B.A./B. Sc. in Psychology Major	57	756	36
B. Sc. in Botany Major	49	214	13
B. Sc. in Chemistry Major	24	96	5
B. Sc. in Mathematics Major	54	67	5
B. Sc. in Physics Major	32	68	6
B. Sc. in Zoology Major	49	459	25
B. Com Major	82	551	57
B. A. MDC	403	1814	185
B. Sc. MDC	220	476	42
B. Com MDC	82	368	33
Total	1668	7226	603

16. Student - Full time teacher ratio: 17.7:1

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
Room No- 23		Yes	Yes
Room No - 34		Yes	Yes

18. Students mentoring system available in the institution?

Number of students enrolled in the Institution	Number of fulltime teachers	Mentor : Mentee Ratio
1666	94	1:17.7

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.
73 (Substantive Post)	70 (1 Associate Professor retired during the year)	4 (Including the retirement of 1 Associate)	8	54

		Professor during the year)		
23 (SACT)	23 (1 Left during the year)	0	0	
1 Principal Post	1	0	0	
1 Librarian Post	1	0	0	1

20. Result:

Name of the Programme	No. of Candidates Appeared (Including Backlog)	No. of Candidates Passed (Including Backlog)	No. of Candidates Scoring CGPA above 6.6	Highest CGPA	Pass % (over all)	No of students in Minimum Stipulated time	
						Appeared	Passed
B. A. Bengali Hons.	39	32	23	7.609	82.05%	39	32
B. A. English Hons.	46	34	29	7.43	73.91%	43	29
B. A. Sanskrit Hons.	05	03	0	6.209	60%	2	0
B. A. Urdu Hons.	58	35	32	7.421	60.34%	58	35
B. A. History Hons.	39	26	24	7.757	66.67%	38	28
B. A. Philosophy Hons.	27	09	06	7.559	33.33%	15	6
B. A. Political Science Hons.	33	23	15	7.152	70.00%	33	23
B. A. Psychology Hons.	16	09	05	7.216	56.25%	15	8
B. Sc. Botany Hons.	19	11	11	8.07	66.66%	18	12
B. Sc. Chemistry Hons.	10	6	6	8.784	60%	8	4
B. Sc. Mathematics Hons.	18	8	8	8.753	44.44%	14	8
B. Sc. Physics Hons.	10	6	6	8.142	60%	10	6
B. Sc. Zoology Hons.	19	16	14	8.584	84.21%	19	16
B. Sc. Economics Hons.	10	3	3	7.469	30%	8	3
B. Sc. Geography Hons.	33	31	28	8.432	93.75%	32	30
B. Sc. Psychology Hons.	25	19	17	7.564	76%	23	17
B. Com. Hons.	51	32	32	8.242	62.75%	47	32
B.A. General	240	64	31	7.841	26.66%	172	37
B. Sc. General	21	11	10	7.83	52.38%	16	12
B. Com General	25	02	02	7.436	08%	22	0
Total	744	380	302			632	338

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

22. Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year: 11

23. Research Publications in the Journals: 23

National & International	Department	No. of Publication	Average Impact Factor, if any
	English	1	0.11
	Economics	2	4.72
	Geography	3	2.066
	Mathematics	9	5.3 (one)
	Physics	3	3.37
	Botany	2	2.1
	Philosophy	2	-
	Chemistry	1	2.02

24. Books and Chapters in edited Volumes / Books published, and papers in National/ International Conference proceedings: 21

Department	Number of Publication
Bengali	4
English	2
Geography	4
Economics	2
Chemistry	5
Political Science	1
History	1
Urdu	2

25. Faculty participation in Seminars/Conferences and Symposia:

No. of Faculty	International Level	National Level	State Level	Local Level
Attended Seminars/ Workshops	9	16	16	65
Presented papers	12	07	04	01
Resource Persons	-	04	05	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		23.11.06	2013	
(a) 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	1	x	x	1	
Magazines	x		x	x	
[b]Links to free e-resources through library website			https://victoriacollege.co.in/central-library-important-links https://victoriacollege.co.in/preprint-repositories		
[c] Resource sharing	Through: Library Facebook page & Email		https://www.facebook.com/groups/1859147707553749 Email Id: viclibrary2010@gmail.com		
[d]Extension services	Library Orientation Prog, Book talk, Book Exhibition		Library Orientation Prog		
Extended Reading Room service	Through: Library Facebook page & Email		https://www.facebook.com/groups/1859147707553749 Email Id: viclibrary2010@gmail.com		
Special collection on Dalit Studies	X		X		
Library programmes	Library Orientation Prog, Book talk, Book Exhibition		Library Orientation Prog		

27. IT Infrastructure:

Total Computers	Computer labs	Internet	Browsing Centres	Computer Centres	office	Departments	Principal	Available Bandwidth (MBPS)	Others

Existing	61	2	2	1	1	8	44		100 MBPS	8
Added								1		
Total	62	2	2	1	1	8	44	1	100 MBPS	8

28. Scholarship and Financial Support:

	Name /Title of the scheme	Number of Students	Amount in Rupees	
Financial Support from Institution	Financial Support from college fund	2	1000/- & 1500	
Financial Support from Other Sources				
National	National scholarship Programme (NSP)			
State	Kanyashree (K-1)	4	1000 each	
	Kanyashree (K-2)	92	25000/- one time	
	Swami Vivekananda Merit cum Means Scholarship (for B.A , B.Sc. and B.Com)	264	12000/- each	
	WB Post Matric Scholarship	289	4800/- each	
	TSP	55	4800/- each	
	SVMCM for minority students	159	12000/- each	
	OASIS	28	6000/- each	

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

Name of the Capability Enhancement Scheme	Date of Implementation	Number of Students enrolled	Agencies involved
Job Utsav	15.09.2023	237 Students	Mahindra Group & Nandi Foundation
One Step Ahead to Crack IAS Examination	19.04.2024	40 Students	RICEIAS Institution
Career Path of Women in Maritime	27.04.2024	27 Students	Saroj Singh Rajput, Merchant Naval Officer under the Ministry of Navy
Professional Ethics and Employability Training	21.08.2023 to 29.08.2023	50 Students	Counselling Cell of Victoria Institution (College)
Sanskrit-The Fountain-Source of Indian Heritage	06.10.2023 to 06.11.2023	24 Students	Department of Sanskrit of Victoria Institution (College)
Data Analytics for Decision Making	21.11.2023 to 30.12.2023	25 Students	Department of Economics of Victoria Institution (College)
Avinoy Jakhan Pesha (Acting as a Career)	16.05.2024 to 21.05.2024	30 students	Department of Bengali of Victoria Institution (College)

30. Career Counseling 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
Placement Drive by CIPLA organized by Career Counselling Cell On 28.11.2023				6

One Step Ahead to Crack IAS Examination On 19.04.2024	40			
Career Path of Women in Maritime On 27.04.2024		27		
Career Counselling on How to become a Company Secretary on 10.01.2024 in collaboration with The Institute of Company Secretaries of India (ICSI-ERO-Kolkata)		56		

31. Student Progression

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 Rabindra Bharati University Women's College Calcutta Rammohan College	M.A. Bengali
Botany	6	Victoria Institution (College)	Bethune College Jogamaya Devi College Scottish Church College Ashutosh College Frontpage College of Education Babasaheb Ambedkar Education University	M.Sc. in Botany B.Ed.
English	8	Victoria Institution (College)	University of Calcutta Moulana Azad College NSOU iLEAD (MAKAUT)	MA in English

Geography	16	Victoria Institution (College)	University of Kalyani West Bengal State University (Vivekananda College) Symbiosis International University University of Calcutta (Asutosh College) University of Calcutta (Vidyasagar College) University of Calcutta (Ballygunge Science College) Pursuing MSc from Jiwaji University St. Xavier's College, Kolkata	M.Sc in Geography, M.Sc in Remote Sensing and GIS
History	13	Victoria Institution (College)	University of Calcutta Youth Computer Training Centre, Agarpara JIS Institute Gyan Deepak foundation school, Aliah University, Kolkata	M.A.in History M.A in AIHC M.A. in Modern History CITA Computer Course
Mathematics	02	Victoria Institution (College)	Jadavpur University M. Hossain Teachers' Training Institute	M.Sc. B.Ed
Physics	4	Victoria Institution (College)	University of Calcutta	M. Sc. in Atmospheric Science, M. Sc. in Electronics Science, B. Tech in Opto & Optoelectronics
Political Sc.	06	Victoria Institution (College)	University of Calcutta	M.A
Psychology	16	Victoria Institution (College)	NSHM knowledge Campus, Sister Nivedita University, University of Calcutta, Women's College Calcutta (CU), Sarojini Naidu College	Msc in Psychology, Msc in Clinical Psychology, Hotel Management,

			for Women, Kristu Jayanti College	Msc in Applied Psychology
Sanskrit	01	Victoria Institution (College)	Rabindra Bharati University	M. A. in Sanskrit
Zoology	4	Victoria Institution (College)	Calcutta University	M.Sc
Commerce	3	Victoria Institution (College)	Calcutta University The Institute of Chartered Accountants of India	M.Com C.A
Philosophy	2	Victoria Institution (College)	The Sanskrit College and University, Kolkata, Computer Training Institute, Kolkata	M.A. CDAT
Urdu	8	Victoria Institution (College)	University of Calcutta Aliah University Maulana Azad College Indira Gandhi National Open University (IGNOU)	M.A in Urdu
Economics	4	Victoria Institution (College)	University of Calcutta	M.Sc in Economics

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	03	4613001776 4608012293 WB10007747
GATE	01	MA24S46519034
WBSET	01	13016454
CTET	01	235008444

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
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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)

Any kind of grievance students can send grievances or suggestions and drop those in college 'Grievance Redressal Box' or can send email.

Email: sgrcvictoriacollege@gmail.com

Complaints of Ragging may be made through the following websites/mail id/toll free helpline:

UGC: www.ugc.ac.in

helpline@antiragging.in

24x7 Toll Free Helpline: 1800-180-5522

State: 24x7 Toll Free Helpline: 1800-345-5678

Victoria Institution (College): vic.antiragging@gmail.com

Ragging is strictly prohibited within the campus. Teachers and other staff remain ever vigilant. The Cell is committed to continuous sensitisation of students, making them aware of the issue and its impact and involving them in the entire process.

Senior students of Semester four made Power Point presentations on the guidelines of anti-Ragging as part of the Orientation and Induction Programme of newly-admitted semester one students.

A Poster making Competition on anti-Ragging on the theme 'Say NO to Ragging', as part of the Awareness and Sensitisation drive, was organised by the anti-Ragging Cell for the newly-admitted Semester One students on 09.08.2023 at Keshub Memorial Hall, as part of the Orientation/Induction Week (07.08.2023 – 12.08.2023). Around 34 students participated in this programme.

Prizes were awarded for the best posters:-

- ✓ Shyanti Pal – 1st prize (Geography Honours)
- ✓ Puja Rani Ray – 2nd prize (Zoology Honours)
- ✓ Tamalika Ghosh (BA General Day) and Aratrika Sikder (Economics Honours) were awarded 3rd prize jointly.

The students' enthusiasm was reflected through their participation, presentation and efforts to bring in original ideas.

Posters made by students are displayed in various parts of the campus.

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

Activity	Level	Participants
CULTURAL ACTIVITIES		
Induction and Orientation Programme (Poster Competition) by Department of Geography	Institution	7
Induction and Orientation Programme (Music Competition) by Department of Geography	Institution	3
Celebration of Rakhi Bandhan Utsav	Institution	11
Freshers' Welcome by Department of Economics	Institution	10
Sarodotsav and Farewell by Department of Bengali	Institution	19
Farewell programme by Department of Physics	Institution	13
Freshers' Welcome by Department of Psychology	Institution	23
Farewell Function by Department of History	Institution	25
Essay & Quiz Competition on account of Vigilance Awareness Week by Department of Mathematics	Institution	3
Social Outreach Programme by Department of Mathematics	Institution	4
Vigilance Awareness Week organised by the College (Department of Psychology)	Institution	2
Freshers' Welcome by Department of Physics	Institution	12
Farewell of Department of Mathematics	Institution	21
Farewell Programme of Department of English	Institution	54
Freshers' Welcome by Victoria Institution (College)	Institution	78
Freshers' Welcome and Farewell of Department of Geography	Institution	14
Student's week (Music Competition) by Department of Geography	Institution	4

Singing Competition as observance of Student's Week by Department of Urdu	Institution	4
Quiz Competition as observance of Student's Week by Department of Urdu	Institution	11
Social Outreach Programme by Department of Economics	Institution	2
Basanta Utsab by Victoria Institution (College)	Institution	31
Basanta Utsab by Morning Section of Victoria Institution (College)	Institution	15
Farewell Programme of Department of Commerce	Institution	63
Teachers' Day Celebration by Department of English	Institution	42
Teachers' Day Celebration by Department of Physics	Institution	4
Teachers' Day Celebration by Department of Psychology	Institution	21
Teachers' Day Celebration by Department of Urdu	Institution	21
Teachers' Day Celebration by Department of Bengali	Institution	10
Birth Anniversary of Iswarchandra Vidyasagar by Department of Bengali	Institution	33
Celebration of Birthday of Raja Rammohan Ray by Department of History	Institution	12
Celebration of Birthday of Mahatma Gandhi by Department of History	Institution	25
Celebration of Teachers' Day by Department of Mathematics	Institution	21
Celebration of Teachers' Day by Department of Geography	Institution	18
Observance of National Energy Conservation Day by Department of Chemistry	Institution	9
Observance of National Mathematics Day by Department of Mathematics	Institution	16
Celebration of International Mother Language Day by Department of Bengali	Institution	23
Celebration of International Mother Language Day by Morning Section	Institution	11

Observance of National Science Day by Department of Chemistry	Institution	3
Celebration of World Poetry Day by Department of English	Institution	28
Celebration of Earth Day by Department of Geography in collaboration of Department of Zoology	Institution	5
Online Celebration World Environment Day by Department of Geography	Institution	7
SPORTS		
C & AG's Audit Run, 2023 participated by Department of Urdu	State	8
College Kho Kho Tournament, Badminton Tournament and College Annual Sports	Institution	214
Walkathon	State	10
Inter College State Sports and Games Championship 2023-2024 organised by Education Directorate, Department of Higher Education, Government of West Bengal, hosted by Victoria Institution (College)	State	Students from 24 Colleges participated.

35. Whether the institution has registered Alumni Association?

Yes, Victoria Institution College Alumni Association, Registration No. S/1L/21134 of 2004-2005

36. Alumni Contribution:

The Victoria Institution College Alumni Association began its journey in 2023 – 24 session with a formal **introductory meeting** on 22.7.23 between the Executive Committee members and the newly appointed Principal of the college, Dr Maitreyi Ray Kanjilal. Subsequently, Dr Kanjilal was nominated as the President of the Alumni Association. Smt. Snighdha Sen and Dr Sukriti Lahori became the signatories of the bank account of the Association.

A most significant event organised by the Alumni Association in this session was the screening of the documentary 'ChirantaniPraktani' at Suniti Sabhaghar on 4.08.2023. Crafted by Dr. Indrani Chakraborty, Associate Professor of Bengali, this documentary delved into the lives of three distinguished alumnae: Smt. Snighdha Sen (born in 1936 and ex-teacher of English department of our college), Smt. Mira Dey (born in 1935 and ex-teacher of Bengali department of our college) and Smt. Bulu Khatua (born in 1935). We are enriched by absorbing their experiences of college-life in the 50s decade.

The Victoria Institution College Alumni Association organized a note-worthy two-day event on 6.10.2023 and 7.10.2023 titled 'SaradMela'. This event was organized just before the commencement of Durga Puja. The main purpose of this event was the benefit of the Alumni Association. Apart from stalls on clothings, jeweleries, show pieces etc, few stalls also focused on creating awareness among the visitors on using environment-friendly and bio-degradable products. About half of the stall holders in the Mela were the Alumni of the college. The Sarad Mela was a huge success and it also encouraged women in their independent business endeavors.

The **AnnualGeneralMeeting** of the Victoria Institution College Alumni Association was held on 17th March, 2024 at the Suniti Sabhaghar of the college. Due to the ill-health of Smt. Bulu Khatua, she expressed her inability to continue as the Secretary of Alumni Association. So, the name of Smt. Snighdha Sen was proposed as the new Secretary by Smt. Aparupa Chatterjee and seconded by Dr. Sukriti Lahori Sinha. The names of Dr. Nibedita Chakrabarti as the Chairperson, Dr. Sukriti Lahori Sinha as the treasurer and other Executive Committee members were accepted unanimously. In this meeting, the Annual Report of 2022-23 was presented by Dr. Sumitra Chowdhuri and the Audit Report was presented by Dr. Sukriti Lahori Sinha, both of which were accepted by all. Dr. Sumitra Chowdhuri pointed out the necessity of the beginning of the preparation for Centenary celebration by the college now, since the college will complete its 100 years in 2032. The Principal of the college Dr. Maitreyi Ray Kanjilal appreciated the performance of the Alumni Association.

The AGM was followed by a picnic organized by the Alumni Association at the college ground on 17.03.2024 where the teacher members and alumni members joined spontaneously. It was a fun-filled day, where participants happily expressed their memories of college days and enjoyed the ambience and food thoroughly.

The present Secretary of the Alumni Association, Smt Snighdha Sen, donated an amount of RupeesFiveThousand for the benefit of the Association on 20.4.24.

The session concluded with another AnnualGeneralMeeting, held on 20.6.24. The Annual Report, Audit Report and list of Committee Members for 2023-24 were presented and accepted in this meeting. Dr Maitreyi Ray Kanjilal emphasized on the greater participation of the members of the Alumni Association in the upcoming NAAC visit. Dr Sukriti Lahori Sinha identified the important issues regarding the preparation of the Alumni Association for the NAAC visit.

37. Mention two practices of decentralized and participative management:

Formation of various committees and cells consisting of faculty members with expertise on the concerned issues.

Presence of elected Teachers' Representatives in the Governing Body of the college.

Student's representation in the administrative bodies of the college.

Representation of Non-teaching staff in the Governing Body, Hostel Committee, Admission Committee & other important committees and cells of the college.

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

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. https://victoriacollegeerp.in/default.aspx - Enterprise Resource Planning (EPR) software is being used.
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	https://cu.onlineadmission.org/ghc/admission notification ug.aspx?clgcode=vic portal is used for student admission https://victoriacollegeerp.in/default.aspx - Enterprise Resource Planning (EPR) software is being used for student support. www.victoriacollege.co.in - the college website for student support

Examination	https://www.cuexamwindow.in CU Examination portal is used for all university examination purpose.
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40. Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies: Yes

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

- Talk on 'Gender Sensitization in Higher Education Institution' by Women's Cell, dated 02.02.2024
 - Women's Week Celebration by Women's Cell dated 08.03.2024 to 15.03.2024 :
- Walkathon organized jointly by Women's Cell & NSS Unit in observance of International Women's Day
- Invited Lectures on issues like 'Empowering Women in the Professional Realm', 'From Silence to Empowerment: A Journey in Women's Education', 'Women's Rights and Empowerment'.
- Awareness Campaign on 'Cervical Cancer'; Poster Competition on 'Breaking Stereotypes'.
- Screening and Interactive Session on Oscar Winning Documentary, "Period: End of the Sentence."
- Students' Talk in observance of International Day of Elimination of Violence against Women by the Department of English, dated 25.11.2023
 - E-magazine 'Phoenix' Vol III on Gender-centric issues, dated 30.06.2024 by Department of English.
 - Observance of International Day of Women and Girls in Science by the Department of Physics, dated 11.02.2024
 - Awareness Programme on Breast Cancer & Menstrual Health and Hygiene dated 19.12.2023
 - Awareness Programme on Mental Health and Emotional Well-being.
 - Poster Competition on Violence against Women (as part of Students' Week Celebration)
 - Invited Talk on Career Path of Women in Maritime, dated 27.04.2024
 - Webinar on Nai Roshni Scheme – Empowered Women by College NCC Unit
 - Gender Audit conducted by the Women's Cell.

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

- Sapling Plantation Programme in observance of World Environment Day, Vanmahotsav by students, teaching and non-teaching faculty.
- Distribution of saplings in the neighbouring ward/ locality by NSS volunteers.
- Beyond the Campus Anti-Plastic Awareness Campaign by NSS unit.
- Hands-on Composting by Nature Club and College NSS unit.
- Plastic-free Campus drive by Nature Club.
- NSS student volunteers led regular garden maintenance, landscaping and campus cleaning activities.
- Medicinal Plants Garden maintenance by Nature Club and Dept. of Botany.
- Poster Competition and Model making on 'Sustainable Development Goals' by IPR Cell.
- Students' Talk in Observance of Earth Day by Nature Club.
- Awareness Programme on 'Plantation and Nurturing of field-grown trees' by NSS unit.
- Puneet Sagar Abhiyan by College NCC unit.
- Swachh Bharat Mission Initiative by NCC unit.
- Inter-College Slogan Writing & Drawing Competition on 'Climate Change'.
- Add-on Course on Nature Awareness Study.
- Green Audit, Energy & Environment Audit conducted regularly.
- On grid Solar energy of 15KV 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	Yes	

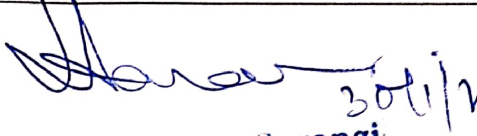
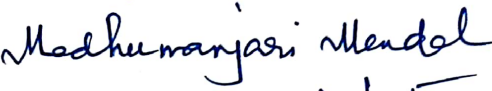
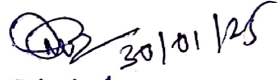
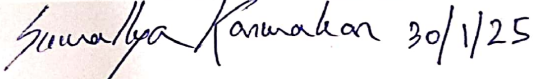

Ramp/Rails	Yes	4 (2 students + 2 teachers)
Braille Software facilities		
Rest Rooms	Yes	4 (2 students + 2 teachers)
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

44. Describe at least two institutional best practices:

- Formation of Victoria Care – Institutional initiative towards fostering Psychosocial well being of our students through systematic monitoring and counselling.
- Maintenance of the medicinal plant garden within the campus.
- Varied Skill Development programme like Add-on courses on Photography, Acting as a Career, Soft Skills & Professional Ethics, Theatre workshop etc. are conducted to promote multidimensional, student-centred learning beyond curriculum.
- Fostering Community responsibility and Community harmony among students through myriad activities
- Formation of the Heritage Club dedicated towards preserving the heritage value of the college and its priceless legacy by engaging students in research, preservation and cataloguing multiple snippets of the history for posterity.

Observations:

AUDIT TEAM:

Name of the Member	Signature with Seal
Dr. Jaydeep Sarangi	 30/1/25 Dr. Jaydeep Sarangi Principal New Alipore College Kolkata-700053
Dr. Madhumanjari Mandal	 30/1/25 Principal Scottish Church College Kolkata
Dr. Indranil Kar	
Dr. Maitreyi Ray Kanjilal	 30/01/25 Principal VICTORIA INSTITUTION (College)
Dr. Sumallya Karmakar	 30/1/25 DR. SUMALLYA KARMAKAR IQAC Co-ordinator Victoria Institution (College)
Dr. Tapasi Bandopadhyay	 30/1/25

VICTORIA INSTITUTION (COLLEGE)

78-B, Acharya Prafulla Chandra Road

KOLKATA – 700 009

SESSION FOR ADMINISTRATIVE AUDIT : 2023-24

AUDIT TEAM:

1. Dr. Jaydeep Sarangi, Principal, New Alipore College, Kolkata
2. Dr. Madhumanjari Mandal, Principal, Scottish Church College, Kolkata
3. Dr. Indranil Kar, Principal, Surendranath College, Kolkata

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?
All
2. Did your College arrange for Training of Faculty? **Yes**
3. How many computers do you have in the College? **62**
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. Number of Vacant Teaching posts in the College: **5 (five)**
11. Motivation & Assistance for Teachers to pursue higher studies/Research : **Yes**

Feedback System:

1. Students' Feedback : **Yes**
2. Feedback from Alumni: **Yes**
3. Feedback from Teachers: **Yes**
4. Feedback from Parents: **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 : **Regular**
2. Green Audit : **Conducted**
3. Gender Audit : **Conducted**

Revenue Collection: Well Organised

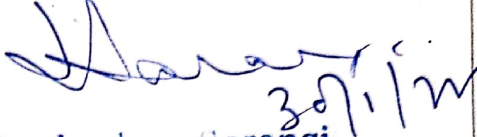
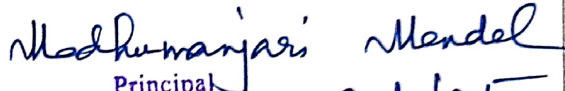
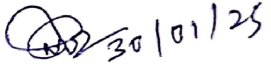
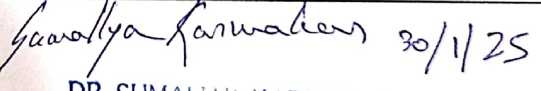
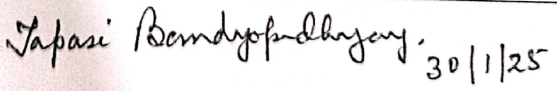
Assets: Maintained in order

Budget: Regularly prepared on time

Maintenance of Grants received/ Utilization submitted: In order

Observations:

AUDIT TEAM

Name of the Member	Signature with Seal
Dr. Jaydeep Sarangi	 Dr. Jaydeep Sarangi Principal New Alipore College Kolkata-700053
Dr. Madhumanjari Mandal	 Principal Scottish Church College Kolkata
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