

Victoria Institution (College)

Self Study Report 2015

VICTORIA INSTITUTION (COLLEGE)



VICTORIA INSTITUTION (COLLEGE)

78-B, Acharya Prafulla Chandra Road, Kolkata-700 009

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Website : www.victoriacollege.co.in

Ref. No. 98/VIC/NAAC/2015

Date 29.12.2015

To
The Director,
National Assessment and Accreditation Council (NAAC)
P.O. Box no: 1075, Nagarbhavi,
Bangalore- 560072,
India

Sub: Uploading SSR to the college website

Sir,
In compliance of our LOI requirements, we are glad to upload our SELF STUDY REPORT 2015 in our official website for Second Cycle Accreditation showcasing the key aspects of the functioning of our college.

I ardently look forward to hear from you on your decision for peer team inspection in our college.

Thanking you

Sincerely yours,

Principal

Principal
Victoria Institution
(College)

CONTENTS

PREFACE	5
EXECUTIVE SUMMARY	9
CRITERION 1: VISION, MISSION AND OBJECTIVES OF THE INSTITUTION	9
CRITERION II: TEACHING, LEARNING AND EVALUATION	9
CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION	9
CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES	10
CRITERION V: STUDENT SUPPORT AND PROGRESSION	10
CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT	11
CRITERION VII: INNOVATIONS AND BEST PRACTICES	11
PROFILE OF THE INSTITUTION:	12
CRITERION WISE ANALYSIS REPORT	24
CRITERION I: Curricular Aspects	24
1.1 Planning and Implementations	24
1.2 ACADEMIC FLEXIBILITY	27
1.3 CURRICULUM ENRICHMENT	31
1.4 Feedback System	33
CRITERION II: TEACHING LEARNING AND EVALUATION	36
2.1 Student Enrolment and Profile	36
2.2. Catering to Student Diversity	42
2.3 Teaching – Learning Process	44
2.4. Teacher Quality	48
2.5. Evaluation Process and Reforms	52
2.6. Student Performance and Learning Outcomes	54
CRITERION-III: RESEARCH, CONSULTANCY & EXTENSION	59
3.1. Promotion of Research	59
3.2. Resource Mobilization for Research	62
3.3. Research Facilities	65
3.4 Research Publications and Awards	66
3.5. Consultancy	67
3.6. Extension Activities and Institutional Social Responsibility (ISR)	68
3.7. Collaboration	74
CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES	76
4.1 PHYSICAL FACILITIES	76
4.2 Library as Learning Resource	82
4.3 ICT AS LEARNING RESOURCES	87

VICTORIA INSTITUTION (COLLEGE)

4.4 MAINTENANCE OF CAMPUS FACILITIES	89
CRITERION V: Student Support and Progression	92
5.1 STUDENT MENTORING AND SUPPORT	92
5.2 STUDENT PROGRESSION	98
5.3 STUDENT PARTICIPATION AND ACTIVITIES	99
CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT	103
6.1 Institutional Vision and Leadership	103
6.2 Strategy Development and Deployment	107
6.3. Faculty Empowerment Strategies	113
6.4. Financial Management and Resource Mobilization	114
6.5 Internal Quality Assurance System (IQAS)	116
Criterion VII: Innovation and Best Practices	120
7.1 Environmental Consciousness	120
7.2 INNOVATIONS:	121
7.3 BEST PRACTICES	121
POST ACCREDITATION ACTIVITIES OF THE COLLEGE ON THE BASIS OF NAAC PEER TEAM RECOMMENDATIONS:	126
SWOC ANALYSIS	128
Strengths	128
Weaknesses	128
Opportunities	129
Challenges	129
EVALUATIVE REPORT OF DEPARTMENTS	130
Evaluative Report of the Department of Urdu	130
Evaluative Report of the Department of Bengali (Day)	136
Evaluative Report of the Department of Sanskrit	144
Evaluative report of the Department of English	151
Evaluative Report of the Department of History (Morning)	158
Evaluative Report of the Department of Geography	163
Evaluative Report of the Department of ECONOMICS	168
Evaluative Report of the Department of Political Science	176
Evaluative Report of the Department of Zoology	188
Dept of Zoology Extension Activities	193
Evaluative Report of the Department of Political Science (Morning)	195
Evaluative Report of the Department of Botany	199
Evaluative Report of the Department of Physics	207

VICTORIA INSTITUTION (COLLEGE)

Evaluative Report of the Department of Bengali (Morning Section)	212
Evaluative Report of the Department of GEOGRAPHY (Morning Section)	218
EVALUATIVE REPORT OF THE DEPARTMENT OF CHEMISTRY	222
Evaluative Report of the Department of Mathematics	226
Evaluative Report of the Department of Philosophy (Morning)	231
Evaluative Report of the Department of History (Day)	235
Evaluative Report of the Department of Philosophy	241
Evaluative Report of the Department of Commerce	248
Evaluative Report of the Department of Journalism & Mass Communicaion	252
Evaluative Report of the Department of Psychology	256
DECLARATION CERTIFICATE	261
CERTIFICATE OF COMPLIANCE	262
ANNEXURE 1A (AFFILIATION):	263
ANNEXURE 1B (AFFILIATION):	264
ANNEXURE 2 (ACREDITATION CERTIFICATE):	265
ANNEXURE 3 (PEER TEAM REPORT):	266
ANNEXURE 4A (XIITH PLAN SANCTION LETTER):	267
ANNEXURE 4B (XIITH PLAN SANCTION LETTER):	268
ANNEXURE 5 - AUDIT REPORT	

PREFACE

Saha navavatu saha nau bhunaktu

Saha viryam karavavahai

Tejasvinavadhitamastu

Ma vidivasabahai.

Let both of us (teacher and disciple) be equally protected.

Let knowledge permeate both of us in same measure.

Let our valour rise to the challenge of knowledge.

Let our learning invigorate us.

Let there never be any malice between us.

Victoria Institution (College), a premier institute of female education started its journey in 1932 and completed 75 years in 2007. The beginning of this college can be traced back to the Native Ladies Normal and Adult School, established by Brahmananda Keshub Chandra Sen in 1871, the noted humanist, harmoniser of religions and a great social reformer of modern India. The founder's purpose was to introduce a comprehensive scheme of female education; in his words, 'specially adapted to the requirement of the female mind and calculated to fit women for her position in the society'. The school started with a handful of fourteen adult students but numbers soon began to swell. As Sen envisaged that education for women should be both 'natural' and 'national', 'extension lecture classes' were held for the advanced pupils. It would be contextual to mention here, that, Keshub Chandra's wife, Smt. Jagonmohini Sen was a student of this institution. In 1879 Keshab Chandra found another girls' school named Metropolitan Female School. However, since these institutions had certain inherent weaknesses, Sen established an institution of Higher Education for women at 10 Upper Circular Road, on May 1, 1882. According to Keshub Chandra's biography, written by eminent historian Jogesh Chandra Bagal (published by Bangiyo Sahitya Parishad), this school, in January 1883, came to be known as Victoria College and was rechristened as Victoria Institution in 1901. In 1911 the institution received governmental affiliation for teaching up to matriculation.

The college is housed in 'Kamalkutir' or 'Lily Cottage' – a place which bears the footprints of Thakur Ramkrishna Paramhansadev, Swami Vivekananda, Sri Girishchandra Ghosh, Sri Rabinranath Tagore and other luminaries of nineteenth-twentieth century Bengal. In 1927 Maharani Suniti Devi of Coochbehar, the eldest daughter of Keshub Chandra and President of the Governing Body, bought the entire property of Lily Cottage, present premises of the college, and donated the same to Victoria Institution through a trust deed. A steady rise in the enrolment and progressively good academic result prompted Suniti Devi and other members of the Governing Body like Sucharu Devi, Dr. Bidhan Chandra Roy and others to dream that the seeds of female education sown by Keshub Chandra Sen should grow into an institution of higher education, teaching modern courses under the University of Calcutta. Thus, Victoria Institution College, in 1932, came to be affiliated under the University of Calcutta. Unfortunately, Maharani Suniti Devi did not live long to see the progress of the college. After her demise on November 1932 a solemn memorial service was held in Lily Cottage, presided over by none other than Rabindranath Tagore himself.

VICTORIA INSTITUTION (COLLEGE)

In 1935, under the stewardship of Dr. Bidhan Chandra Roy, the college was elevated to the status of a 'First Grade College', teaching B.A. honours and Pass courses in a number of languages, Indian and European, Social Sciences and Mathematics. Students brought glory to the institution by bagging some very prestigious awards and recognitions conferred by the University of Calcutta during that time, like: Sarodaprasad prize, Abinashchandra and Nagendra Gold Medals for being Third and Fourth in English Honours in 1937; Abinashchandra and Sujata Devi medals for Seventh and Eighth in English Honours in 1938; Padmabati Gold Medal, Santamoni Silver Medal, Jyotishchandra Silver Medal and Prasannamoyee Devi Prize for First Class Third in Sanskrit and Second Class Third in Economics Honours in 1940; Two Bankimchandra Medals for Fourth and Seventh in History Honours and Fifth in Bengal Honours in 1941; Radhakanto Gold Medal and Prasannamoyee Devi Prize for First Class First in Sanskrit Honours, Bankimchandra Gold Medal for third in Bengali Honours and Muniruddin Silver Medal for Fifth in History Honours in 1942; Sujata Devi Silver Medal and Nagendra Gold Medal for First Class Second in Geography Honours, Second Class in English Honours, Bengali and History in 1943. In 1944 students secured First Class Second in Sanskrit, High Second Class in English, Bengali and Philosophy Honours.

The students formed 'Students' Union' as early as 1935, first with nominated, and later with elected members. The students excelled in histrionic talents and staged plays to celebrate various occasions amidst applause from the audience. They also excelled in the field of sports and won numerous accolades. For instance, in 1938, Sm. Krishna Sen became champion of Inter-College Sports Competition. Sm. Rajkumari Singh was a regular winner of sports prizes. The students excelled in basketball as well. Mention may be made of the exemplary performance of Sm Jaya Chatterjee (University Blue) in the state-level Inter-College Athletic Competition, 1961-62. She was awarded the Governor's Gold Medal for her individual performance which included five Gold Medals and the college won the Championship Cup.

The expansion of the curricula quite naturally necessitated the development of infrastructure as well. The Arts building was planned by Dr. B.C.Roy and inaugurated by another luminary of Bengal, Sm. Sarojini Naidu. From the very beginning of the institution a hostel was attached to the school within the premises of Lily Cottage. With the beginning of the College, the hostel building was extended to accommodate the college students. In 1950 the Science stream was opened for I.Sc course under the Dispersal Scheme. The new Science building, equipped with laboratories for Physics, Chemistry and Zoology, was duly constructed. In 1956 a portion of Keshub Chandra's residential building was remodelled to construct the present day auditorium of the institution – Keshub Memorial Hall. The hall was inaugurated on November 18, 1956, by Sm. Padmaja Naidu, the then Governor of West Bengal. At present, the building houses not only the college auditorium but also the Central Library and Seminars (exclusive classrooms) of certain departments. The organisation of the NCC unit of the college in 1952 has been an important event in its history. Victoria Institution College featured among one of the three girls colleges selected by the Government of India for setting up of NCC Units. This unit of the college won many awards because of their incredible performance in National Camps, Summer Camps, Republic Day, Social Welfare Camps, and Neighbouring State Camps and so on and so forth. The Principal of the college, Sm. Suprava Chowdhury, due to her stellar role, was nominated as one of the six members of the National Advisory Committee on NCC.

The college came under the 'Sponsorship Scheme' in February 1957. This new arrangement, lessened to a considerable extent, the financial stringency faced by the authority and also helped improving the service conditions of the staff by ensuring service security. In 1959 the University of Calcutta granted affiliation to B.Sc Honours course in Mathematics and pass courses in Physics, Chemistry and Zoology. In 1961 the Morning section of the college was

VICTORIA INSTITUTION (COLLEGE)

opened to accommodate the growing number of students. Eminent historian Prof. Ramesh Chandra Mazoomdar paid tribute to Keshub Chandra's vision and reminded the students of the significant role that the institution had been playing in the field of women's education in Bengal, on the occasion of one hundred years of Victoria Institution in 1971. The Golden Jubilee of the College began with the observance of the birth centenary of Dr. Bidhan Chandra Roy in 1982. The celebration included cultural and academic exercises like Inter-College competitions in music, dance, drama, debate, elocution, extempore speech and essay writing. The closing ceremony was held in Baker Hall of Presidency College where the students presented '*Kumarsambhava*', a dance drama and '*Twelfth Night*', the well-known Shakespearean play.

The new millennia began with the introduction of Honours courses in Botany and Zoology in 2001 and in Urdu in 2002. During this period the college was assessed and accredited by the national Assessment and Accreditation Council (NAAC). The process of quality enhancement and sustenance started through the formation of the Internal Quality Assurance Cell of the college. In 2005 General courses in Psychology, Commerce and Journalism & Mass Communication were introduced. Next year in 2006, Psychology was up graded to Honours department. The college also began offering Honours in Commerce stream in the Morning section from the same year. The college also became a Centre for Distance Education under Netaji Subhas Open University. During this period students performed in the Fifth State Level Youth Parliament Competition organised by the Government of West Bengal, Dept. of Parliamentary Affairs. The team won six individual prizes, namely, best Speaker, best Prime Minister, best Marshall, best Women Parliamentarian and two best Parliamentarians. In addition, it won the Region-First Prize. In 2007 the college celebrated its Platinum Jubilee by organising academic and cultural programmes through-out the year and the closing ceremony was held in Rabindra Sadan.

Keeping in mind the recommendations of the NAAC Peer Team, the college initiated a number of far-reaching changes. In the latter half of the last decade of the present millennium, under the very able stewardship of the present Principal, Dr. Nibedita Chakrabarti, the college has successfully implemented a few other suggestions. One of the biggest achievements has been the construction of a new four storey building in order to cope with the ever-expanding roll-strength. The new or Annexe Building houses not only classrooms and laboratories, but the very prestigious Seminar Room, named after none other than Maharani Suniti Devi, the patron of the 'Victorians'. Students Common Room and the Canteen could be allotted more space in this building. During this period a number of teaching posts have been filled up while five new posts, including the Librarian, have been created. Modernisation and computerisation of the facilities is being continuously upgraded according to the financial capacity of the college. The college is also very proud to announce the beginning of Honours course in Physics from this session with plans to upgrade Chemistry to Honours level from the next session.

The 'Victorians' – the name by which the students like to call themselves – are scattered all over the world, successful in different walks of life. Some of the most notable are Sm. Renu Chakraborty (Roy), a student of the first batch of English Honours and a rank holder in the University examination in 1937, became a Member of Parliament and Minister, Government of India. In the field of education the name of Sm. Sukumari Bhattacharya (Eshan Scholar), former professor of Jadavpur University, needs no introduction. Sm. Purabi Mukherjee and Sm. Snigdha Sen, later to join the college as faculty members in English, became All India Radio Artists. Sm. Sarmistha Das Gupta earned a good position in Calcutta Doordarshan. Sm. Sukriti Lahori, Associate Professor in the Department of Bengali, is an established star of the Bengali stage, while Sm. Soma Mazumdar is a name in the world of 'Mime Art'.

VICTORIA INSTITUTION (COLLEGE)

For more than eight decades the college has been rendering commendable service for the promotion of female education in Bengal. It has judiciously combined the rich values of Bengal Renaissance with the exigencies of a modern globalised world. Keeping in mind the dreams of its founder and the wholesome and ennobling influence of the great personalities of Bengal, the mission of the college is to educate and form the young women as liberated life-long learners who are sensitive to gender and ecology on the one hand, and empowered to respond to global challenges, on the other. The college is committed to facilitate an integral, inclusive and humane development of its students in order to make them responsive and responsible citizens of the world.

EXECUTIVE SUMMARY

CRITERION 1: VISION, MISSION AND OBJECTIVES OF THE INSTITUTION

The college creates an excellent academic atmosphere of socio religious harmony where everyone is encouraged according to her capacity and ambition. The college has its affiliation from Calcutta University and hence follows the curriculum provided by it. There is no scope for developing any new curriculum for the courses.

With the advent of technology, the college encourages the faculties to use more of ICT in their teaching-learning methods. This results in a more effective delivery of curriculum.

Use of ICT involves making use of PPT's, videos, documentaries, charts etc. wherever possible.

There are also student- centric methods followed like group discussion in the classrooms, debate, quiz etc. on academic topics. It organizes periodic parent teacher meet to discuss and find solutions to academic and behavioural problems. Regularity records of both teachers and students are strictly maintained.

Feedback is also taken on curriculum delivery by the students and other stakeholders. The inputs provided through this feedback are considered and corrective measures are taken after discussion with the Principal and the Management.

CRITERION II: TEACHING, LEARNING AND EVALUATION

It is an important responsibility to develop the quality of teaching-learning rendering and the college works towards achieving this. The college follows all the rules and regulations formulated and announced by the higher education department and parent university regarding admission. There are a number of process set-ups for the very same purpose. Mid-term and annual review is conducted for students which helps the faculties to understand where the students stand in terms of academics. Academically weaker lot is identified and extra help is provided to them by means of conducting remedial classes, tutorials etc. This helps them to get in par with the other students and perform well in the University finals.

College takes student feedback from Parents-Principal-Teacher meetings. Feedback thus received from parents is addressed to by the Principal and faculty for the benefit of the students. Principal meets with individual departments to take feedback on students' attendance and result. On this basis students are sent up for University Part 1 examinations.

All inputs provided thus, are considered, and actions are taken to fix any problems faced.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

The college gives importance to research and its Academic subcommittee reviews research proposals. Faculty members are constantly encouraged to take up minor and major research projects. Though faculty members take up research works in individual capacity but college provides support in terms of resources like free internet access in the library, computer facilities, space for major/minor research projects etc. Rich collection of books in college library is also an important source of encouragement. Students are inspired to engage in interdisciplinary student talks, debates, quizzes etc. College organizes extension lectures, seminars on a regular basis. Different department's co-ordinate among themselves on the use

VICTORIA INSTITUTION (COLLEGE)

of the equipment as and when required. College always tries to upgrade existing infrastructural facilities to enable smooth and unhindered research. MOU with Brainware Computer centre and Netaji Open University benefit the college students immensely.

There is no formal way in which consultancy is offered by the faculties.

The college does have NSS and NCC wings which take care of organising extension activities in the college. Students are encouraged to be a part of such bodies which helps them become socially responsible.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

Policy of the college is to develop an infrastructure that caters to the academic needs of the students. Situated at the heart of a metropolis it is difficult to expand its boundaries to accommodate additional facilities. Therefore constant efforts are made to accommodate the requirements of both students and teachers in the specified areas within the existing limits. In spite of space constraints, over the years the institution has built new facilities within the given condition like upgrading classrooms to ICT based teaching centres. College provides hostel facilities with all major requirements of a student. Instruments of science laboratories are properly taken care of. There are other financial challenges faced by the college which are being taken care of accordingly.

ICT is being encouraged among the faculties. They are encouraged to make use of such new methodologies in their teaching-methods and also curriculum delivery.

The library is well equipped for the use of students. It has subscription to INFLIBNET-NLIST which provides access to a large collection of e-journals. Internet facility is also provided to the students and the faculties for their academic and research work.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

The Academic sub-Committee of Victoria Institution (college) oversees the entire progression of student development. To monitor the academic development of the students, mid-term and annual assessments are conducted. Career as well as psychological counselling play very important role for the overall growth of a student. Special sessions are conducted with the hostel inmates. Through Education and Career fair, students are exposed to the competitive world. Students organize various activities like blood donation camp, annual sports and annual cultural competitions. Student Union, a democratically elected body, takes initiative in these respects. For the needy students college often give concessions.

The college has NSS and NCC wings that take care of organising extension activities in the college. These activities include women empowerment, environmental awareness, health-related seminars and workshops, gender sensitisation etc. Students are motivated by the faculty members to become integral part of this wing and help build a better community.

The college provides the students with information regarding various scholarship schemes made available by the WB Government and the college itself. These scholarships help the students from a poor socio-economic background to pursue their education.

There are also remedial classes conducted for the students to help them academically. This helps them to fare well in the University final examinations.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The college has always encouraged participative management to enhance the quality assurance policies, grooming leadership at different levels. Feedback is taken for this purpose from mainly parents and students. The feedback provided are analysed and considered for further discussion and decision making.

The Academic sub-Committee is responsible for monitoring the overall academic activities and addressing quality related issues.

Student's Union serves as an important mode of feedback regarding student issues and problems.

The management, i.e. Governing Body, receives feedback from Student Representative and takes actions on that basis.

The monitoring mechanism for evaluating policies and plans is synchronised through the participation of the staff as members of various committees.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

The college has introduced some innovative methods to make teaching-learning a more enjoyable process.

Some projector based classrooms, provision to show films, audio visual classroom sessions are part of these innovations. The new Seminar Room is equipped with modern implements where lectures, seminars, student talks are held.

One of the best practices is the college's focus and priority to develop infrastructural facilities to enhance Teaching-Learning process. This has twin objectives of thrust to the development of students and enhancement of efficiency for faculty and students.

Another Best Practice is encouragement of Women Entrepreneurship and enhancement of Social Awareness with the objective of empowering women through upliftment of comparatively less privilege section of the society. The orientation is to help the marginalized section of the society to become a good citizen.

PROFILE OF THE INSTITUTION:*1. Name and Address of the College:*

Name: Victoria Institution (College)		
Address: 78-B, A.P.C. Road		
City: Kolkata	Pin: 700009	State: West Bengal
Website: http://www.victoriacollege.co.in/		

2. For Communication:

Designation	Name	Telephone With STD code	Mobile & Fax	Email
Principal	Dr. Nibedita Chakrabarti	033-23501959	9433117523	chakrabartinibedita@yahoo.co.in
Vice Principal	----	---	---	---
Steering Committee Coordinator	Dr. Arpita Mukherji (Coordinator)		9830027001	mukherji.arpita@gmail.com
	Dr. Suchandra Guha (Joint Coordinator)		9830264371	suchandra.naac@gmail.com

3. Status of the Institution:

i) Affiliated College	√
ii) Constituent College	
iii) Any other (specify)	

*4. Type of Institution:**a. By Gender*

VICTORIA INSTITUTION (COLLEGE)

i) For Men	
ii) For Women	√
iii) For Co-Education	

b. By Shift

i) Morning and Day	√
ii) Day	
iii) Evening	

5. *It is a recognized minority institution?*

Yes	
No	√

If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence.

6. *Source of Funding:*

Government	
Grant-in-aid	√
Self-financing	
Any other	

7. *a. Date of establishment of the college: **February 1932***

*b. University to which the college is affiliated/or which governs the college (if it is a constituent college): **University of Calcutta***

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i.2(f)	1956	Since inception of UGC Act
ii.12(B)	1972	College was established before 1972

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act) – Annexure 1

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

VICTORIA INSTITUTION (COLLEGE)

Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm- yyyy)	Validity	Remarks
i.	N.A.	N.A	N.A	N.A
ii.	N.A	N.A	N.A	N.A
iii.	Nil	N.A	N.A	N.A
iv.	Nil	N.A	N.A	N.A

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes: ☒

No: ☐

If yes, has the College applied for availing the autonomous status?

Yes: ☐

No: ☒

9. Is the college recognized

a. By UGC as a College with Potential for Excellence (CPE)?

Yes: ☐

No: ☒

If yes, date of recognition (dd/mm/yyyy): NA

b. For its performance by any other governmental agency?

Yes: ☐

No: ☒

If yes, Name of the agency.....NA.....and

Date of recognition...NA..... (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

VICTORIA INSTITUTION (COLLEGE)

Location	Urban
Campus area in sq.mts.	6070.28
Built up area in sq.mts.	4849.71

(*This includes the ground floor, residential area including hostel)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities: Yes
- Sports facilities
 - * Playground: Yes
 - * Swimmingpool : No
 - * Gymnasium: No
- Hostel
 - * Boys 'hostel N.A.
 - Number of hostels:
 - Number of inmates:
 - Facilities (mention available facilities):
 - * Girls' hostel ✓
 - Number of hostels:01
 - Number of inmates: 74
 - Facilities (mention available facilities): College has its own 3-storied hostel building of area 139sq.m. (each floor) to accommodate 73 students (1st floor-29, 2nd floor-44). Please also refer to Criterion IV, Section 4.1.5
 - * Working women's hostel: N.A.
 - Number of inmates
 - Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff: No
(Give numbers available—cadrewise): N.A
- Cafeteria: ✓
- Health centre:

The college has basic first aid facility. In case of any emergency students are taken to the ESI and NRS hospitals which are in close vicinity to the college.

Qualified Doctor	Nil	Nil
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VICTORIA INSTITUTION (COLLEGE)

Qualified Nurse	Nil	Nil
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- Facilities like banking, post office, book shops: Nil (*We have a Cheap Store facility from where students can buy stationery and also avail photocopy facility on subsidised rates*)
- Transport facilities to cater to the needs of students and staff: Nil
- Animal house: Nil
- Biological waste disposal: Biological waste is regularly collected by the Kolkata Municipal Corporation
- Generator or other facility for management/regulation of electricity and voltage: Yes
- Solid waste management facility: Nil
- Waste water management: Nil
- Water harvesting Nil

12. Details of programmes offered by the college (Give data for current academic year)

Sl.no	Programme	Duration (years)	Entry Qualification	Medium of Instruction	Sanctioned/ Approved Student strength	No.of students admitted
1.	B.A. (Hons) in English	3 years	Class boards XII	English	62	50
2.	B.A. (Hons) in Bengali	3 years	Class boards XII	Bengali	68	68
3.	B.A. (Hons) in Sanskrit	3 years	Class boards XII	Bilingual (Bengali, Sanskrit)	44	13
4.	B.A. (Hons) in Urdu	3 years	Class boards XII	Bilingual (Urdu, Hindi)	67	67
5.	B.A. (Hons) in History	3 years	Class boards XII	Bilingual (English, Bengali)	57	57
6.	B.A. (Hons) in Political Science	3 years	Class boards XII	Bilingual (English, Bengali)	57	57
7.	B.A. (Hons) in Philosophy	3 years	Class boards XII	Bilingual (English, Bengali)	57	27
8.	B.A. (Hons) in Economics	3 years	Class boards XII	Bilingual (English, Bengali)	44	06
9.	B.A. (General)	3 years	Class XII	Bilingual	370	370

VICTORIA INSTITUTION (COLLEGE)

			boards	(English, Bengali)		
10.	B.Sc. (Hons) in Mathematics	3 years	Class boards XII	Bilingual (English, Bengali)	44	40
11.	B.Sc. (Hons) in Zoology	3 years	Class boards XII	Bilingual (English, Bengali)	40	40
12.	B.Sc. (Hons) in Botany	3 years	Class boards XII	Bilingual (English, Bengali)	40	39
13.	B.Sc. (Hons) in Psychology	3 years	Class boards XII	Bilingual (English, Bengali)	47	32
14.	B.Sc. (Hons) in Geography	3 years	Class boards XII	Bilingual (English, Bengali)	47	46
15.	B.Sc. (General)	3 years	Class boards XII	Bilingual (English, Bengali)	150	150
16.	B. Com	3 years	Class boards XII	Bilingual (English, Bengali)	67	60

* based on 1st year admission -2014-15

13. Does the college offer self-financed Programmes?

Yes: ☒

No: ☐

If yes, how many?: 01

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No		Number	01 (Physics Hons.)
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15. List the departments (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes Like English, regional languages etc.)

Particulars	UG	PG
Science	Physics, Chemistry, Maths, Botany, Zoology,	

VICTORIA INSTITUTION (COLLEGE)

	Psychology, Geography	
Arts	English, Bengali, Urdu, Sanskrit, History, Political Science, Philosophy, Economics, Journalism & Mass Communications	
Commerce	Commerce	

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, and M.Com)

a. Annual system	6 (B.A.(Hons), B.Sc.(Hons), B.Com.(Hons), B.A. (Gen), B.Sc.(Gen), B.Com (Gen))
b. Semester System	-
c. Trimester system	-

17. Number of Programmes with

a. Choice Based Credit System	Nil
b. Inter/Multidisciplinary Approach	Nil
c. Any other (specify and provide details)	Nil

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes: ☐ No: ☒

If yes,

a. Year of Introduction of the programme(s)(dd/mm/yyyy) and number of batches that completed the programme: N.A

b. NCTE recognition details (if applicable)

Notification No.Date: (dd/mm/yyyy) Validity: N.A

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes: ☐ No: ☒

19. Does the college offer UG or PG programme in Physical Education?

Yes: ☐ No: ☒

VICTORIA INSTITUTION (COLLEGE)

If yes,

a. Year of Introduction of the programme(s).....(dd/mm/yyyy) and number of batches that completed the programme: N.A

b. NCTE recognition details (if applicable):

Notification No.:.....Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately

Yes: ☐

No: ☒

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff	Technical staff		
	Professor		Associate Professor		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC/ University/ State Government	-	-	-	-	69+14 = 83		37			
Recruited	-	-			08	61				
Yet to recruit	-	-	-	-	14					
Sanctioned by the Management/ Society or other authorized bodies	-	-	-	-	Contractual & Guest Lecturers are appointed as and when required after approval by the GB.	-	-	-	-	-
Recruited	-	-	-	-	-	-	-	-	-	-
Yet to recruit	-	-	-	-	-	-	-	-	-	-

* The college has 13 Government Approved Part-timers.

21. Qualifications of the teaching staff:

Highest qualification	Professor	Associate Professor	Assistant Professor	Total
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VICTORIA INSTITUTION (COLLEGE)

	Male	Female	Male	Female	Male	Female	
D.Litt	-			01			
PhD				19	03	08	
M.Phil				01	03	16	
M.A.				04	02	08	
Temporary Teachers							
DSc/D.Lit							
Ph.D.							
M.Phil.					1		
PG					2	4	7
Part-time teachers							
DSc/D.Lit							
Ph.D.						1	11
M.Phil.					1	5	
PG						4	

22. Number of Visiting Faculty/Guest Faculty engaged with the College: 13

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	2012-13		2013-14		2014-15		2015-16	
	M	F	M	F	M	F	M	F
General	N.A.	1214	N.A.	851	N.A.	1008	N.A.	894
SC	N.A.	92	N.A.	118	N.A.	76	N.A.	152
ST	N.A.	06	N.A.	09	N.A.	16	N.A.	07
OBC	N.A.	26	N.A.	67	N.A.	15	N.A.	87
Others								

24. Details on students enrolment in the college during the current academic year:

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state the college is located	1262	N.A.	N.A.	N.A.	1262
Students from other states	02	N.A.	N.A.	N.A.	02
NRI	Nil	N.A.	N.A.	N.A.	N.A.

VICTORIA INSTITUTION (COLLEGE)

Foreign Students	Nil	N.A.	N.A.	N.A.	N.A.
Total	1264	N.A.	N.A.	N.A.	1264

25. Dropout rate in UG and PG(average of the last two batches)

UG— Batch-1: 10%, PG— N.A.

Batch-2: 12%

26. Unit Cost of Education

(Unit cost=total annual recurring expenditure (actual) divided by total number of students enrolled)

a. including the salary component : Rs.23,755/-

b. excluding the salary component : Rs. 22,591/-

27. Does the college offer any programme/ in distance education mode (DEP)?

Yes: ☒ No: ☐

If yes,

a. Is it a registered centre for offering distance education programmes of another University

Yes: ☒ No: ☐

b. Name of the University which has granted such registration: Netaji Subhas Open University

c. Number of programmes offered: 10

d. Programmes carry the recognition of the Distance Education Council.

Yes: ☒ No: ☐

28. Provide Teacher-student ratio for each of the programme/course offered

Name of the Department	Student-Teacher Ratio
English	23:1
Bengali	28:1
Sanskrit	12:1
Urdu	55:1
History	22:1

VICTORIA INSTITUTION (COLLEGE)

Political Science	20:1
Philosophy	19:1
Economics	4:1
Journalism & Mass Communications	85:1
Physics	38:1
Chemistry	95:1
Mathematics	28:1
Zoology	16:1
Botany	14:1
Psychology	50:1
Geography	24:1
Commerce	72:1

29. Is the college applying for

Accreditation: Cycle1 Cycle2 ✓ Cycle3 Cycle4

Re-Assessment:

(Cycle1 refers to first accreditation and Cycle2, Cycle3 and Cycle4 refer to re-accreditation)

30. Date of accreditation*(applicable for Cycle2, Cycle3, Cycle 4 and re-assessment only)

2004

31. Number of working days during the last academic year: 235 days

32. Number of teaching days during the last academic year: 216 days

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC :
11.08.2006

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

2011-2012= December 2015

2012-2013= December 2015

VICTORIA INSTITUTION (COLLEGE)

2013-2014= December 2015

2014-2015= December 2015

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

X

CRITERION WISE ANALYSIS REPORT

CRITERION I: Curricular Aspects

1.1 Planning and Implementations

1.1.1. State the vision, Mission and objectives of the institution and describe how these are communicated to the students, teachers, staff and other stakeholders

Vision

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

Mission:

The aim of the institution as laid down by Keshub Chandra Sen was to build up a scheme of education “specially adopted to the requirements of the female mind and calculated to fit women for her position in the society.” The dream envisaged by Keshub Chandra Sen was zealously nurtured by his daughter Maharani Suniti Devi. Over the years goals and objectives of the Institution were redefined in different terms keeping in mind women’s growing role in different sectors of public life.

The mission of the college has always been to educate and form 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.

Goals and Objectives

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

The Institution aims at providing a unique atmosphere of socio-religious harmony where every girl gets opportunity to find her own unique strength and opportunity of self-expression which would enable her to face any challenges in the context of rapid changes in the socio-economic-cultural scenario of the society.

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

To achieve these aims the Victoria Institution (College.)

- adopts internal quality sustenance and enhancement measures,
- creates opportunity for everyone to develop her full potential
- stands by the side of the disadvantaged pupils

VICTORIA INSTITUTION (COLLEGE)

- provides every student within its means the best possible educational and cultural experiences.
- encourages every student to take part in community development programme.
- provides an excellent atmosphere where students from all communities and all strata can cordially interact with each other in group activities and excursions and enrich the campus life.
- organizes well-planned and periodic parent-teacher meet, in presence of the Principal, to discuss the student's progress and find solutions to academic or behavioural problems. These meetings help the parents and guardians develop a sense of belonging towards the Institution
- facilitates the creative potential of the students as well as the teachers, by publishing the College Magazine

1.1.2. How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

Being an affiliated college under the University of Calcutta, the curriculum of the institution is strictly in accordance with the parent university. The curriculum is made effective through rigorous and interactive classroom teaching following a well distributed Time-Table which is centrally designed.

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.

On the basis of the calendar, the teachers prepare their individual lesson plans for their respective syllabus 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. In case any class is not taken, the factors responsible for the same are also mentioned. Teachers are also given sufficient freedom to use their capacity for initiative and innovation in the way they teach.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The University organises workshops for the faculty to make them aware of the curriculum pattern and the syllabi. The same is notified by the college to all the faculty members so that active participation is ensured. This plays a major role in guiding the teachers on how to cope up with the syllabi of their respective disciplines.

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.

VICTORIA INSTITUTION (COLLEGE)

Faculty members are also encouraged to become active members of different committees like Board of Studies, Editorial Board of different journals and even Executive Committee members of various academic organisations.

Though the college does not have the freedom to frame the curricula as such but ICT is included in the curricula of different subjects like Commerce, Mathematics and Physics where students are trained on various operating systems like DOS and Windows and programming like C, C+, C++, FORTRAN, TALLY etc.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.

The college receives the curriculum designed by the University of Calcutta. In order to ensure effective delivery of this curriculum, the teachers, as an initial step, prepare their individual lesson plans which are conveyed to the students.

Several innovative ways in the teaching methodology are adopted to give the students an enjoyable learning experience. This is achieved through the usage of PPTs, graphical presentations, audio-visual classes etc. The students and teachers both are inspired to show active participation in the numerous workshops and seminars organised where the teachers can present their papers. Being an affiliated college, there is continuous bond between the college and the parent university. Modular learning is maintained in accordance with the syllabus provided. In case the session plan is deviating from the academic calendar provided by the University, steps are taken for rectification so as to ensure that it falls in place.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

The institution makes sure that there is a constant touch with the parent university. Several meetings are conducted in the college where the teachers show their attendance enthusiastically. It enables them to keep a track of the regular updates. The college has developed a mechanism of receiving feedbacks on curricula from the final year students and acts accordingly. The institution has also developed a need assessment system through the deliberations in different forums within the college like Governing Body, Admission Sub-committee, and Academic Sub-committee. After assessing the needs from different stakeholders, college takes decisions regarding the introduction of new programmes and remodelling of the teaching methods of the existing programmes.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

Being a Government aided College affiliated to the University of Calcutta; there is limited scope of the college to develop its curriculum. However, the college tries to make significant contributions in the development of curriculum by the University through its faculty members who have been elected in the Board of Studies.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Being a Government aided College affiliated to the University of Calcutta; the institution has no scope to develop curriculum for any course.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

Measures Taken by the College to Achieve the Objectives

- By monitoring regularity in attendance
- Ensuring quality of performance at tutorials
- Conducting remedial classes for academically weak students
- Discussions in classrooms
- Sensitive observation by teachers
- MCQ tests and Internal Assessment tests and continuous evaluation
- Review of examination results
- Use of a Student feedback system

1.2 ACADEMIC FLEXIBILITY

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

The college has collaboration with BRAINWARE which provides computer training. Interested students are encouraged to take up the course. As an effort to motivate them, course fees are made available at a subsidized rate in the college.

1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.

Not Applicable. There is no provision for dual degree under the regulations of University of Calcutta

VICTORIA INSTITUTION (COLLEGE)

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- Range of Core / Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses
- Enrichment courses

Following courses are available in the college:

Day Section

Course Name	General Subject Combinations
B.A. (General)	Any three of History/Mathematics, Political Science/ Sanskrit, Philosophy / Geography / Journalism, Economics / Gen.Bengali / Gen .Urdu / Gen. Eng. Any two from (Mathematics, Economics & Geo can be taken for B.Sc. General, not for B.A. General).
Bengali (Hons.)	Combination (1) Any two of History, Pol. Sc./Sanskrit, Philosophy/Geography/Journalism.
English (Hons.)	Combination (1) Any two of History/Mathematics, Pol. Sc./Sanskrit, Philosophy/Journalism. Combination (2) Any two of History, Pol. Sc./Sanskrit, Geo/Phil/ Journalism.
Sanskrit (Hons.)	Combination (1) Any two of History/Math, Philosophy/Journalism, Gen. English/Gen. Bengali. Combination (2) Any two of History, Geography/Phil/Journalism, Gen. Eng./Gen. Beng. Combination (3) Any two of History, Philosophy/Journalism, Economics.
History (Hons.)	Combination (1) Any two of Pol. Sc./Sanskrit, Philosophy/Journalism, Economics/Gen. Beng./Gen. Eng./Gen. Urdu Combination (2) Any two of Pol. Sc./Sanskrit, Philosophy/Journalism/ Geography, Gen. Eng./Gen. Beng./Gen. Urdu.
Political Science (Hons.)	Combination (1) Any two of History/Math, Philosophy/Journalism, Gen. Eng./Gen. Beng./Gen. Urdu Combination (2) Any two of History, Geography/Phil/Journalism, Gen. Eng/Gen. Beng./Gen. Urdu. Combination (3) Any two of History, Phil./Journalism, Eco/ Gen. Eng./Gen. Beng./Gen. Urdu.
Philosophy (Hons.)	Combination (1) Any two of His/Math., Pol. Sc./Sanskrit, Gen.

VICTORIA INSTITUTION (COLLEGE)

	Eng./Gen. Beng./Gen. Urdu. Combination (2) Any two of History, Pol. Sc./Sanskrit, Eco/Gen. Eng./Gen. Bengali/Gen. Urdu.
B.Sc. (General)	Any three subjects from the following combinations : Combination (1) Eco., Math, Geo./Phil., Pol. Sc./Sanskrit. Combination (2) Math, Geo., Pol.Sc./Sanskrit, Gen. Eng./Gen. Bengali/Gen. Urdu. Combination (3) Eco., Geo., Maths./History, Pol. Sc./Sanskrit
B.Sc. (Gen.) (Bio. Sc.)	Zoology, Botany, Chemistry
B.Sc. (Gen.) (Pure-Sc.)	Mathematics, Physics, Chemistry
B.Sc. Botany (Hons.)	Zoology, Chemistry
B.Sc. Zoology (Hons.)	Botany, Chemistry
B.Sc. Mathematics (Hons.)	Physics, Chemistry
B.Sc. Geography {Hons.}	Any two of Mathematics / History, Pol. Sc./Sans, Eco/Gen. Beng./Gen. Eng./Gen. Urdu. (Students have to take at least one from Economics and Mathematics.)
B.Sc. Economics (Hons.)	Mathematics is compulsory and any one subject from Pol. Sc/Sanskrit/Phil/Geo/Journalism.
B.Sc. Psychology (Hons.) B.A. Psychology (Hons.)	Combination (1) : Botany and Zoology. Combination (2) : Pol.Sc./Sans., Eco. Combination (1) : History, Pol. Sc./Sanskrit,
B.A. (Major) Communicative English	Gen. Eng. is compulsory and any one from Pol.Sc./Sans./History/Phil/Journalism.
B.A./B.Sc. (Major) Tourism and Travel Management	Any two from History, Eco., Geo., Pol.Sc.

The college had taken initiative to introduce major courses in Communicative English and Tourism and Travel Management. However, these courses were discontinued from 2012 as per directives from Calcutta University that stated omission of these courses from the University curriculum.

◆ Morning Section

Course Name	General Subject Combinations
B.A. (General)	Any three of History, Pol. Sc, Philosophy/ Geography, Economics, Gen. Bengali / Gen. Urdu (Geo. & Eco. can be taken for B.Sc. not for B.A.)
B.Sc. (General)	Students have to take Geography, Economics and any one of History/Pol. Sc /Gen. Beng.
Urdu (Hons.)	History, Pol. Sc.

VICTORIA INSTITUTION (COLLEGE)

B. Com. (Hons. in Accounting & Finance)	Commerce Group-1 & II.
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1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

A self financed course in Journalism and Mass Communication as an elective subject was introduced in 2005. The details of the course are as follows:

Name of the Teacher	Qualification of the teacher	Admission/No. of students(2014-2015)	Fee Structure (2014-2015)	Salary of the Teacher
Sheelita Das	M.A	Ist Year-44 2 nd Year-49 3 rd Year-16	Rs 4000/- per year	Rs.12000/-

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

Being a Government aided College affiliated to the University of Calcutta; there is limited scope for academic flexibility. However, along with extending academic excellence to its students, Victoria Institution (College) duly emphasises on inculcating the students on skills of basic computer operations. Victoria Institution (College) Computer Centre is in technical collaboration with BRAINWARE. Computer training is provided. Course fees are given at a subsidized rate in the college.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

The University does not provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students. However, The College is a Study Centre for Netaji Subhas Open University for distance education. Regular counselling programmes are conducted in the College Centre on Saturdays and Sundays for the University. The courses which are at present being offered at the NSOU Victoria Institution (College) Centre are as follows:

- Bachelor's Degree Programme (3 years B.A., B.Sc, B.Com.) (BDP)
- Bachelor's Preparatory Programme (6 months).
- 2 yrs. P. G. Degree Course in Bengali, English, Political Science, Mathematics and Commerce, History and Public Administration.
- 2 yrs. Masters in Social Work (MSW) t

VICTORIA INSTITUTION (COLLEGE)

- 2 yrs. Post Graduate Diploma in Journalism and Mass Communications (PGDJMC)
- 2 yrs. Post Graduate Diploma in Public Relations and Advertising (PGDPR & Ad.)
- 1 yr. Diploma Course in (i) Cooperation, (ii) Consumer Affairs.
- 1 yr. Bachelor of Library and Information Science.
- Certificate course on Human Rights (6 months).
- Certificate course (six month) on Pre-Primary Teachers' Training (in English and Bengali medium) is conducted on a collaboration basis by the Netaji Subhas Open University, Victoria Institution (College) and Learning and Living Resources Society at the College Study Centre. "The course is designed to impart a thorough and practical training in pre-primary child education based on the Montessori methods. The training provides an excellent foundation for all those who are involved or likely to be involved in pre-primary education, including teachers and parents."

1.3 CURRICULUM ENRICHMENT

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The college in collaboration with Brainware offers a certificate course on computer training. The course is offered at a subsidized rate to the students. In addition, students are encouraged to attend seminars, workshops and conferences. Student seminars and debates are conducted by some departments, to enhance the understanding of the students about the curricular aspects. Educational tours are organized by some departments to provide them with a practical exposure. Sometimes, eminent professors from the university and other institutions are invited for guest lectures.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

Career fairs and educational fairs are organised to keep the students updated about various career options and job opportunities. Quiz, group discussions, debates etc. are organised by various departments to enhance communicative and reasoning power of students. The college also takes students for educational tours to give them practical acquaintance.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

Gender:

The college understands the significance of gender sensitization. Hence it has taken up initiatives to sensitize its students on gender issues. Following are some of them:

- Rallies have been conducted to create general awareness.

VICTORIA INSTITUTION (COLLEGE)

- General meetings and seminars are often organised.
- There is a Counselling Cell which tirelessly takes care of the students. It provides with enormous support on both personal and professional fronts.

Environment:

- There is a nature club which functions actively to create general awareness about the environment amongst the students.
- Educational tours are organised to make sure that the students get practical knowledge about the environment.
- The college also has taken initiative to make the campus a plastic-free zone. Tree plantation is practised in the college premises.
- Debate was conducted by the History Department regarding the destruction of Indus Valley civilisation due to pollution.

Human Rights:

- Rallies were conducted to sensitize the mass about the protection of women and on Anti-rape Issues.
- Extension lectures on Human Rights Issues were also organised.

ICT:

- Though the college does not have the freedom to frame the curricula as such but ICT is included in the curricula of different subjects like Commerce, Mathematics and Physics where students are trained on various operating systems like DOS and Windows and programming like C, C+, C++, FORTRAN, TALLY etc. All these topics are rigorously taught to students so that they can compete in the global employment market.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

Moral and ethical values:

A sense of bonding and belonging together, and respect for the values and traditions of the college are promoted. These are the ingredients of the art of living together which fosters a wholesome community orientation. The college had been organising a series of lectures to ensure holistic development of students. Notable lectures on A P J Abdul Kalam, Swami Vivekananda and Students' Talk on visions of the founder Brahmananda Keshub Chandra Sen and Suniti Devi have been organized by the college for instilling moral values in students.

Employable and life skills:

Computer training is given to the interested students through a technical collaboration with BRAINWARE where course fees are available at a subsidized rate.

VICTORIA INSTITUTION (COLLEGE)

Better career options:

Career and educational fairs are organised where the students get awareness about the several employment opportunities and career options.

Community orientation:

Community orientation is ensured through various activities organised by the NSS unit of the college. There is also an Eco club which enables the students to improve their ethical consciousness and hence to become socially responsible citizen.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

Yes, the college follows a mechanism to take feedback from the students and parents

- College takes student feedback from Parents-Principal-Teacher meetings. Feedback thus received from parents is addressed to by the Principal and faculty for the benefit of the students.
- Principal meets with individual departments to take feedback on students' attendance and result. On this basis students are sent up for University Part 1 examinations.
- Behavioural patterns and overall performance of students are also discussed and deliberated by the Principal and faculty.
- Student's Union serves as an important mode of feedback regarding student issues and problems.
- The management, i.e. Governing Body, receives feedback from Student Representative and takes actions on that basis.
- The monitoring mechanism for evaluating policies and plans is synchronised through the participation of the staff as members of various committees.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

To monitor the quality of enrichment programmes, the college follows a procedure to obtain feedback from the students. Students of the final year are made to answer some questions based on the programmes and on the basis of the answers an analysis is done which is reviewed by the IQAC. Corrective actions are taken to improve the quality.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The University of Calcutta is entirely responsible for preparing the curricula and being an affiliated college, the institution follows the rules and guidelines of the University. However, University makes periodic need assessments and changes the syllabi accordingly. Faculty members of the college contribute in these processes by participating in the meetings related

VICTORIA INSTITUTION (COLLEGE)

to the need assessments and changing of curricula as well as giving their valuable suggestions.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

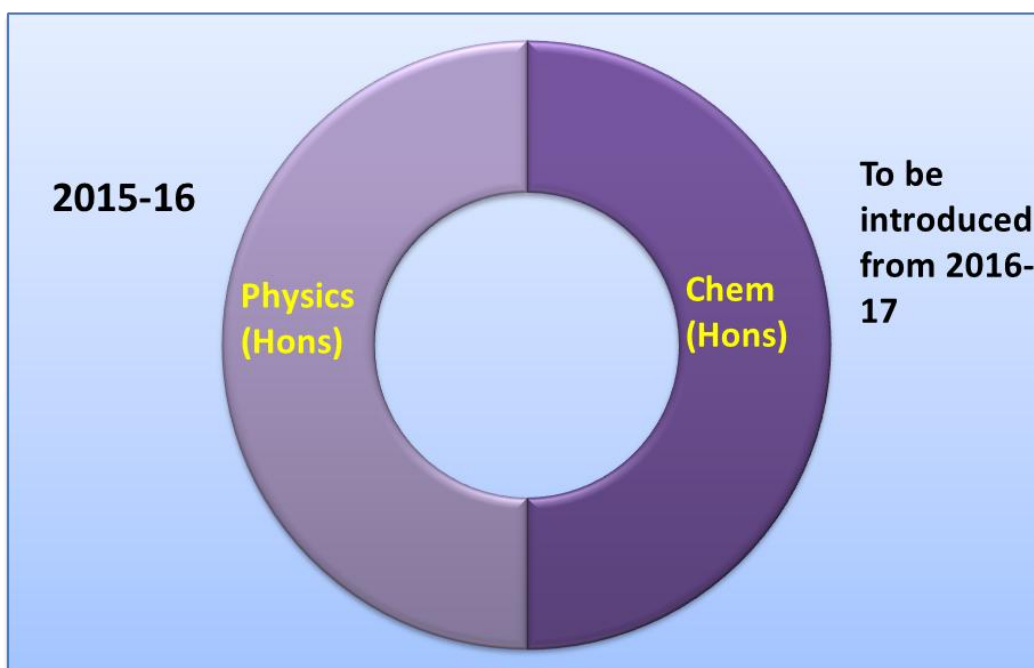
The college follows a mechanism where the feedback is formally taken from final year students by circulating a questionnaire amongst them. After obtaining the responses, it is analysed. The same is forwarded to the Management so that necessary measures are taken to improve the shortcomings (if any). The Principal also organizes well-planned and periodic parent-teacher meet, to discuss the student's progress and find solutions to academic or behavioural problems.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?) Any other relevant information regarding curricular aspects which the college would like to include.

Sl.No.	Course	Session
1	Physics (Hons)	Introduced in the academic year 2015-16
2	Chemistry (Hons)	Going to be introduced from 2016-17. Proposal for up gradation of Chemistry from General to Honours course have been send to Higher Education Department for approval.

It has been pictorially represented as follows:

VICTORIA INSTITUTION (COLLEGE)



Physics and Chemistry as General subjects already exists. The expansion of the college building provided space for these departments to introduce Honours courses. Furthermore, for meeting the students demand, an initiative was taken to introduce Honours Courses in these subjects.

CRITERION II: TEACHING LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Publicity in admission process

Prospectus

- ✓ Application form for admission along with prospectus with detailed information and instructions is issued to enable the student to know the availability of programmes, fee structures, etc. This helps them to select the programme of their choice.

Institutional website

- ✓ Advertisements on admission to UG programmes are notified in the college website and are periodically upgraded: **www.victoriacollege.co.in, www.victoriacollegeadmissions.com**
- ✓ An up-dated prospectus is issued along with the application forms for admission. This contains the details of programmes offered, eligibility and procedure for admission to different programmes, reservation rules, learning resources, examinations to be cleared, hostel and other facilities, fee-structure and scholarships available to students.
- ✓ Up-dated prospectus is available in the college website.
- ✓ Admission notification is displayed in the college website and on the college notice board.

Banner Information about the courses available, their features and details of the admission process is displayed through banners at the college main gate.

Transparency in admission process

Policy of Admission: Admission is made according to the merit list to maintain transparency in the admission process since admission notice is put up on the website. Admission rules are fixed up by the teachers according to guidelines of the University. The total merit list is published on the website for complete transparency.

Admission criteria

- Candidates with at least 50% marks in UG are eligible for admission.
- As per the rules of the W.B govt. and approved by Calcutta University the Reservation in seats and relaxation in the qualifying marks in favour of S.C/ S.T Categories are done.
- Reservation of seats for S.C is 22%; for S.T it is 06%; for OBC it is 17% and for physically challenged it is 03% (from each category).
- Equity is provided through the adherence to the governmental reservation norms.

Admission transparency and accessibility

- Merit lists are prepared on the basis of details of the applicants as filled up in the application forms which are categorized accordingly on the basis of subject and marks following the eligibility criteria set up by the departments.
- Admission Committee, comprising of the Principal as Chairperson, faculty members, non teaching staff and student representative prepares the admission criteria for the students for admission to all the programmes on merit basis, adhering to Government norms.
- To ensure easy access and complete transparency the college has its own on-line system of admission that consists all the required notification regarding admission: www.victoriacollege.co.in, www.victoriacollegeadmissions.com
- All the required notification regarding admission is also displayed in the college notice board.
- On-line availability of admission prospectus.
- Submission of forms on-line.
- If required in-house assistance in on-line submission of forms.
- The selection list is displayed in the college web site and college admission website.
- UCO Bank accepts the application fee required for the submission of on-line forms. This enables students to have easy access from urban, semi-urban and rural areas.

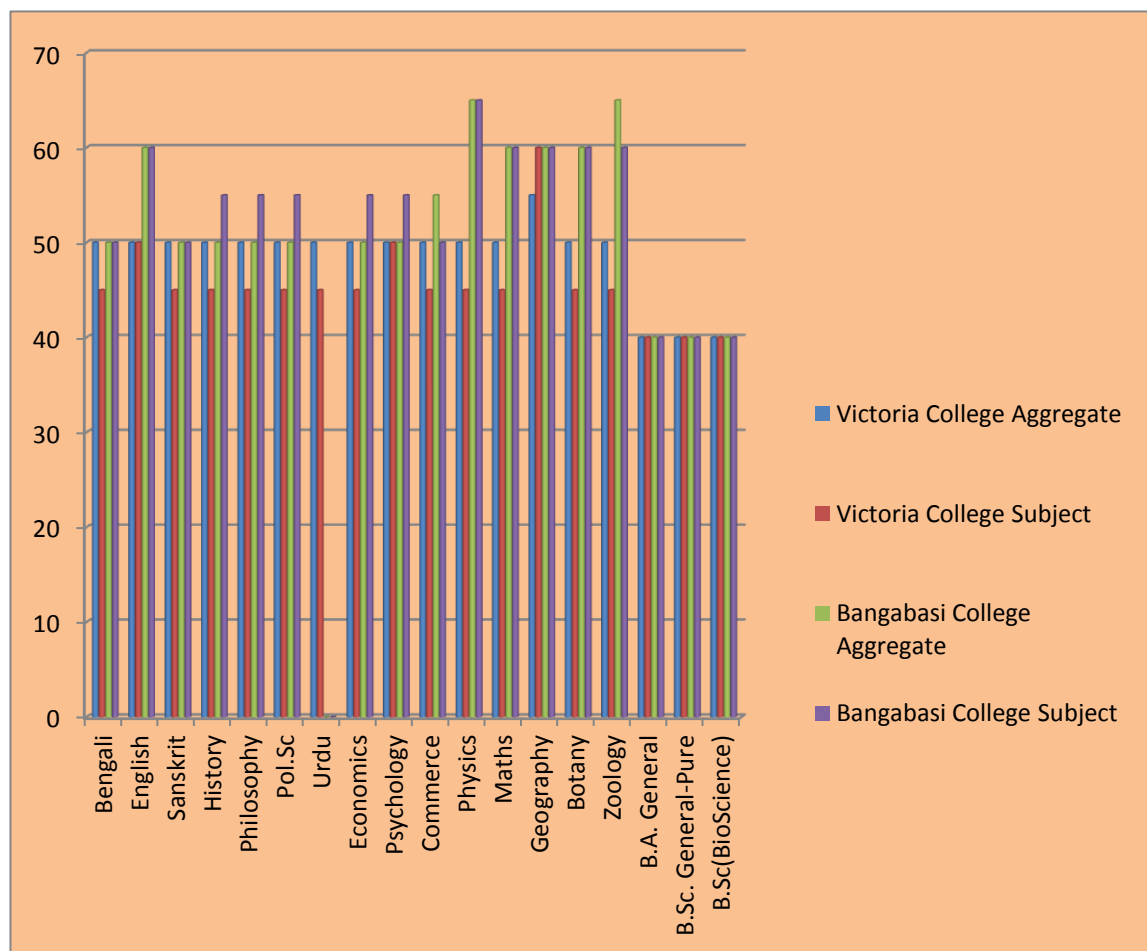
2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

- Centralized on-line admission according to University of Calcutta norms in the following websites – www.caluniv.ac.in / www.victoriacollege.co.in.
- Application forms for admission to UG programmes are issued immediately after the publication of results of Class XII Examinations of various boards.
- The details from the filled-in application forms of the candidates for UG Programmes are computerized and rank list is prepared subject-wise.
- The list of candidates selected for admission by the Admission Committee strictly on the basis of merit and the University and Government norms is displayed on the college notice board and college website.
- Preference is given to students: educationally, economically, socially backward and, differently-abled students.
- We may mention here that for last couple of years the candidates whose families were affected by AILA in Sunderban areas were given special concession at the time of admission; many of whom were exempted from tuition fees.
- Certificates and testimonials are verified on the date of admission and candidates are admitted on the payment of fee.

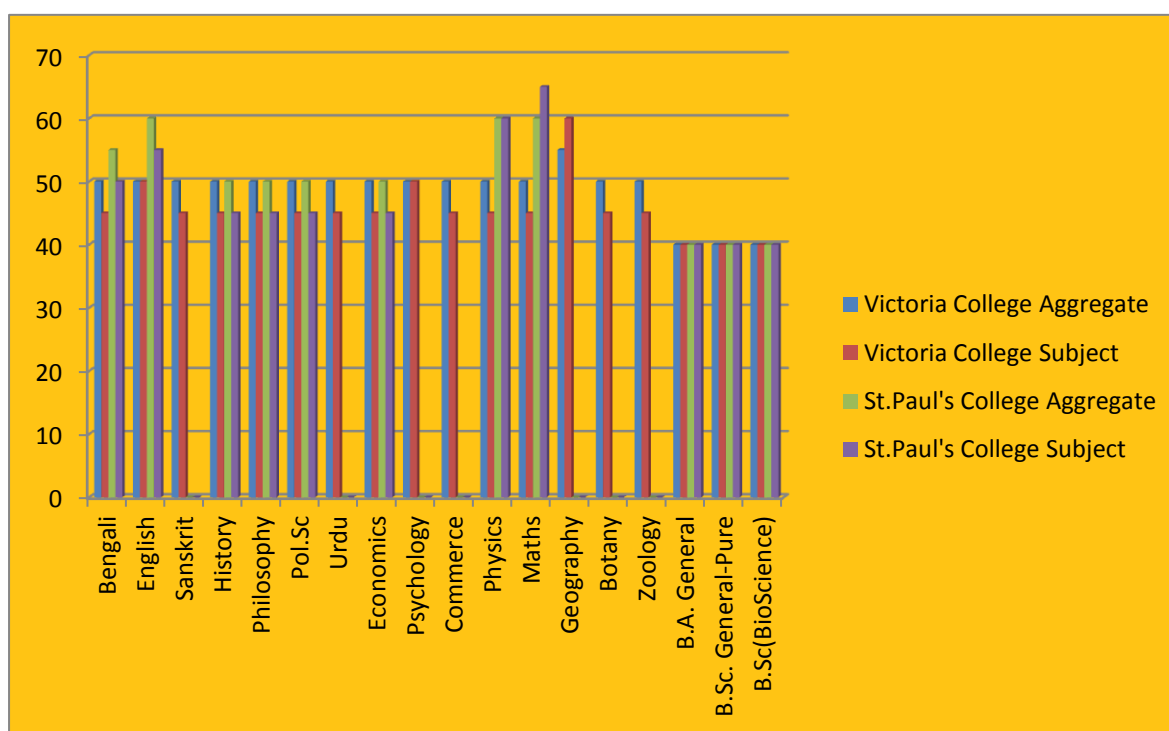
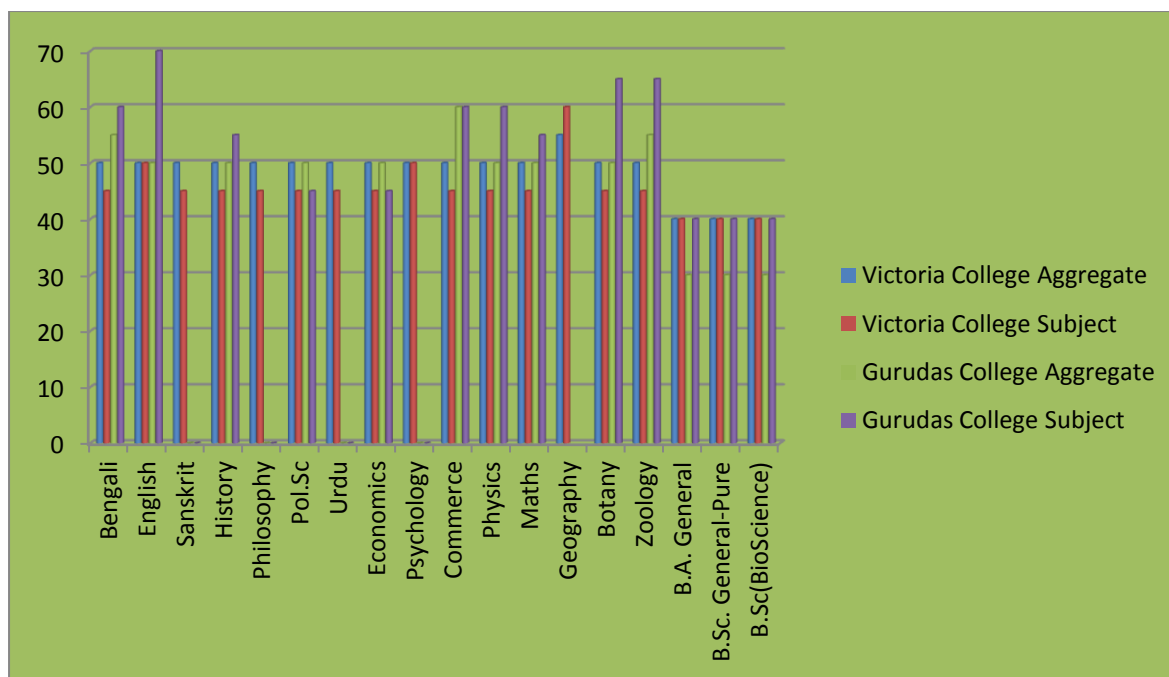
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- Absence of selected candidates on the scheduled dates of admission leads to the cancellation of their admission. Such vacant seats are filled up with the candidates on the waiting list.
- After the last date for admission, a roll number is allotted to each of the students.

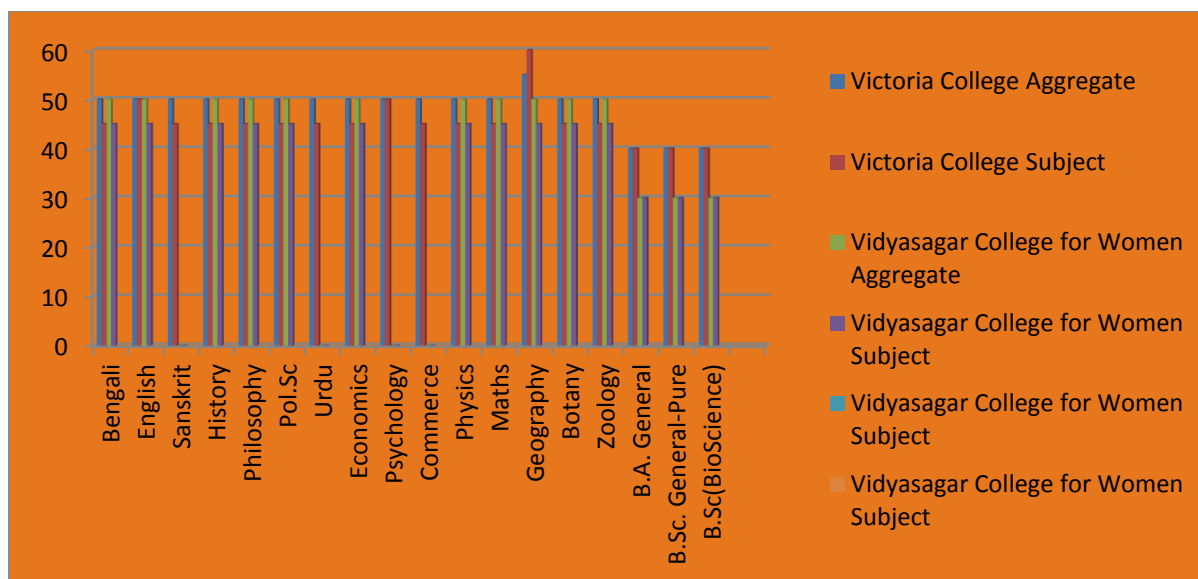
2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.



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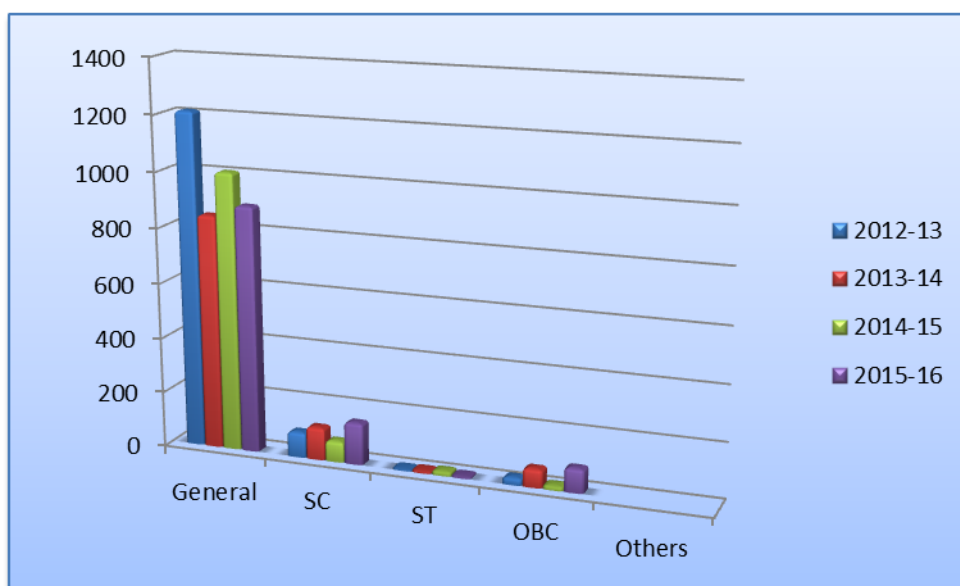
2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Admission process is reviewed by the Admission Committee. Transparency is ensured during the process. Enrolled students are kept under constant vigil and their profiles are reviewed. Accordingly, decisions are made for the next admission process.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion * SC/ST * OBC * Women * Differently abled * Economically weaker sections * Minority community * Any other

Categories	2012-13		2013-14		2014-15		2015-16	
	M	F	M	F	M	F	M	F
General	N.A.	1214	N.A.	851	N.A.	1008	N.A.	894
SC	N.A.	92	N.A.	118	N.A.	76	N.A.	152
ST	N.A.	06	N.A.	09	N.A.	16	N.A.	07
OBC	N.A.	26	N.A.	67	N.A.	15	N.A.	87
Others								

VICTORIA INSTITUTION (COLLEGE)



2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

	2011		2012		2013		2014	
Department	Applications received	Students admitted	Applications received	Students admitted	Applications received	Students admitted	Applications received	Students admitted
English	988	50	1002	50	1048	50	1021	50
Chemistry	155	100	140	108	180	117	198	120
Mathematics	250	32	230	27	270	40	295	40
Zoology	780	38	850	44	968	49	1240	49
Philosophy(M)	50	50	50	45	62	58	45	40
Political Science (morning)	450	357	425	334	475	360	487	356
Botany	245	27	262	11	270	37	289	39
Physics	63	43	72	46	84	61	82	58
Bengali (morning)	56	50	55	54	55	53	60	55
Geography (morning)	35	28	35	33	40	30	45	35
History	185	53	210	57	182	57	250	57
Geography	1052	40	1076	45	784	47	620	47

VICTORIA INSTITUTION (COLLEGE)

Economics	38	9	43	15	58	13	42	6
Political Science	163	60	100	60	175	57	372	57
Urdu	145	68	162	37	167	46	171	67
Bengali	247	60	295	64	443	66	573	68
Sanskrit	152	39	76	17	77	23	48	13

2.2. Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The Institution helps a few blind students to pursue their studies in the college. All kind of help is extended in terms of books, loans and free studentship etc. We also make conscious effort to accommodate visually and physically challenged students in the hostel if required. FUTURE HOPE, a NGO and the Directorate of Social Welfare, Government of West Bengal along with Victoria Institution (College) sponsored for education of Sm. Padma Sarkar, a blind orphan and a student of the College.

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.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

No

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

Orientation Programme introduces and makes up the bridge between the students from the school atmosphere to their newly admitted college and directs their attention to the in-depth study of their subjects.

The timetable for the respective courses are distributed to them. Academic calendar is put on the college notice board for the benefit of the students.

A revision of their Board studies is done to help them recapitulate their understanding of the subject by the first week.. The students' knowledge and skill of a particular subject is continuously assessed by the faculty through class tests, tutorials, written assignments, quiz and pre-final test. Students are encouraged to improve their performance in various ways and remedial classes are arranged for the underperformers. Guardians are called to apprise them of their wards' performance. College retains the right of withholding students from sitting for Part-I (C.U. Exam) if they do not improve their performance even after repeated warnings.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The College strongly understands the need to sensitize the students on socially relevant issues. This Institution believes in making complete persons for which various campus activities as competitions in Debate, Quiz, Literary, Music and Dance, Sports and Drama are arranged from time to time. For complete and all round development of the students, College also organised Education and Career Fair through which students were encouraged in model and poster making on their own curriculum and various environmental and socially relevant issues. This was done to ensure enrichment and involvement of students in their own syllabus. The College has a Unit of the National Service Scheme which engages student volunteers in different community development programmes in the neighbouring area of the College. For all the students of Ist and 2nd year the College organized a visit to Nature Park, Kolkata to know the sustainable use of waste water and Nature study.

Programs like Lectures of eminent personalities, workshops on Essay writing, Nature trails, etc. are organized for the same.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

- ✓ Advanced learners draw the attention of the course teachers through interactive participation in learning and good performance in class tests and Mid-term examinations in the first half of the academic year.
- ✓ The student with the highest attendance in every department is given a special prize to encourage their participation in college.
- ✓ Intensive coaching is also provided to these students before the exam.
- ✓ Advanced learners are also deputed for different curricular activities for their all round development.
- ✓ Teachers play the role of mentors in improving the academic achievement of these students.
- ✓ These meritorious students are motivated for independent pursuit of higher studies.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

- ✓ Evaluation of students' performance is availed in the class tests and in the Mid-term Examination of the first half of the academic year which also serves information regarding the risk of drop-out. To eradicate drop-out College teachers constantly provide Academic as well as Personal counselling to these students to motivate them to pursue their education. Along with this remedial coaching is also provided for these students. All the departments in the College regularly organize parent-teacher-student meet in the departments presided over by the Principal. The parents of these students are consulted and they are made aware of their wards performance and further parents are also counselled to participate in their wards academic progress.

- ✓ Parents are also informed about the low attendance of their wards and are insisted to take a look at their wards' regular attendance. To encourage students in the matter of regular attendance and good performance Institution awards prizes to the students who secure highest percentage of attendance in the Department and highest percentage of marks in the subject at the annual Prize Distribution Ceremony of the College.

2.3 Teaching – Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The college prepares its academic calendar based on that of Calcutta University as the college is affiliated to the same and accordingly teaching plan is created by the faculty. Meetings are conducted by the academic sub-committee to discuss about the teaching plan and distribution. There is also an examination and result committee which takes care of the evaluation process.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

The IQAC inspires the teachers to use ICT based teaching methodology. It helps in the enhancement of teaching-learning process. IQAC also keeps the teachers updated about several options in the field of research so that they can opt for it.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Following are some of the ways through which student-centric learning is ensured:

- Students Quiz is a part of regular academic process.
- Lectures and presentations are often organised for the students.
- Study tours are organised to ensure practical learning.
- Primary survey is conducted by the students.
- Remedial classes are organised for the academically weak students.
- College library is made available with internet facility.
- Students are encouraged to take part in debates, extempore and group discussions.
- Students are insisted to provide with their valuable contributions for the wall magazine.
- Audio-visual classes are conducted for some departments and documentaries are shown to them for better learning.
- Model making, sculptures etc. are also given focus so that students can develop a sense of creativity.

VICTORIA INSTITUTION (COLLEGE)

These play a significant role to develop skills like interactive learning, collaborative learning and independent learning among the students.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

In order to nurture critical thinking, creativity and scientific temper among the students, following initiatives are taken by the college:

- They are inspired to take part in Inter college cultural competition
- Educational and career counselling fair are conducted as an effort to give guidance in terms of career.
- Youth parliament quiz is organised.
- Students are encouraged to contribute to the college magazine.
- Seminars on scientific topics and on scientists by organizations such as Indian Science Congress Association are often held.
- Seminars on Social Sciences are organized by Centre for Studies in Social Sciences, Council for Political Studies etc.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

Following facilities are available in terms of technological support:

- Internet facility in the college library.
- PowerPoint presentation using LCD projectors.
- Over Head Projector

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

Faculty:

The teachers receive continual encouragement for the following points; in order to get exposed to advanced level of knowledge:

- Orientation program
- Refresher Course
- Short term course
- Seminars and workshops

- Research Projects

Students:

- Students are allowed the opportunity to get involved in departmental seminars organised by their respective disciplines. U.G.C. sponsored national seminars as well as one day seminars are organized to give a broad based exposure to knowledge and interaction with mentors.
- Extension lectures are also conducted to give them acquaintance of enriched level of knowledge.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

Academic:

The teachers act as mentors to provide academic support in any kind. Students are always welcome to come with their doubts before, between and even after the class hours. Remedial classes are conducted to support the slow learners. Teachers are readily available to provide academic advice and guidance. Career fairs are also conducted.

Personal:

Students are also free to share their personal issues on which the teachers can give counselling. While many students feel hesitation on personal front, few students eagerly share their problems.. Teachers maintain a friendly relationship in order to make the students feel comfortable in any manner.

Psycho-social:

There is an active counselling cell which takes care of any kind of grievance. Students are provided support both on academic as well as psycho-social front. The teachers always try their best to maintain mental stability in the students.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The college enthusiastically believes in the advancement of technology and innovations. Keeping in mind the useful need of innovative teaching methodology to meet the academic requirements of the students, following efforts have been initiated by the college:

- PowerPoint presentations are given for enrichment of learning.
- Films and documentaries are arranged for the language department.
- Extension lectures are conducted.
- Students are encouraged to present papers and seminars.
- Students are motivated to contribute to the preparation of wall magazines.

2.3.9 How are library resources used to augment the teaching- learning process?

Victoria Institution (College) Library has Central Library for the Day & Morning Section. The two together have a collection of over 30,000 books & periodicals (some of which are rare). The Library provides reading room facilities and borrowing facilities to the students and the staff (subject of Library Rules). Both the Libraries have Book Banks from where text books are issued on long term basis to the economically disadvantaged students. This Book Bank facility has been brought to the knowledge of the students (session 2015-16) by sending circulars to the class room and displaying them on the departmental notice board.

In addition to this there are seminar Libraries in many of the Departments for ready reference and use of the students under the supervision of the teachers. The computerization of the Library data is complete. The library also provides Internet & Photo Copy facilities to the students and the staff.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The college faces the following challenges:

Challenges:

- The syllabus prescribed by the Calcutta University is all-encompassing and vast. It has to be structured to deliver it to the students in keeping with the lesson plan.
- The examination system requires the college to hold examinations of the University. There is little time between the examinations which are allotted to the college. This leads to time constraint and loss of teaching days.

Institutional Approach

- Each teacher is given assignments on different sections of the syllabus.
- Each teacher divides his/her assignment into sections and delivers lectures according to a structured plan.
- Tutorial and remedial classes are held after the dissolution of classes.
- Classes are arranged in clusters and routines for remedial classes are prepared..

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The college monitors the quality of teaching-learning through the following ways:

- Tutorials
- Periodical class tests
- Mid Term Test
- Selection Test

VICTORIA INSTITUTION (COLLEGE)

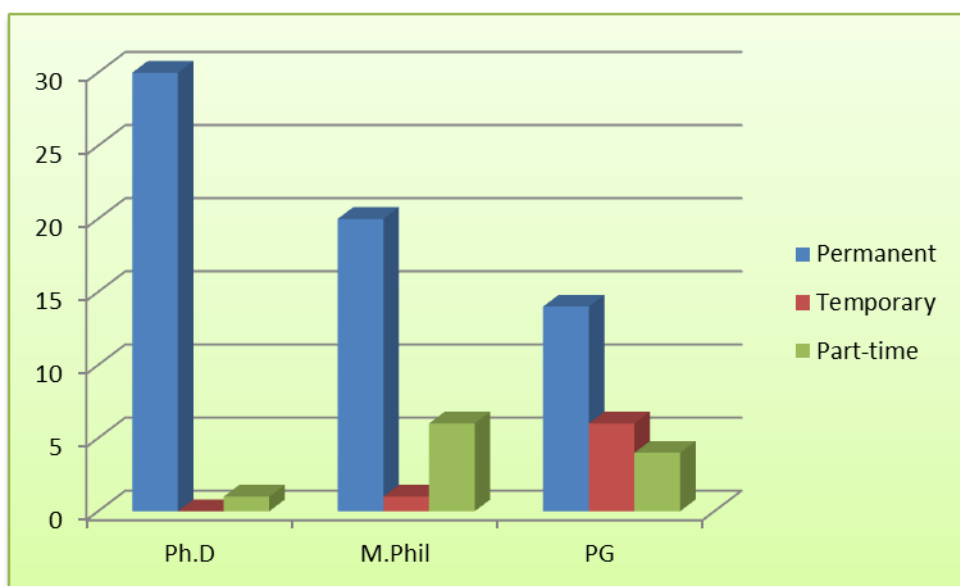
- Parent teacher meetings
- Question-answer rounds
- Problem solving sessions

2.4. Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	M	F	M	F	M	F	
Permanent Teachers							
DSc/D.Lit				1	1		2
Ph.D.				19	3	8	30
M.Phil.				1	3	16	20
PG				4	2	8	
Temporary Teachers							
DSc/D.Lit							
Ph.D.							
M.Phil.					1		
PG					2	4	7
Part-time teachers							
DSc/D.Lit							
Ph.D.						1	11
M.Phil.					1	5	
PG						4	

VICTORIA INSTITUTION (COLLEGE)



2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The institution copes with the growing demand/ scarcity of qualified senior faculty to teach new programme by engaging guest or visiting lecturers as and when required. Some departments arrange for extension lectures by eminent and senior faculty from the University or other Institutions.

Following is a list of senior visiting faculty:

Session	Name of faculty	Designation & Institution
	Dr.ShahnazNabi	(HOD of Urdu Deptt .C.U)
2012-2013 2013-2014	Prof. Madhusudan Ghosal	Former Reader in Physiology, Calcutta University

The details regarding extension lectures organised by several departments have been mentioned in **3.1.6**.

VICTORIA INSTITUTION (COLLEGE)

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes , b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning v Teaching learning methods/approaches v Handling new curriculum v Content/knowledge management v Selection, development and use of enrichment materials v Assessment v Cross cutting issues v Audio Visual Aids/multimedia v OER's v Teaching learning material development, selection and use , c) Percentage of faculty * invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies * participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies * presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

ACADEMIC STAFF DEVELOPMENT PROGRAMMES

Name of faculty	Number of staff development programmes (refresher course/orientation/ workshop/ seminar etc.)
Dr.NibeditaChakraborty	3
Dr.Arпита Mukherjee	5
Dr.Debjani Das Ghosh	9
Dr.Sucharita Saha	1
Dr Sharmila Bhattacharya	2
Dr Anjana Bhattacharya	4
Smt Chandrani Burman	1
Dr. Dipanwita Pal	11
Smt Sukriti Lahori	4
Smt Mousumi Das	1
Smt Succhanda Ghosh	3
Dr.Tapasi Bandhyopadhyay	1
Dr Chitrita Bhowmick	4
Sri Debabrata Roy	1
Dr.Paramita Roy Biswas	1
Smt Simanti Bandyopadhyay	3
Dr.Suchandra Guha	4
Dr.ChotelalChauhan	3
Dr.Uma Ray Srinivasan	1
Dr.Madhumita Basu	3

VICTORIA INSTITUTION (COLLEGE)

Smt Kasturi Majumdar	3
Dr.Saheli Basu	3
Smt J Ferdous	1
Dr. Aparna Pal	5
Dr.Sudip Sinha	2
Smt Prakriti Das	2
Smt Pubali Ghosh	2
Smt Saswati Nayek	4

Details of the programmes are kept with the respective departments.

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

- The teachers are encouraged to actively take part in Faculty Development programmes. They can also avail study leave under UGC – FDP to complete their Ph.D.
- They also receive motivation to take up major and minor research projects under UGC,
- College academic journal is published at regular intervals.
- Some of teachers have been motivated to become life members of institutions like ISCA, Council for Political Studies, Institute of Historical Studies etc.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

Nil.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

- Yes, the college follows a mechanism to take feedback from the students and peers. College takes student feedback from Parents-Principal-Teacher meetings. Feedback thus received from parents is addressed to by the Principal and faculty for the benefit of the students. Principal also meets with individual departments to take feedback on students' attendance and result. On this basis students are sent up for University Part 1 examinations. The monitoring mechanism for evaluating policies and plans is synchronised through the participation of the staff as members of various committees.

2.5. Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

Evaluation process is detailed in the college prospectus through which all the stakeholders get aware of it. Academic calendar is another way of delivering information about the evaluation process.

Students' orientation program is conducted at the beginning of the session at the central level and departmental level as well. This creates adequate awareness about the process.

Examination schedule is published much ahead of the actual date.

Answer scripts are checked, shown to the students and then results are displayed.

Parent-Principal-Teacher meetings are called to create interactive sessions and discuss about the ward's performance.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

Following are the major evaluation reforms:

- Mid-term and pre final tests are conducted in accordance with the academic calendar.
- All University practical exams are conducted in the college.
- University examination of Compulsory language papers are held in the college (Bengali, English, Urdu). Evaluation is done by the teachers in the college premises. It is a Zonal centre for distribution and evaluation of answer scripts for general courses of University exam for several subjects.
- Students can also apply for reviewing as well as re-evaluation.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The college strictly adheres to the norms and guidelines of the University with regard to the evaluation process.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Formative

Class tests and mid-term tests are conducted.

Term papers and Practical examinations are also an integral part where teachers along with University appointed external examiners assess the papers.

Summative

Test examinations are conducted by the college before the students are sent up for university Examinations.

It has resulted in the overall improvement in the performance of the students. The result data has reached new height with higher percentage of students getting first class in the University exam.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

Following measures are adopted to ensure transparency in the internal assessment:

- Answer scripts of class tests and internal examinations are shown to both Honours and General students.
- Parent-teacher meetings are conducted periodically to make the parents aware of their wards' performance.
- General counselling is provided to students, if required.
- Independent learning is developed and students are encouraged to take part in quiz, students' talks and solving papers during tutorials.
- Institution encourages regular attendance in class and gives weightage for the highest attendance.

2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

The graduate attributes of the college is to transform the students into not only academically strong students but also into a better human being. Moral values are instilled in them through various NSS activities. They are made aware of moral consciousness, social responsibility and need for the upliftment of the less-privileged. Lectures and student talks on social reformers and scientists of India is organized periodically.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

College level

Students are free to approach their respective teachers in case there is any grievance. They can share their doubts and claim clarification.

University level

Students have the opportunity to get their papers reviewed at the university level and also apply for seeing their answer scripts under Right to Information Act. Post publication scrutiny can also be done.

2.6. Student Performance and Learning Outcomes

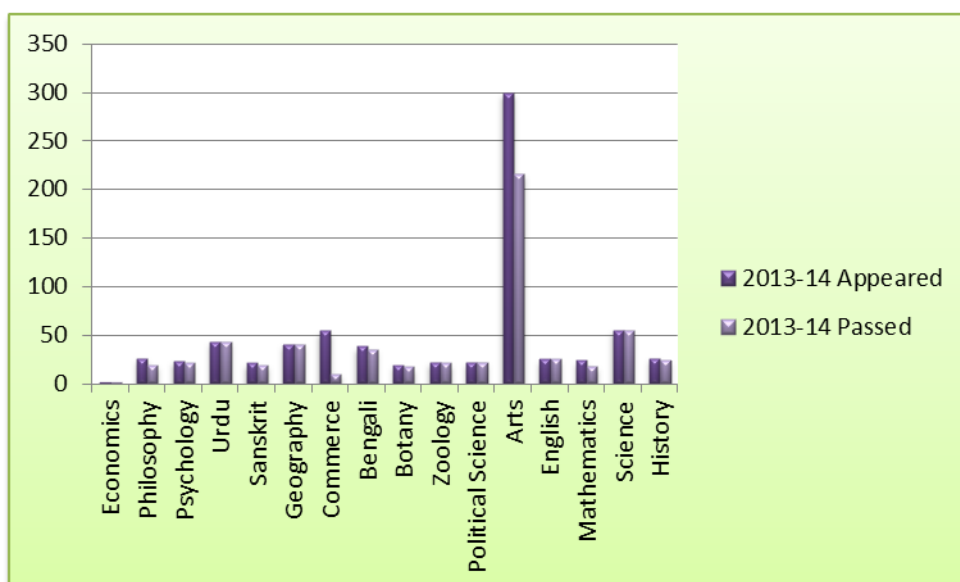
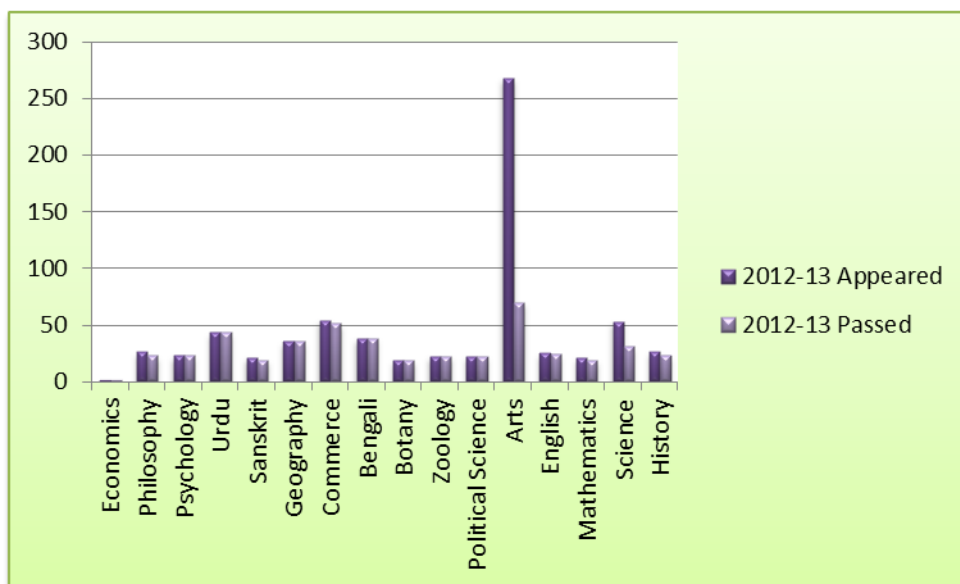
2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

The learning outcome of the college is very clearly communicated with students through various events and activities. The learning outcomes are achieved by grooming the students both in the academic as well as non-academic front. Skill development is ensured through collaboration with BRAINWARE. All learning resources are available in the college.

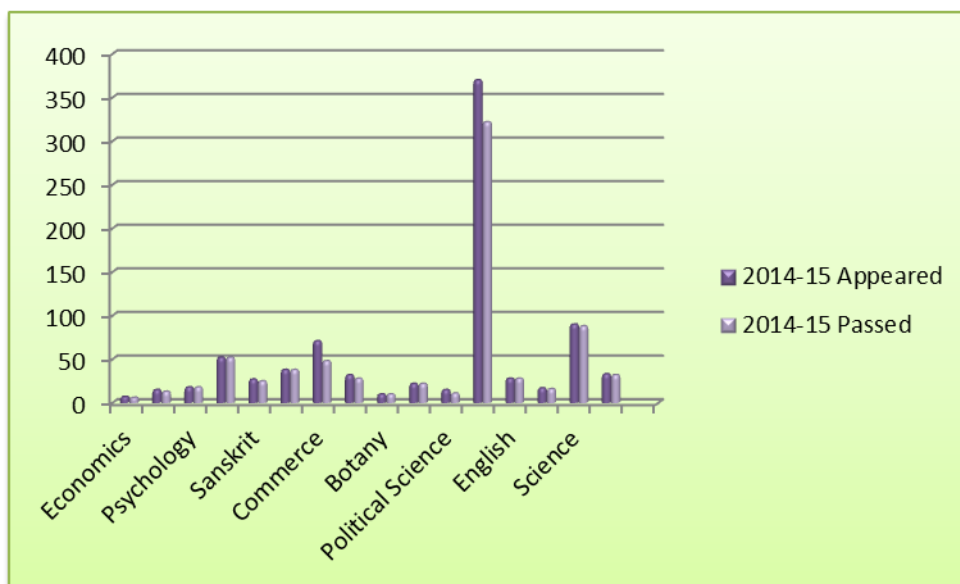
2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

	2012-13		2013-14		2014-15	
Department	Appeared	Passed	Appeared	Passed	Appeared	Passed
Economics	1	1	1	1	7	6
Philosophy	26	23	26	19	15	13
Psychology	23	23	23	21	18	18
Urdu	43	43	43	43	52	52
Sanskrit	21	19	21	19	27	25
Geography	35	35	40	40	38	38
Commerce	54	51	54	10	71	48
Bengali	38	38	38	35	32	28
Botany	19	19	19	17	10	10
Zoology	22	22	22	21	22	22
Political Science	22	22	22	22	15	11
Arts	268	70	299	216	370	322
English	25	24	25	25	28	28
Mathematics	21	19	24	18	17	16
Science	53	31	55	54	90	88
History	26	23	26	24	33	32

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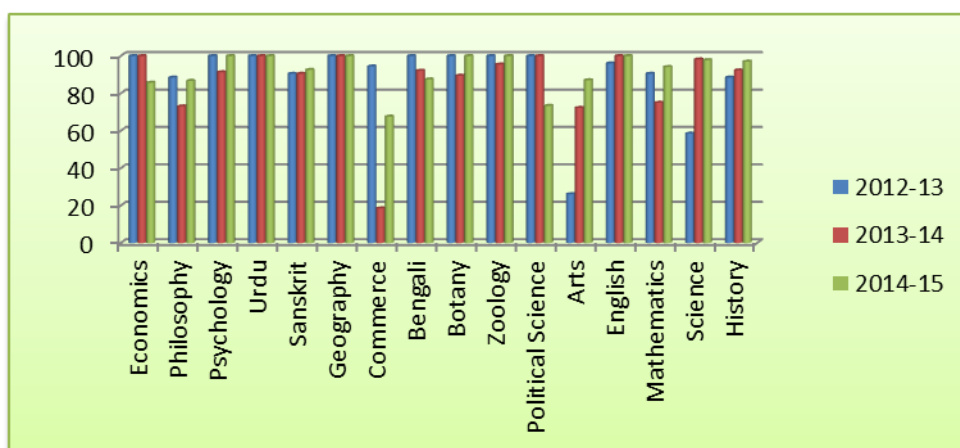
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VICTORIA INSTITUTION (COLLEGE)

Pass percentage

Department	2012-13	2013-14	2014-15
Economics	100	100	85.71429
Philosophy	88.4615	73.0769	86.66667
Psychology	100	91.3043	100
Urdu	100	100	100
Sanskrit	90.4762	90.4762	92.59259
Geography	100	100	100
Commerce	94.4444	18.5185	67.60563
Bengali	100	92.1053	87.5
Botany	100	89.4737	100
Zoology	100	95.4545	100
Political Science	100	100	73.33333
Arts	26.1194	72.2408	87.02703
English	96	100	100
Mathematics	90.4762	75	94.11765
Science	58.4906	98.1818	97.77778
History	88.4615	92.3077	96.9697



2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

Modern teaching methodology like audio-visual class, power point presentations with LCD projectors are used by some departments. This helps in the academic development of the students. Seminars, extension lectures and workshops are conducted which help to build knowledge in the students in their respective areas. Assessments are conducted periodically to assess them in terms of their performance in regards to knowledge and skills.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

Career fair and counselling fair are organised to make the students aware of a series of career options and employment opportunities.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

Mid-term tests, periodical assessments are conducted. The result of these tests help in the analysis of the performance of students and accordingly, steps are taken. Remedial classes are conducted for the students who are academically backward.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The college keeps a track of its graduates through alumni association. Departmental records are also available. This helps them to understand about the achievement of learning outcomes. It enables them to keep a track on how many students pass out of the college successfully with the learning outcomes achieved.

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples. Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

Yes, the institution and individual teachers use assessment/ evaluation outcome as an indicator for evaluating student performance, achievement of learning objectives and planning. Mid Term and Test marks are assessed by the respective departments and categorizations are made accordingly of poor performers, average performers and high scorers. Special classes are held for each of these sections according to their needs. Warnings are given to the weak students to improve their performance. But along with the academic development, all round development is also ensured.

CRITERION-III: RESEARCH, CONSULTANCY & EXTENSION

3.1. Promotion of Research

3.1.1. Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

As of now, the college does not have any recognized research center of the affiliating University or any other organization. Nevertheless, the college has provided additional space to a faculty member of the Zoology department to carry out her UGC funded research project.

3.1.2. Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Although we do not have a research coordination committee in place, the Academic Sub Committee reviews the research proposals before they are sent for approval to funding agencies like the UGC. The IQAC of the college oversees the overall progress of the research projects and coordinates with the investigators regarding logistical requirements. It encourages the faculties to take up major and minor research projects.

3.1.3. What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

The college has the following facilities for faculty members who are pursuing research projects:

- Autonomy is given to the primary investigator. Any faculty who has been funded by any external agency has the liberty to carry out and implement the project on his/her terms.
- The resources that are needed to pursue research are provided in a timely manner and the coordination is looked after by the IQAC and the Academic Sub Committee.
- Support is provided in terms of resources like free internet access in the library, computer facilities, library access etc.
- The college library plans to subscribe electronic journals to which both students and faculty members will have access.

3.1.4. What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The Principal encourages the faculties to take up research work like major and minor research projects, presenting research papers in seminars/conferences/symposia etc. Infrastructural aids like free internet access, computer facilities are also provided to aid research work. The Principal and the departments encourage the students to engage in interdisciplinary student talks, debates, quizzes, and discussion forums to instill a culture of deliberation among students.

VICTORIA INSTITUTION (COLLEGE)

3.1.5. Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Some of the teachers are working on Minor Research Projects funded by the UGC like,

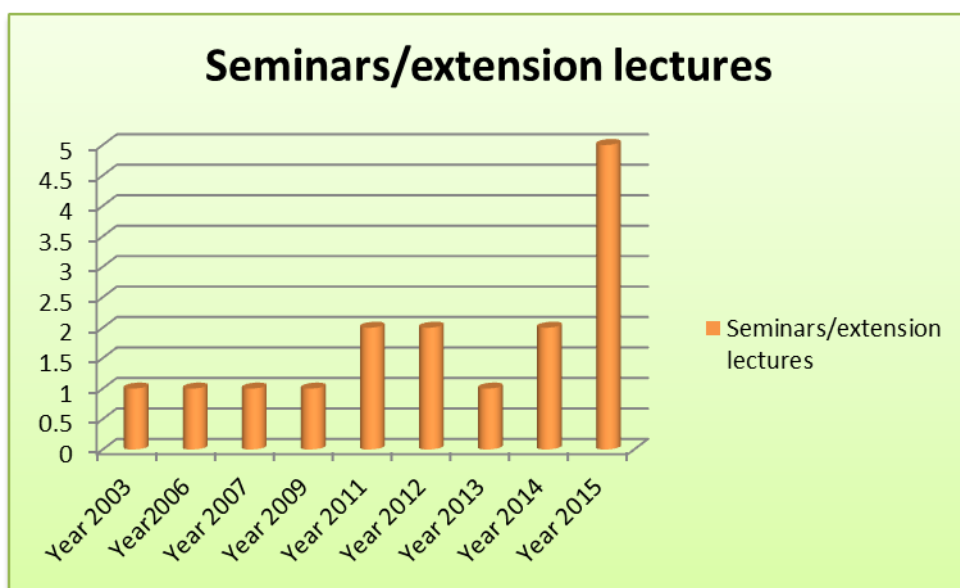
Farhat Ara Kahakashan, Saswati Nayek, Anjana Bhattacharyya, Debjani Das Ghosh, Dipanwita Paul, Subhendu Chandra while some are pursuing their individual research by working on their PhD. However, none of the teachers have so far guided any student in their research primarily because our college is an undergraduate degree college.

3.1.6. Give details of workshops/ training programmes / sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

Department	Seminar/Workshop/ extension lecture	Year
English (Sponsored by UGC)	A two day U.G.C. sponsored national seminar was organized by the Department of English, Victoria Institution (college) in collaboration with the Department of English of Seth Soorajmull Jalan Girls' College on ' <i>Women's Voices: Heard and Those Unheard, Elizabethan and Jacobean Theatre and The Indian Classroom Context</i> '	Dec 2015
Victoria Institution (College) in collaboration with Indian Science Congress Association	Science For Shaping the Future of India	Sept 2012
English	'Modern Poetry'	Aug 2012
English	English for Effective Communication	Jan 2013
Political Science (Financially supported by ICSSR-ERC)	Series of Extension Lectures for Undergraduate Students of Political Science and Allied Social Sciences	Nov 2014 - Feb 2015
Political Science (Financially supported by ICSSR-ERC)	Series of Extension Lectures for Undergraduate Students of Political Science and Allied Social Sciences	Sep 2015 – Dec 2016
Bengali (Sponsored by UGC)	<i>Bharatiya Natak o Bangla Natak: Bhabnay o Proyoge</i>	Jan 2011
Bengali	<i>Bankim Sahitya Prasanga,</i>	Dec 2014

VICTORIA INSTITUTION (COLLEGE)

Bengali	<i>Sahitya o Rajniti</i>	Dec 2015
Bengali	<i>Bangla Chhanda</i>	Dec 2015
Sanskrit	<i>Vaidikayajña: kichu ānuṣṭupika kathā</i>	Dec 2011
	Sanskrit Grammar	Dec 2015
Urdu (Sponsored by UGC)	<i>Urdu Fiction, in the context of Post-Independence Scenario</i>	March 2009
Science Department (sponsored by UGC)	<i>Natural Disasters: Impacts and management in social, economic and ecological spheres</i>	Feb 2007
History	<i>Rights of Women in Ancient India in the context of human rights</i>	March 2006
Philosophy	<i>Practical vedanta, with reference to swami vivekananda</i>	Oct 2015



3.1.7. Provide details of prioritized research areas and the expertise available with the institution.

Although some of the faculty members are involved in individual research projects, the college does not have any formal prioritized research area and expertise as such. However, the faculty members and the Principal have plans of establishing an interdisciplinary research group which will pursue research on the society, politics, literature and history of Bengal Renaissance in near future.

3.1.8. Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The college regularly organizes Extension Lectures for students, seminars, talks etc. where eminent researchers and academics are invited to the college to share their knowledge with both the teachers and students. (An annexure containing the names of eminent researchers and academicians have been kept in the college)

3.1.9. What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

As of now no faculty has utilized Sabbatical Leave for research activities.

3.1.10. Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

As of now there is no such initiative for lab to land.

3.2. Resource Mobilization for Research

3.2.1. What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual Utilization.

The UGC sends research grants to faculty members who apply for Major/Minor research projects. However, we do not earmark a certain portion of the total budget for research.

3.2.2. Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four Years.

We do not have the provision of making seed money available for research.

3.2.3. What are the financial provisions made available to support student research projects by students?

Since our college is an undergraduate degree college, we do not have provisions for providing financial support to the student researchers.

3.2.4. How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Considering the heritage value of our college, the Principal along with the faculty members have envisaged the establishment of an interdisciplinary research group which will pursue research on the society, politics, literature and history of Bengal Renaissance in near future.

3.2.5. How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

Since our college is an undergraduate degree college, we do not have any research facility for the students, however, the college takes the following steps in facilitating optimal use of equipments for the students. The college librarian gives special orientation classes to first year students in order to guide them about the optimal use of library resources. Departments which have laboratories insist their students to conduct individual experiments instead of conducting group experiments so that each of them gets to learn properly. The college has set-up a central instrumentation facility where equipments like computers, printers, projectors are pooled in. The departments coordinate among themselves on the use of the equipments as and when required.

3.2.6. Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

The institution has not yet received any grant or finance from industries or beneficiary agencies.

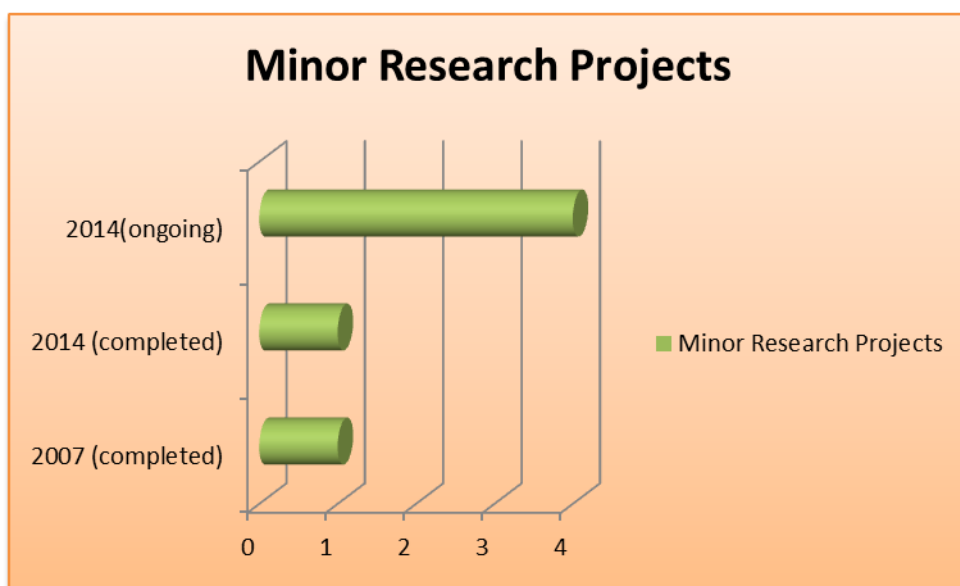
3.2.7. Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other Organization. Provide details of on-going and completed projects and grants received during the last four years.

- The Principal continuously encourages faculty members to apply for research projects
- The Academic Subcommittee intimates the teachers about various research schemes and fellowships and motivates them in applying for the same

<u>Name Of Designator</u>	<u>Project name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Level</u>	<u>Type</u>	<u>Status</u>
Dr. Chhotelal Chouhan	Projects: UGC- Minor Research Project, Topic:A Study of the need and effectiveness of Remedial Coaching for SC/ST/OBC (non-creamy layer) and Minorities under fourteen merged schemes for the colleges under UGC XIth plan “ An in-depth	Tuesday, August 02, 2011	Thursday, July 31, 2014	External	Minor	Completed

VICTORIA INSTITUTION (COLLEGE)

	analysis of the colleges in Bankura district					
Sri Subhendu Chandra	Surface Enhanced Raman Scattering (SERS) study of some biologically significant sulphur containing organic molecules adsorbed on silver and gold nanoparticles.	Tuesday, April 01, 2014	Thursday, March 31, 2016	External	Minor	Ongoing
Farhat Ara Kahkashan	Projects: Impact of Partition of Urdu Literature: Prose and Poetry	Tuesday, April 01, 2014	Thursday, March 31, 2016	Internal	Minor	Ongoing
Debjani Das Ghosh	Studies on bio-monitoring of soil quality with Ants as indicator in Gorumara forest region	18/3/2014		External	Minor	Ongoing
Anjana Bhattacharyya	Investigations on different kinds of operators, multifunctions and covering properties	Effective Date : 01.05.2014		Internal	Minor	Ongoing
Dipanwita Paul	Mathematical models of ecological communities undergoing competition	3.3.2005	2.3.2007		Minor	Completed



3.3. Research Facilities

3.3.1. What are the research facilities available to the students and research scholars within the campus?

The college has a well equipped central library that has a vast collection of books, magazines, journals etc, which can be accessed by students. From this session e-journals will be available in the library. As of now we do not have any in-house research scholars. Nevertheless, since our college library has a special heritage collection of books which were originally owned by Brahmananda Keshub Chandra Sen, the founder of Victoria Institution, independent researchers working specifically on the area often come to access these books.

Computer and internet facilities in the library are also made available to students.

3.3.2. What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The IQAC of the college regularly encourages the faculty members to undertake research projects and oversees the progress of ongoing research works. Moreover, the college earmarks a part of its annual budget to upgrade existing infrastructural facilities to enable smooth and unhindered research.

3.3.3. Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.

The college has not yet received any special grant or finance from industry or other beneficiary agencies for development of research facilities.

3.3.4. What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

The college is not in a position as of now to make research facilities available to the students and research scholars outside the campus or other research laboratories. The college already has two MoU in place with Netaji Subhas Open University and Brainware Computers respectively.

3.3.5. Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

The central library has a rich collection of text as well as reference books and research journals which can be accessed by the researchers. E-journals will be available from this session. The college library also provides with free internet facility to its users and it has also initiated the process of subscribing electronic journals for all the departments. The college does not have a library/information resource centre catering to the needs of researchers specifically.

3.3.6. What are the collaborative researches facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The college does not have a collaborative research facility.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

* Patents obtained and filed (process and product) * Original research contributing to product improvement * Research studies or surveys benefiting the community or improving the services * Research inputs contributing to new initiatives and social development

Nil

3.4.2. Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The college does not partner in publication of any research journals.

3.4.3. Give details of publications by the faculty and students:

- a. Publication per faculty
- b. Number of papers published by faculty and students in peer reviewed journals (national / international).
- c. Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.).
- d. Monographs.
- e. Chapter in Books.
- f. Books Edited
 - Books with ISBN/ISSN numbers with details of publishers
 - Citation Index.
 - SNIP.
 - SJR.
 - Impact factor.
 - h-index.

Details of Publications are to be added as annexure.

3.5. Consultancy

3.5.1. Give details of the systems and strategies for establishing institute -industry interface?

We have not yet charted any strategy for establishing institute –industry interface.

3.5.2. What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

We have not yet formulated any policy to promote consultancy.

3.5.3. How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The college grants reasonable autonomy to the individual faculty members in this regard.

3.5.4. List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The college has not yet provided any major consultancy service which has generated revenue.

3.5.5. What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Since no such consultancy has been provided by the college as of now, no income in the said sector has been generated which will be used for institutional development.

3.6. Extension Activities and Institutional Social Responsibility (ISR)

3.6.1. How does the institution promote institution-neighborhood community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The focus of the college has always been on holistic and inclusive education by making the students socially, intellectually and professionally responsible citizens. The college organizes community engagement activities/campaigns etc. The NCC unit under I Bengal Girls' BNNCC of the college works actively in this regard and is instrumental in the realisation of the larger objective of the college. Students are regularly encouraged to join the NCC.

Victoria Institution (College) also has a Unit of the National Service Scheme which engages student volunteers in different community development programmes in the neighbouring area of the College.



NSS volunteers with slum dwellers

Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility during the last four years:

- 10 NCC cadets participated in Cancer Awareness Rally on Nov 7, 2009 organised by Bengal Girls' unit in Kolkata.
- 14 NCC cadets donated blood in the blood donation camp Nov 9 and 19, 2009 organised by Bengal Girls' unit in Kolkata.
- 15 NCC cadets participated in 'Sheshoo Mela' on March 3, 2009 organised 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.
- 8 NCC cadets participated in 'Cancer Awareness Rally' on Nov 13, 2010 organised by Bengal Girls' Unit in Kolkata



NSS Program Officer

VICTORIA INSTITUTION (COLLEGE)

- 3 NCC cadets donated blood in 'Blood donation camp' on Dec 5, 2010 organised by Bengal Girls' Unit in Kolkata
- 2 NCC cadets participated in 'Tree Plantation' on September 17 and 26, 2010 organised by Bengal Girls' Unit in Kolkata
- 3 cadets participated in 'My Earth My Duty' on August 14, 2010 organised by Bengal Girls' Unit in Kolkata
- 7 NCC cadets participated in 'Sheshoo Mela' on March 8, 2011 organised by Bengal Girls' Unit in Kolkata
- 20 NCC cadets participated 'Anti Drug Rally' on June 26, 2011 organised by Bengal Girls' Unit in Kolkata
- 3 NCC cadets participated in 'Food Day' programme on Oct 16, 2010 organised by Bengal Girls' Unit in Kolkata
- 6 NCC cadets joined 'National Integration Day' celebration on Nov 19, 2010 organised by Bengal Girls' Unit in Kolkata.
- 3 NCC cadets joined 'Pulse Polio Immunization' Programme on Feb 27, 2011 organised by Bengal Girls' Unit in Kolkata
- 40 NCC cadets participated in 'Anti Tobacco Day' Programme on May 31, 2011 organised by Bengal Girls' Unit in Kolkata.
- A good number of cultural competitions were performed by the NSS volunteers in respect of Common Wealth Game 2010.
- 150th Birthday celebration of Swami Vivekananda was organised by NSS unit.
- 12 NCC Cadets participated in 'Cancer Awareness Rally' on Nov 8, 2011 organised by Bengal Girls' unit in Kolkata.
- 2 NCC cadets participated to celebrate 'World Thalassemia Day' on May 8, 2012 organised by Bengal Girls' unit in Kolkata..
- 14 NCC cadets participated in the programme 'Anti Tobacco Day' programme on May 31, 2012 organised by Bengal Girls' unit in Kolkata.
- 10 NCC cadets participated in the programme 'International Day against Drugs Abuse' on June 26, 2011 organised by Bengal Girls' unit in Kolkata.
- 10 NCC Cadets participated in 'Blood Donation Camp' on Nov 24, 2011 organised by Bengal Girls' unit in Kolkata.
- Dr. Manoj Chakrabarti was invited by the NSS Unit to deliver a lecture on "Benefits of Probiotics".
- 6 NCC cadets participated in 'Blood donation camp' on March 24, 2013 organised by Bengal Girls' unit in Kolkata.
- 6 NCC cadets participated in 'Shishoo Mela' on February 3, 2013 organised by



NSS volunteers

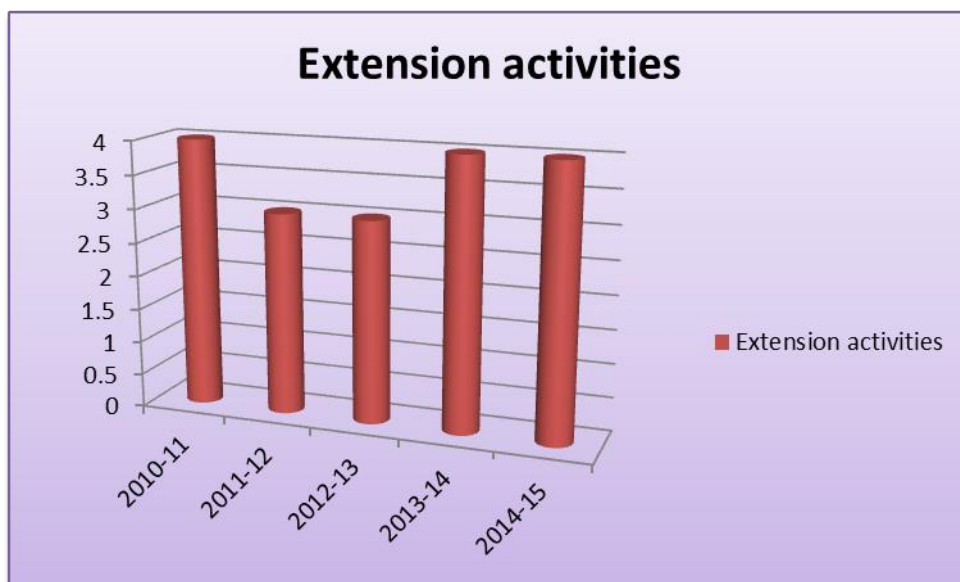
VICTORIA INSTITUTION (COLLEGE)

Bengal Girls' unit in Kolkata.

- 5 NCC cadets participated to celebrate the programme 'World Earth Hour' on March 23, 2013 organised by Bengal Girls' unit in Kolkata..
- 8 NCC cadets participated in the programme 'World Heart Day' on September 29, 2012 organised by Bengal Girls' unit in Kolkata..
- 2 NCC Cadets participated in 'National Youth Day' Programme on January 12, 2013 organised by Bengal Girls' unit in Kolkata
- 5 NCC cadets participated in 'Sheshho Mela' on January 23, 2014 organised by Bengal Girls' unit in Kolkata.
- 3 NCC cadets participated in the programme of 'National Youth Day' to celebrate the birth anniversary of Swami Vivekananda on January 12, 2014 organised by Bengal Girls' unit in Kolkata.

NSS Activities

Year	Participation(Univ)	Awards	Extension activities
2010-11	50	0	4
2011-12	50	0	3
2012-13	0	0	3
2013-14	50	0	4
2014-15	0	0	4



- Participation in State, National & International Levels (all 5 years) - 0

3.6.2. What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship role

Although the college does not have an institutional mechanism in place to track students' involvement the Principal, NCC and NSS officers and all the faculty members encourage the students to participate in various social movements and activities so that they are able to imbibe the values of a responsible citizen. Such activities are duly overseen by the Principal, NCC and NSS officers and the faculty members.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

All the departments of the college regularly organize parent-teacher-student meeting after First year mid-term. These meetings help to gather feedback from the parents. Such meetings are presided over by the Principal. Feedback is, thus, taken from parents and students regarding the overall role of the institution. Their grievances are discussed and deliberated upon by the faculty members and Principal.

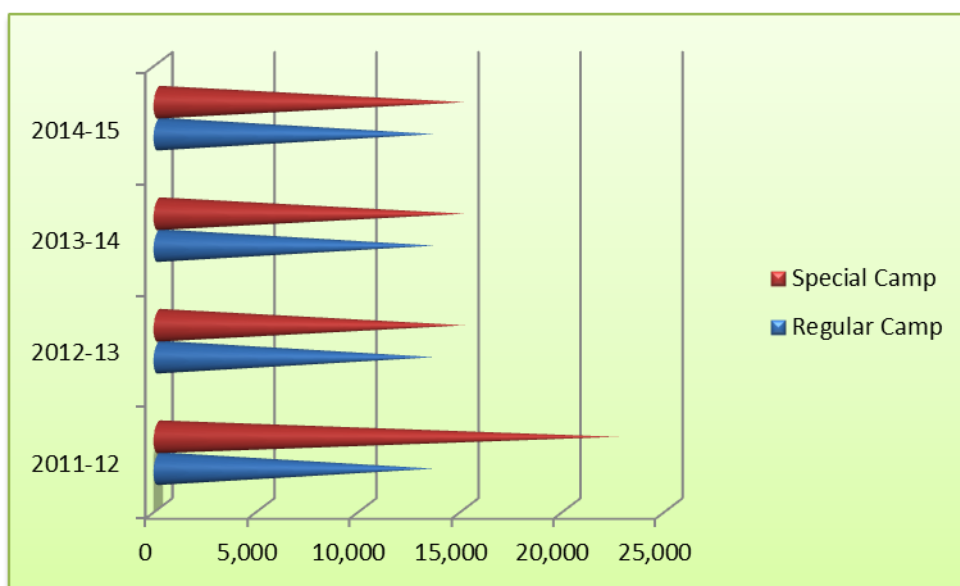
3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

Refer to **3.6.1** for NSS and NCC programmes.

Budgetary Allocation of NSS unit:

Year	Regular Camp	Special Camp
2011-12	Rs.13,500/-	Rs.22,500/-
2012-13	Rs.13,500/-	Rs. 15,000/-
2013-14	Rs.13,500/-	Rs. 15,000/-
2014-15	Rs.13,500/-	Rs. 15,000/-+ Rs 4000/- (health camp)

VICTORIA INSTITUTE (COLLEGE)



3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

The students are informed about the NSS and NCC activities right at the beginning of each academic session by the Principal, the NCC and NSS officers during which their participation is highly solicited. This is especially done during the first year Orientation Programme. The activities are popularised by distributing leaflets, putting up posters and organising discussion forums by the respective officers in charge of the units.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The institute has made a conscious effort to promote social justice as an ideal in the learning process and administrative interactions. Moreover, it sincerely practices social affirmative schemes introduced by the government to uplift the under-privileged communities, like *Kanyashree* scheme and the W.B Minority Development Scholarship. The Student Union and NSS unit respectively organise annual blood donation camps, basic health regulation camps, campus cleaning initiatives, old cloths distribution in the locality etc.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The major extension activities like blood donation camps, environmental awareness programmes, community development programmes help the students in imbibing value education in their real lives. These activities make them sensitive towards bringing about social justice, equality, gender sensitization, human dignity thereby complementing their classroom lessons. Since, the objective of the college is to promote inclusive education and building responsible citizenry, the college therefore creates an environment in which students are able to gain holistic knowledge.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The NSS unit and Students' Union respectively organise annual blood donation camps, basic health regulation camps, campus cleaning initiatives, old cloths distribution in the locality etc.

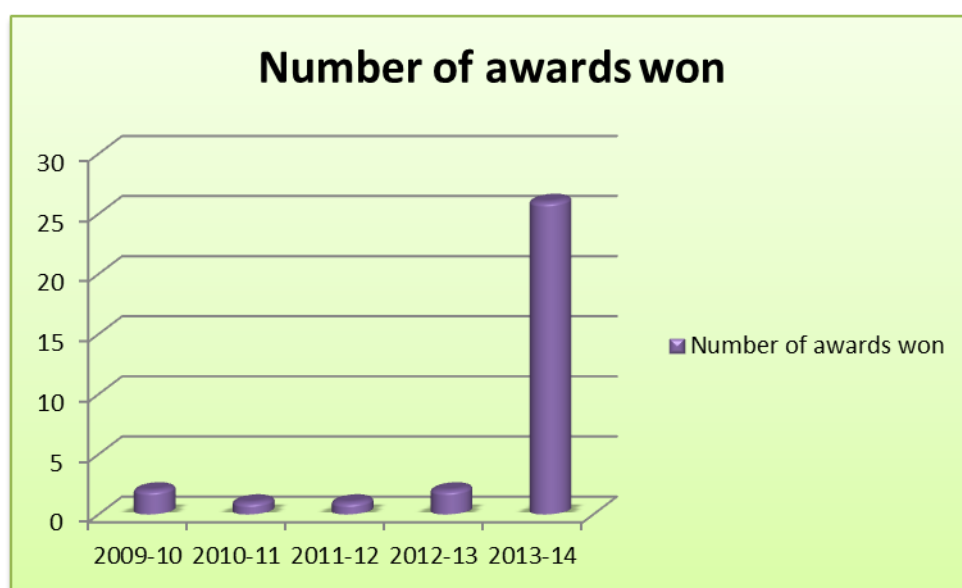
(Please refer to the data provided regarding NSS in 3.6.1)

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The college has not been able to forge any such relationship as of now but we certainly do have plans to work in this regard eventually.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

YEAR	Number of awards won			
	University	State	National	International
2009-10	0	2 (NCC)	0	0
2010-11	0	1 (NCC)	0	0
2011-12	1 (NSS)	0	0	0
2012-13	2 (NSS)	0	0	0
2013-14	0	25 (NSS)	1 (NSS)	0



3.7. Collaboration

3.7.1. How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives – collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

As of now there is no collaboration with research laboratories outside the college. However, individual researchers are encouraged by the college to informally collaborate and they are given autonomy in this regards.

3.7.2. Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The college as of now has two MoUs in place with Netaji Subhas Open University and Brainware Computers respectively. Our students get immensely benefited because of the location of post graduate study centre in the college premises and also by the computer training facility which has been put up by Brainware.

3.7.3. Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/upgradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

We do not have any such interaction in place; nevertheless, we would like to explore such possibilities.

3.7.4. Highlighting the names of eminent scientists/participants who Contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The relevant annexure is kept in the college.

3.7.5. How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated:

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy

VICTORIA INSTITUTION (COLLEGE)

- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses
- l) Student exchange
- m) Any other

Collaboration with Brainware Computers has led to signing of a MoU with the organization. The College also has another MoU with Netaji Subhash Open University which runs a post graduate study centre in the college premises.

3.7.6. Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

The college has collaborative arrangements with an agency called Brainware and Netaji Subhas Open University. The IQAC conducts regular meetings to discuss about the latest developments and to check for any possibility of establishing and implementing initiatives of linkages/collaborations.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The policy of the college is to develop an infrastructure in such a way that it caters to the academic needs of the students.

College also takes necessary steps to provide the cultural and sports related facilities to the students.

The aim is to create more space so that accommodation of more students is ensured. Upgrading of internet facilities and laboratories are also integral features.

Department of Botany is planning to create and maintain a medicinal plant garden.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animalhouse, specialized facilities and equipment for teaching, learning and research etc.

*** Curricular and co-curricular activities:**

Classrooms:

- Black and white board.
- Facility of projector with LCD screen.
- At present, there are 36 classrooms.

Seminar hall:

- 1 seminar hall equipped with microphone and computer where departmental seminars and administrative meetings are held.
- The college has a spacious auditorium known as the Keshub Memorial Hall where cultural programmes, seminars, workshops and competitions are held regularly.

Other relevant points:

- Science Building:- 3- storied building of area 541.52 sq.m.(each floor)
- Class room nos- 1,1A,2,3,5,6,7,9,10,11=10 (Ground floor, 1st & 2nd floor)
- Arts Building:-3- storied building of area 404sq.m sq.m. (1st & 2nd floor)

VICTORIA INSTITUTION (COLLEGE)

- Class Room nos- 15,16,17,18,19,22,23,24,25,26=10 (Ground floor, 1st & 2nd floor)
- Annex Building 1:- Class Room nos-27,28,29
- Annex Building 2:- A new 4 –storied building of area 2600 sqft (each floor) has

been constructed with the sanction of KMC and a grant of Rs. 25,00000/- was

Received from M.P Lad. The building contains one seminar room, one

Computer lab, Psychology department and class rooms for English, Botany, Zoology, Physics and Chemistry.

- (Class room nos-30,31,32,33,34,35,36) =7 (1st, 2nd and 3rd floor)

Technology enabled learning spaces:

o

- One Computer lab is there to accommodate 12 computers for Commerce department.
- Mathematics department houses 8 computers in its lab and a GIS lab is there in Geography department along with 5 computers.
- Other departments like Botany, Zoology set up equipments (Computer, Microscopes etc) in specified spaces for teaching purposes whenever needed.
- The Zoology Department has a good museum where well-preserved specimens, models of human organs and various types of chart are kept. The Museum of the History Department has a good collection of replica of coins, art objects, sculptures and paintings of different ages and styles. The Botany Department also holds an appreciable collection of plant samples, charts and models. These are used as teaching tools.

Tutorial spaces:

The classrooms are used for tutorial purposes during slack session/hours.

Laboratories:

The Departments of Physics, Chemistry, Zoology, Botany, Psychology and Geography have their own well equipped laboratories. The Department of Mathematics provides students with computer facilities for numerical, statistical and computer lab work. Dept of Journalism and Commerce have computer lab.

Computer courses:

Brainware Computer Academy offers our students various computer courses.

VICTORIA INSTITUTION (COLLEGE)

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skill development, yoga, health and hygiene etc.

*** Extra – curricular activities :**

Sports:

A playground with an area of 625 sq.m. is available within college campus where students can avail the provisions for playing different games are there. Besides, a small playground allotted for school is also often utilised for the sports and games of college students. The event of Annual sports is held every year where students are awarded with Prizes and trophies to felicitate their achievement.

Outdoor and Indoor Games:

Provisions for outdoor games like Badminton, and indoor games like table tennis and carom, chess are there

Auditorium:

The college has a spacious auditorium (**321.62 sq.m.**) Known as the Keshub Memorial Hall where cultural programmes, seminars, workshops and competitions are held regularly.

NCC:

There is a dedicated unit for NCC. The NCC unit under I Bengal Girls' BNNCC of the college works actively in this regard and is instrumental in the realisation of the larger objective of the college. Students are regularly encouraged to join the NCC.

*Please refer to Criteria 3.6.1

NSS:

Victoria Institution (College) has a Unit of the National Service Scheme which engages student volunteers in different community development programmes in the neighbouring area of the College.

*Please refer to Criteria 3.6.1, 3.6.8

Cultural Activities:

Students participate in intra & inter-college competitions in music, drama, recitation etc.

Public speaking, communication skills development:

Cultural committee, student union as well as different departments organize debates, extempore and quiz. Students even participate in inter-college competitions.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific example the facilities developed/augmented and the amount spent during the last four years.

- It is ensured that every classroom and laboratory is in use during college hours which makes an indicator for optimum use of the available space.
- The computer network infrastructure at the College provides internet facilities to different departments.
- As a part of the academic curriculum, various departmental activities are conducted to nurture the growth of the students.
- College is the centre for DRDO & SET Exams. On Sundays and holidays almost throughout the year public and competitive examinations such as Railways, Rabindranath University, Food corporation of India, Ordnance factory, Netaji open University, Akashbani, High court, P.S.C, State Electricity Board, Municipal Service Commission, R.P.F. etc. are held in the college premises.

College premise is used as a centre for polio vaccination, election booth etc.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

Since it is a heritage building new construction like ramp cannot be constructed, but Class hours are conducted in the ground floor for students with physical disabilities as far as practicable.

The college also makes conscious effort to accommodate visually and physically challenged students in the hostel if required.

4.1.5 Give details on the residential facility and various provisions available within them:

Victoria Institution (College) Hostel is situated within the college campus and is under strict supervision of a Lady Resident Superintendent, The Hostel can provide accommodation to around 73 students on fulfilment of certain norms and criteria.

Candidates desiring accommodation must apply in prescribed form. No other application will be entertained. During admission in the hostel preference will be given mainly to criteria like (a) result, (b) distance of the home town and (c) any other as recommended by the Hostel Committee.

Hostel Facility – College has its own 3-storied hostel building of area 139sq.m. (each floor) to accommodate 73 students (1st floor-29, 2nd floor-44)

Rooms allotted:-

VICTORIA INSTITUTION (COLLEGE)

No. of Dorms-7; Study room-2 (1st floor-1, 2nd floor-1); Guest Room/Sick Room-1; No. of Staff rooms-3; Dining hall-1; Kitchen-1; Store room-1

Administration:

The Principal of the College is ex-officio in-charge of the College Hostel.

The hostel is run by one residential super, one assistant super, two cooks, two Maid staff, one night guard, one sweeper.

The Hostel Committee consists of the Principal, Superintendent, Assistant Superintendent and four members of the teaching staff.

FACILITIES:

Telephone: One phone connection is available in the office.
Newspapers – The Telegraph and Anandabazar Patrika

Medical Facilities:

- First aid kit is available.
- A sick room is there to take special care of the patient.
- The hostel has a consulting physician who very kindly attends the boarders at any
- Time of the day and night. Nearest hospital is communicated in case of severity.
- Students suffering from infectious diseases are sent immediately to home.

Entertainment: In the leisure hour students are allowed to watch TV. With prior permission of the Superintendent students are allowed to watch TV on holidays.

Cultural Activities And Festivals

- Fresher's Day and Farewell Party
- Saraswati Puja

Recreational facilities, gymnasium, yoga center, etc.

The facilities available are:

- A large playground with an area of 625 sq. mt.
- Provisions for playing major games e.g. badminton and indoor games e.g. tables tennis and carom.

Constant Supply Of Safe Drinking Water

Running water is provided 24 hours along with safe drinking water purified by water purifiers.

Security--- 2 security guards have been appointed at the main gate of the college premises during college hours for the safety of college students as well as at night for the boarders.

4.1.6 What are the provisions made available to students and staff in terms of healthcare on the campus and off the campus?

Students health home

Students Health Home is one of the Pioneer Health Organizations in W. B. catering to all the health need of the students since 1952. Health movement of this organization has expanded its base all over West Bengal. At present it has 64 Regional Centres as well as a multi facility Central Polyclinic with a 65 bedded hospital at Moulali (Sealdah) for indoor treatment. Victoria Institution (College) has long been a Universal Member of Student Health Home for which it collects an annual fee of Rs. 5/- (Rupees five) only from each student and the students get almost all their medical treatment from this organization at a very nominal cost. Presently our Institution is under the jurisdiction of Central Kolkata Regional Centre of students Health Home, which operates from its Moulali centre. The outdoor clinic remains open from 12 to 2 P.M. from Monday to Saturday. Arrangements have been made to introduce Students Safety Policy with the help of the New India Assurance Company Ltd.

4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Women's Cell, Counseling and Career Guidance, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

IQAC:

IQAC activities are undertaken in the Principal's room. IQAC documents are kept in the Principal's Chamber and the coordinator works from there because she is in constant touch with the Principal.

Counselling and Career Guidance:

Students' Counselling Cell keeps constant communication with students for solving their social and psychological problems if required and organizes career fairs. In Commerce Department different companies meet the students to gather knowledge about placements.

Canteens:

There is a canteen which provides students and staff with simple snacks and light meals at an affordable price.

Recreational spaces for staff and students:

The hostel houses one black and white T.V. in the dining room and one colour T.V. in the students' common room with cable connection. Daily newspapers are also available in staff room and hostel.

VICTORIA INSTITUTION (COLLEGE)

Safe drinking Water facility:

Every floor has water-purifier facility in the college and also in hostel.

Auditorium:

The college has a spacious auditorium known as the Keshub Memorial Hall where cultural programmes, seminars, workshops and competitions are held regularly.

4.2 Library as Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library student/user friendly?

Yes, the library has a Library Committee. The Library Committee comprises of Principal (as Secretary), Librarian (as Convenor) and another seven faculty members.

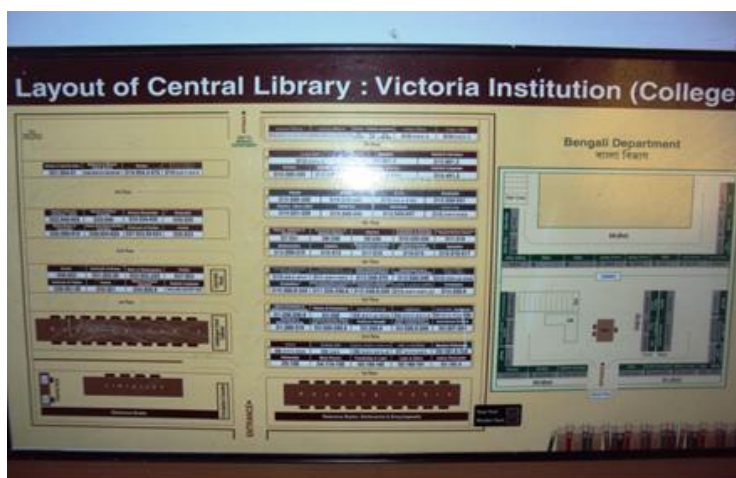
The Committee calls up meetings as and when required for development of library.

Recently the college administration has incorporated photocopy service and upgraded internet service. The college administration has also played an important role for installation of CCTV cameras in library for security purpose.

4.2.2 Provide details of the following:

- Total area of the library (in Sq. Mts.): Day- 173.12 Sq.Mts, Morning – 43.25 Sq.Mts
- Total seating capacity
Day
– 40 ; Morning - 10
- Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

-Working Days:



Layout of Central Library

Monday – Saturday

(Day: Monday – Friday: 11am – 5 pm;

Day: Saturday: 11am – 2pm.

Morning: Monday – Friday: 8am -1pm;

Morning Saturday: 8am – 12pm)

VICTORIA INSTITUTION (COLLEGE)

- | | |
|-------------------------------|--|
| -Holidays | Closed |
| -Before Examination Days | Morning 5 hours, Day 6 hours
On Saturday Morning 4 hrs, Day 3 hrs. |
| -During Examination Days | Morning 5 hours, Day 6 hours
On Saturday Morning 4 hrs, Day 3 hrs. |
| -During Vacation Library Open | (Day: 11.30 am – 4 pm;
Morning: 9 am -1pm;
Saturday: Closed for both section) |
| -Absolute Holidays | (During Puja days and Christmas) |
- Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

The library is housed above the Keshab Chandra Hall. The library has two units – Central (Day) Library and Morning Section Library. Central library has Circulation desk, reading area; Stack area; a small lounge area for browsing and net surfing and searching E-resources and OPAC; Librarian and staff activity zone. Morning section library has also separate stack area, small reading area and staff activity area.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The Purchase Policy for books and periodicals for different department as well as the library is decided by the Principal and management.

Library Holdings (Day Section)	2011-2012		2012-2013		2013-2014		2014-2015	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	205	50,183	Nil	Nil	301	80,120	686	2,19,495
Reference Books	03	1,715	Nil	Nil	02	981	06	4,965
Journals/ Periodicals	01(12 issues)	4000	01(12 issues)	4000	01(12 issues)	4500	01(12 issues)	5000
E-resources	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Any other (Specify)	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

VICTORIA INSTITUTION (COLLEGE)

Library Holdings (Morning Section)	2011-2012		2012-2013		2013-2014		2014-2015	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	133	23,386	Nil	Nil	136	31,648	336	88,963
Reference Books	Nil	Nil	Nil	Nil	Nil	Nil	06	7,835
Journals/ Periodicals	–	–	–	–	–	–	–	–
E-resources	–	–	–	–	–	–	–	–
Any other (Specify)	–	–	–	–	–	–	–	–

Books Received as Gift during last four years in Central Library

2011-2012	2012-2013	2013-2014	2014-2015
25	13	28	24

Currently Library also receives 03(three) complimentary journals.

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

OPAC : Library provides in-house Public Access Catalogue

- Electronic Resource Management package for e-journals: Not yet.
- Federated searching tools to search articles in multiple database: Yes. We are using Google Chrome as search engine for online books and journals
- Library Website : Not yet
- In-house/remote access to e-publications: Yes, through INFLIBNET-NLIST Programme and library uses Open Access Library (www.oalib.com) to access free e-publications.
- Library automation: Partially automated.
- Total number of computers for public access: 4 Computers
- Internet band width/speed __ 2mbps __ 10mbps __1gb (GB) : 100mbps
- Institutional Repository: There is a separate corner for published books of our faculties.
- Content management system for e-learning: Not yet

VICTORIA INSTITUTION (COLLEGE)

- Participation in Resource sharing networks/ consortia (like INFLIBNET): yes

4.2.5 Provide details on the following items:

- Average number of walks-ins: Students- 30 (Morning), 65 (Day)
Faculty - 3 (Morning), 3 (Day)
- Average number of books issued/returned: 40 (Morning), 75 (Day)
- Ratio of library books to students enrolled: 1:15
- Average number of books added during last three years: Morning- 159, Day- 332.
- Average number of login to opac (OPAC) : 20-25
- Average number of login to e-resources: 5-7
- Average number of e-resources downloaded/printed: 5-7
- Number of information literacy training organized: Information literacy training in Library Orientation Programme is arranged every year for 1st year students.
- Details of 'weeding out' of books and other materials: Books have been separated for weeding out and kept on wall hanging upper rack.

4.2.6 Give details of the specialized services provided by the library

- Manuscripts: NA
- Reference: Yes, Library provides reference service
- Reprography: Yes Library has one photocopy machine for providing reprography service.
- ILL (Inter Library Loan Service): Not yet
- Information deployment and notification : Special notifications are given in Library Notice Board.
- Download: Yes downloading facility is provided to the users
- Printing: X
- Reading list/ Bibliography compilation: Yes, library provides bibliographic services as and when it is required
- In-house/ remote access to e-resources: Yes through INFLIBNET-NLIST Programme and E-resources available in Open Access mode
- User orientation and awareness: Yes, User orientation and awareness programme



Inside library

VICTORIA INSTITUTION (COLLEGE)

is organized by our library at the beginning of the academic year.

- Assistance in searching databases: Yes, library provides assistance in searching databases to our users.
- INFLIBNET / IUC facilities: Available

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

Victoria Institution (College) Library has two wings — Central Library for the Day Section & Library for the Morning Section. The two together have a collection of over 30,000 books & periodicals (some of which are rare). The Library provides reading room facilities and borrowing facilities to the students and the staff (subject of Library Rules). The Library provides lending service, reference service, reprography service, information deployment from other sources, downloading facilities according to users' requirements, preparing reading lists / bibliography compilations, and assistance to find e-resources. There are seminar Libraries in all the Departments for ready reference and use of the students under the supervision of the teachers.

The computerization of the Library data is under progress. Once the library is computerized it will be in a position to provide more facilities to the students and the staff. Internet & Photo Copy facilities are available.

4.2.8 What are the special facilities offered by the library to the visually/ physically challenged persons? Give details.

There is no visually challenged student at present. The structure may be revised if there is any such student.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

Feed-back form is used to take feedback on library facilities from the users. At the end of academic session it is distributed among the students and teachers. They have to fill it up and submit. There is also a suggestion box where the users are free to put forward their views and opinions.

4.3 ICT AS LEARNING RESOURCES

4.3.1. Give details on the computing facility available (hardware and software) at the institution. • Number of computers with Configuration (provide actual number with exact configuration of each available system) • Computer-student ratio • Stand alone facility • LAN facility • Wifi facility • Licensed software • Number of nodes/computers with Internet facility • Any other

Details of Computing Facilities available:-						
Sr no	Name of Lab	No of Computers	RAM	HDD	Processor	
1	Principal's Office	1	2GB	480	Pentium G630T 2.30GHz	
2	Accounts Office	2	4GB	450GB	Pentium PUG630 2.70GHz	
			8GB	150GB	Pentium Dual Core CPU 3.2GHz	
3	Office	5	2GB	460GB	Pentium Dual Core CPU 2.99GHz	
			4GB	950GB	Pentium 4.3GHz (Server)	
			1GB	300GB	Pentium Dual Core CPU 2.5GHz	
			2GB	380GB	PentiumG2030T 2.6GHz	
			2GB	320GB	Pentium 2.6GHz	
4	Teachers' Room	1	2GB	460GB	PentiumG2030T 2.6GHz	
5	Geography Lab	5	2GB	500GB	Pentium CPUG2030 3.00GHz	
			1GB	100GB	Pentium CPU 3.00GHz	
			1GB	500GB	Pentium Dual CPU E2180 2.00GHz	
			2GB	300GB	Pentium Dual Core CPU E5500 2.80GHz	
			1GB	40GB	Core2 Duo CPU E7200 2.53GHz	
6	Botany	1	4GB	150GB	Pentium5 CPU 2.66GHz	
7	Chemistry	1	2GB	500GB	Pentium CPU4630 2.70GHz	
8	Physics	5	2GB	500GB	Pentium CPU	
			2GB	500GB	Pentium CPU	
			2GB	500GB	Pentium CPU	
			2GB	500GB	Pentium CPU	
			16GB	1TB	2 Xenon6G Processor	
9	Psychology	2	2GB	500GB	Pentium CPU 42030 3GHz	
			2GB	500GB	Pentium CPU 42030 3GHz	
10	Mahematics	1	2GB	80GB	Intel (R) CPU G2030 3GHz	
		3	2GB	470GB	Pentium ® G645T 2.50GHz	
		4	2GB	500GB	Pentium CPU G620 2.6GHz	
11	Zoology	1	1GB	150GB	Intel (R) Pentium (R) Dual E 2140 @ 1.60GHz	
		Stand Alone facility				
		LAN facility - Library and some Departments				
		Wifi facility				
		Licensed Software				
		Number of Nodes/Computers with Internet facility - 10				

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Following facilities are available on the campus and off-campus:

- Browsing facility is available in the library.
- Internet & Photo Copy facilities are available.

VICTORIA INSTITUTION (COLLEGE)

- The Department of Mathematics provides students with computer facilities for numerical, statistical and computer lab work. Depts of Journalism and Commerce, have computer l
- College has MOU with Brainware training centre in the college premise, from where students can acquire certificates.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- Few classrooms have been converted into projector based classrooms as a strategy towards up gradation of IT infrastructure.
- The computerization of the Library data is under progress. Once the library is computerized it will be in a position to provide more facilities to the students and the staff. Internet & Photo Copy facilities are available.



Internet browsing facility

- The Department of Mathematics provides students with computer facilities for numerical, statistical and computer lab work. Depts of Journalism and Commerce have computer lab.
- Geography department has developed GIS lab.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Annual budget for procurement, up gradation, deployment and maintenance of the computers & accessories is around Rs. 50,000/-per year. Further amount is approved by the finance committee and governing Body of the college as and when required.

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

Students are informed about several workshops on ICT and are encouraged to join these workshops. Few LCD projectors have been brought into use. There is a seminar hall which allows Power point presentations through multimedia support.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

Learning process is made more effective through the use of projectors.

The computerization of the Library data is under progress. Once the library is computerized it will be in a position to provide more facilities to the students and the staff. Internet & Photo Copy facilities are available.

The Departments of Physics, Chemistry, Zoology, Botany, Psychology and Geography have their own well equipped laboratories. The Department of Mathematics provides students with computer facilities for numerical, statistical and computer lab work. Dept of Journalism and Commerce have computer lab.

Geography department provides students with GIS facility.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The Institution do not avail this service.

4.4 MAINTENANCE OF CAMPUS FACILITIES

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)

- a. Building
- b. Furniture
- c. Equipment
- d. Computers
- e. Vehicles
- f. Any other

Total maintenance under the heads a., b., c -

2011-12 -Rs 2, 00,000/-, 2012-13 -Rs 10,000/-, 2013-14 Rs-70,600/-, 2014-2015 Rs.1,00,000/-

Computer -2011-12- Rs 60,000/-, 2012-13 Rs 50,000/-, 2013-14 Rs 75,500/-, 2014-2015 Rs.57,700/-

Others (generator)-2011-12 – Rs 80,000/-, 2012-13 Rs25,400 /-, 2013-14 Rs 20,000/-, 2014-2015 Rs.10,600/-

Further amount is approved by the finance committee and governing Body of the college as and when required

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- Annual maintenance contracts are given for the maintenance of computers.
- All the objectives and eyepieces of microscopes under Science laboratories are cleaned once a year by a professional before the University practical examinations.
- The Zoology Department has a good museum where well-preserved specimens, models of human organs and various types of chart are kept. The Museum of the History Department has a good collection of replica of coins, art objects, sculptures and paintings of different ages and styles. These are maintained on a regular basis.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

- Digital Instruments in different lab-based departments are calibrated on a regular basis as and when applicable.
- All the objectives and eyepieces of microscopes under Science laboratories are cleaned once a year by a professional before the University practical examinations.
- Digital pH-meter used in Zoology, Chemistry & Botany laboratories is calibrated regularly using different pH solutions.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- Cleanliness is maintained in the laboratory by regular dusting and wiping apart. Instruments are kept covered.
- All laboratories are equipped with Fire Extinguisher. The gas supply lines of chemistry & Zoology Depts. are checked regularly and servicing is done by allied Gas company whenever needed.
- All computers of the College are protected with UPS facility.
- Voltage stabilizers are used for all sensitive instruments to avoid voltage fluctuations.
- A Generator is installed at the college to provide uninterrupted power supply.
- Overhead water tanks and underground reservoirs are there in college premises for constant water supply to all laboratories, staff rooms, canteen, toilets and hostel. Direct tap water is also available there from KMC.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.?

Other Highlights:

- The college website www.victoriacollege.co.in & www.victoriacollegeadmissions.co.in are used in admission process and other administrative uses.
- The College has a Cheap Store within the campus which provides stationery to students and staff at competitive prices.

CRITERION V: Student Support and Progression

5.1 STUDENT MENTORING AND SUPPORT

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The college publishes its prospectus annually. The contents are as follows:

Following information about the Institution is provided:

- History of the Institution
- Goals and Objectives
- Faculties & Programmes
- Examination

Admission Policies and information regarding admission like;

- Admission Procedure
- Some Important Information Regarding Eligibility for Admission
- Subject Combinations Offered

Evaluation System

- Continuous Evaluation of the Students by the Faculties
- Rules & Regulations Regarding Examination
- Rules Regarding Attendance

Facilities available in the college

- Hostel
- Museum
- Auditorium
- Laboratories
- Students' Canteen & Cheap Store
- Parent-Teacher-Student Meet
- Students' Common Room
- Students' Union
- NCC
- NSS
- Membership of Students' Health Home

VICTORIA INSTITUTION (COLLEGE)

- Reunion & Alumni Association
- Library
- Students' Aid Fund
- Prizes Awarded
- Special Facilities for Physically Challenged Students
- Provision for Generator

Distance Education

Diploma & Certificate Course

Seminars, Work Shops and Extension Lectures

Names of the members of the Governing Body, Faculty Members & College Staff

Fees

Holiday List

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Scholarships and Prizes are given to the students of the college for academic excellence and to the meritorious but economically disadvantaged students from the following Funds :

- ◆ Endowment Funds for Scholarships And Prizes created from donation made by Sm. Nilima Datta, Ex-Prof., Deptt. of Zoology, Sm. Sukla Sen, Ex-Prof. Deptt. of Sanskrit, the family of Late Dr. Dipali Datta, Ex-Reader Deptt. of Chemistry for needy and meritorious students pursuing Zoology Honours Course, Sanskrit Honours Course and B.Sc. General Course with Chemistry respectively.
- ◆ Funds for Prize created from donation made by the family of the late Prof. Ratna Sen (Dept. of Philosophy) and the family of the late Dr. Samita Ghosh (Dept. of English) for the highest scorer in Philosophy (Hons.) and English (Hons.) respectively in B.A. Examination.
- ◆ The teachers and ex-teachers of the College declare many prizes for the rankers in the various faculties in University Examination.
- ◆ Moulana Azad Education Fundation offers scholarships to the needy and talented students.

Stipends are awarded by the Director of Public Instruction, West Bengal, to the needy and deserving students on the recommendation of the Principal. There is a provision for awarding full/half Free Studentship by the College, subject to the rules and conditions, to the economically disadvantaged students.

VICTORIA INSTITUTION (COLLEGE)

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Financial support	2011-12	2012-13	2013-14	2014-15
Financial support from institution	Out 200 students 119 students (3 rd year) were given Rs 225/YEAR, 49 students (2 nd year) were given Rs 450/year and 32 students (1 st year) were given Rs 450 / year.	Data unavailable from college office	5 students were given Rs 900/year	3 students were given Rs 900/year
Financial support from Government (kanyashree prakalpa starting from 2013-14)	x	X	100 students were benefitted	44 students were benefitted
Financial support from other sources	No. of students benefitted-411	335	621	-----

5.1.4 What are the specific support services/facilities available for } Students from SC/ST, OBC and economically weaker sections } Students with physical disabilities } Overseas students } Students to participate in various competitions/National and International } Medical assistance to students: health centre, health insurance etc. } Organizing coaching classes for competitive exams } Skill development (spoken English, computer literacy, etc.) } Support for "slow learners" } Exposures of students to other institution of higher learning/ corporate/business house etc. } Publication of student magazines

Students from SC/ST, OBC and economically weaker sections:

There will be reservation of seats of SC/ST candidates as per rule. The SC/ST candidates should enclose along with their applications one attested photocopy of SC/ST certificate. Stipends are awarded by the Director of Public Instruction, West Bengal, to the needy and deserving students on the recommendation of the Principal. There is a provision for awarding full/half Free Studentship by the College, subject to the rules and conditions, to the economically disadvantaged students.

Students with physical disabilities:

The Institution helps a few blind students to pursue their studies in the college. All kind of help is extended in terms of books, loans and free studentship, concession in hostel charges, etc. We also make conscious effort to accommodate visually and physically challenged students in the hostel if required. Such students are requested to contact the office further details.

VICTORIA INSTITUTION (COLLEGE)

FUTURE HOPE, a NGO and the Directorate of Social Welfare, Government of West Bengal along with Victoria Institution (College) had sponsored for education of Sm. Padma Sarkar, a blind orphan and a student of the College.

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.

Overseas students:

There are no overseas students.

Students to participate in various competitions/National and International:

2013-14 –two students participated at University level, 1 at National level, 1 received medal (university level), 1 received medal (National level).

Medical assistance to students: health centre, health insurance etc.:

Students Health Home is one of the Pioneer Health Organizations in W. B. catering to all the health need of the students since 1952. Health movement of this organization has expanded its base all over West Bengal. At present it has 64 Regional Centres as well as a multi facility Central Polyclinic with a 65 bedded hospital at Moulali (Sealdah) for indoor treatment. Victoria Institution (College) has long been a Universal Member of Student Health Home for which it collects an annual fee of Rs. 5/- (Rupees five) only from each student and the students get almost all their medical treatment from this organization at a very nominal cost. Presently our Institution is under the jurisdiction of Central Kolkata Regional Centre of students Health Home, which operates from its Moulali centre. The outdoor clinic remains open from 12 to 2 P.M. from Monday to Saturday. Arrangements have been made to introduce Students Safety Policy with the help of the New India Assurance Company Ltd.

Skill development (spoken English, computer literacy, etc.,)

College has a technical collaboration with BRAINWARE where computer training is provided to the interested students at a subsidised fee.

Support for “slow learners”:

Proposed classes for Remedial Coaching for the backward students will be introduced in the college in almost all subjects under the UGC scheme from the next academic session 2013-14.

Exposures of students to other institution of higher learning/ corporate/business house etc.

The College organises educational fairs and career counselling programmes to facilitate its students to compete in the corporate houses. The college in collaboration with its Alumni Association conducts fairs to promote Women Entrepreneurship and Cottage Industries.

Publication of student magazines:

Students are encouraged to produce their valuable contribution to the college magazine and departmental wall magazines. It is a platform for them to expose their skills in terms of creativity.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

A series of departmental activities like excursions, study trips, seminars, debates etc. are organised by the college to make the students more knowledgeable in their respective disciplines. Several extension activities are also organised. The college ensures growth of brilliant communication skills through their participation in such activities.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc. * additional academic support, flexibility in examinations * special dietary requirements, sports uniform and materials * any other

Victoria Institution (College) has a Unit of the National Service Scheme which engages student volunteers in different community development programmes in the neighbouring area of the College. Victoria Institution (College) encourages its students to join various clubs and to participate in extra-academic activities, which, it believes, would make them complete persons.

The college has a spacious auditorium known as the Keshub Memorial Hall where cultural programmes, seminars, workshops and competitions are held regularly.

It is ensured that the dates of these activities don't clash with examination dates. Congruence is maintained with the academic calendar.

Special food coupons are provided to the participants to encourage them.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defence, Civil Services, etc.

The teachers make sure to give the students proper counselling and guidance in regards to preparation of several competitive examinations. No formal coaching is given but informally the teachers help them in the form of advising them on reference books, online resources etc.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

To provide career as well as psychological counseling to students, the counseling cell of the college plays a significant role. During admissions, the counseling cell offers valuable career

VICTORIA INSTITUTION (COLLEGE)

guidance to students to help them chose the right subject combinations in conjunction with their aptitude and attitude.

The cell also provides psychological counseling to students, addressing any behavioral problems, relationship issues or other psycho-social problems/issues that they might have in their tumultuous college life. Special sessions are held with the students residing in hostels, to facilitate their adjustment and to cater to their special emotional needs. To orient students towards facing competitive examinations, the Cell holds regular sessions, thus helping them to tackle stress/pressure situations.

Besides the above, the Counseling Cell offers ready help and guidance to students for any other problem that they might face, thereby aiding their journey in the college and preparing them for their future lives ahead.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Career counselling is given to the students so as to develop confidence in them. They are given guidance based on their profile on which field to choose. Career fair and educational fair are also organised to make them acquainted with career options and employment opportunities.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

The college has an actively functioning Grievance Cell to resolve the issues in the college.

The students made a complaint against the quality and type of the food served in the college canteen. The principal and the Grievance Cell of the college immediately took action after this complaint was made and gave strict instructions to the canteen to upgrade the food quality and the type of food that is served. The canteen space has also been expanded. The students are satisfied with the immediate action taken by the college authority regarding this issue.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The college has a Grievance Cell comprising senior teachers to enquire and take actions in cases of sexual harassment, if any, in the college.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Ragging in any form is banned in the college. Grievance Redressal cell takes care of this problem..

VICTORIA INSTITUTION (COLLEGE)

There is also a Hostel Committee which takes care of such issues. Order prescribed by the Supreme Court is signed by both students as well as guardians.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

Victoria Institution (College) has a Student Aid Fund. The college provides concession on tuition fees to impoverished students who do not get any financial aid from the government. Some significant scholarships like minority scholarships and SC/ST scholarships are provided by the college.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Victoria Institution (College) Alumni Association (Registered) was established on February 28th, 2004. This association was set up primarily to integrate the noble cause of bringing the ex-students into the premises of the College and to utilise their knowledge and experiences in various fields of life for the betterment and welfare of the College. The resplendent programmes, conducted by the Association create a sense of solidarity. Basanta Mela organized by the Alumni Association helped the existing students to learn from the ex-students about the rich cultural heritage of the college and helps them to evolve as socially responsible citizens.

Activities of the Victoria Institution (College) Alumni Association (2009-15)

2009 -Basanta Mela and Reunion (26th-28th March)

2010- Basanta Mela and Reunion (11th-13th March)

Seminar on "Cancer: Myth vs Reality", Speaker- Dr.Tania Das

2010 – Rabindra Jayanti to mark Tagore's 150th Birth anniversary
(3rd July at K.M. Hall)

2011- Meeting and AGM

2012- Meeting and AGM

2013-Meeting and AGM (21.3.13)

2014- Basanta Mela (3rd-5th April)

2015- Rabindra Jayanti (14th May)

2016 (Proposed) Seminar on "Alzheimer's disease: Causes and Management ", Speaker- Dr. T.K. Ghosh, Professor, Deptt. Of Physiology, C.U.

5.2 STUDENT PROGRESSION

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

For the details regarding student progression, the evaluative reports of the individual departments can be referred to.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Refer to 2.6.2

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The college has a Student Counseling Cell that advice a student about various means to pursue higher education. The college in collaboration with Brainware provides certificate courses that enable the students to compete in the job market.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The faculty members are advised to take monthly test to track progression of the students. Monthly tests includes different types of test items like MCQ type, Short question type test and even long/ essay type test items according to the demand of each subject. By means of these, students who are at a risk of drop out are identified and hence paid special attention. If required extra remedial classes are also taken to cater the needs of slow learners.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

Victoria Institution (College) encourages its students to participate in extra-academic activities, which, it believes, would make them complete persons.

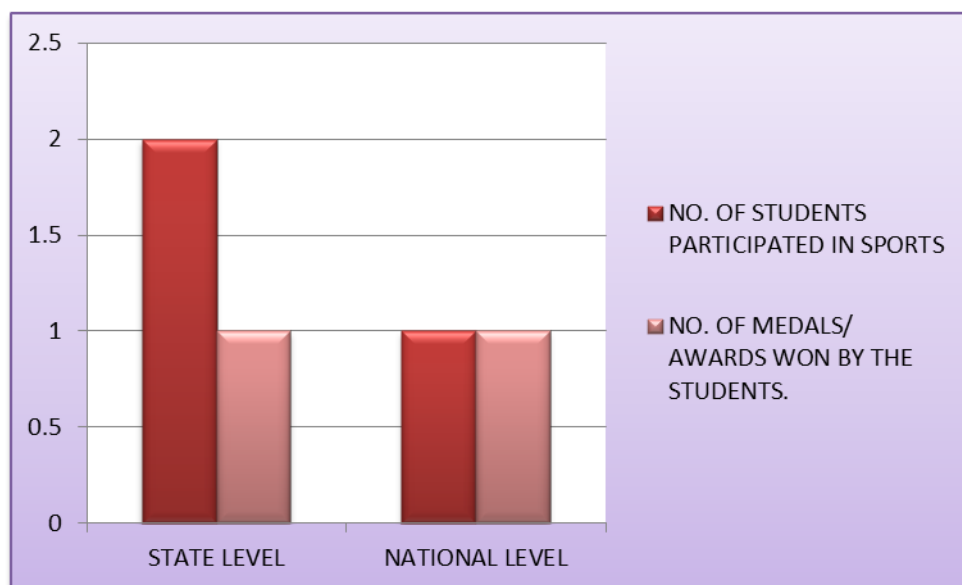
Students' activities	2011-12	2012-13	2013-14	2014-15
SARASWATI PUJA	28/1/2012	14/2/2013	4/2/2014	24/1/2015
TEACHERS' DAY	5/9/2011	5 TH SEPTEMBER	5 TH SEPTEMBER	5 TH SEPTEMBER
BLOOD DONATION CAMPS	24/11/2011	22/12/2012	12/12/2013	26/11/2014
ANNUAL SPORTS DAY	10/12/2011	24/12/2012	24/12/2013	10/12/2014

VICTORIA INSTITUTION (COLLEGE)

FRESHERS' WELCOME	16/7/2011	25/8/2012	3/10/2013	15/10/15
FAREWEL PARTY	13/5/2012	5/5/2013	10/5/2014	3/3/2015
CULTURAL PROGRAME AND COMPETETION.	7 TH - 8 TH NOV- 2011	28 TH -29 TH NOV 2012	18 TH -19 TH NOV 2013	20 TH -21 ST NOV 2014

5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

	STATE LEVEL	NATIONAL LEVEL
NO. OF STUDENTS PARTICIPATED IN SPORTS	2	1
NO. OF MEDALS/ AWARDS WON BY THE STUDENTS.	1	1



5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

Re-union is held where the alumni are welcomed with a warm heart. Any suggestion from them is considered as a valuable recommendation for the improvement of the college. It is taken into consideration and discussed with the Management.

The College considers the feedback from its graduates very seriously. During Part Three Selection Test is over, the final year students are asked to fill up a detailed feedback format and suggestions are seriously taken care of by the Principal.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

- Students are encouraged to put forward their valuable contribution in the form of poetry, articles, contents, Essay etc. to the college magazine.
- Students are also inspired to submit their innovative writings and papers for departmental wall magazines in their respective disciplines.
- It helps them to expose their creativity.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Victoria Institution College Students' Union (a statutory body) is a democratically elected students' forum which always stands by the side of the students in their need and helps them to articulate their demands related to their life in the campus. It organizes Annual Social, Freshers' Welcome Programme, celebrates Teachers' Day and Annual Sports with much eclat. It organizes Blood Donation Camp. On important national and international issues relating with Human Rights, Global Environment and the like, the Students' Union voices the conscious opinion of the students.

Following are some recent activities done by the Victoria Institution College Students' Union towards gender sensitization.

1. A general meeting was held to keep intact the communal upliftment of our society by the girls of the college students' union in presence of Chandan Sen and Fuad Halim on 29/04/14
2. A rally against "nari nirjatan" was attended by the members of the students' union of the college In Delhi on 07/01/2013.
3. Recently the members of the students' union and the students of the college participated in a rally on crime against women in India, particularly the increasing incidences of rape. This was held on 10/12/2015 and to protest this issue, girls dressed up in black.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

Governing body is constituted with student representatives as active members of the body along with faculty and management.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.

Reunion of ex-students of the Institution is held from time-to-time by the Victoria Institution Alumni Association. The College always tries to keep close liaison with the old students of the Institution and involve them in various projects it undertakes.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

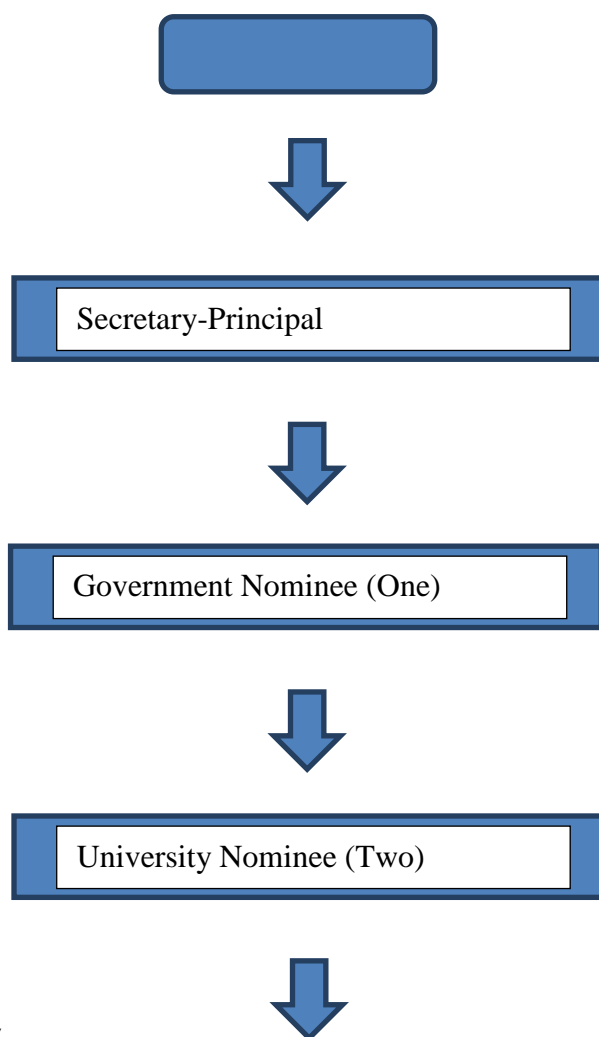
6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

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

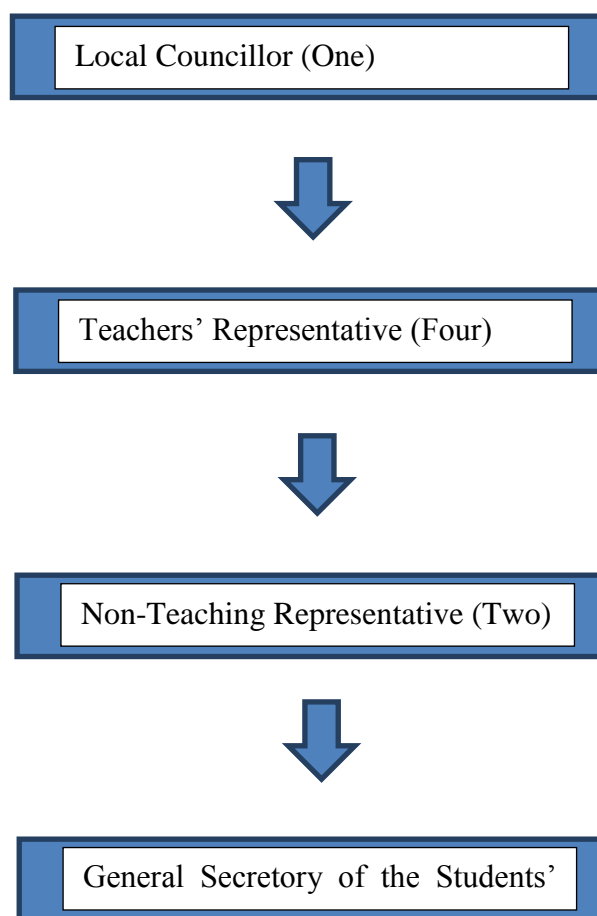
Mission : The mission of the college has always been to educate and form the young women as liberated lifelong learners who are sensitive to gender and ecology and empowered to respond to global challenges. The college is committed to facilitate an integral, inclusive and humane development of the society.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The college is administered by the Governing body which is the apex of the hierarchy. It consists of,



VICTORIA INSTITUTION (COLLEGE)



All decisions regarding the efficient management of the college are made by the Governing body and are executed by the Secretary Governing Body (Principal).

The principal is both the Academic as well as administrative lead and also the drawing and disbursing Officer of the institution. She provides valuable guidance in planning organisation and execution of all academic activities.

A general structure and guidelines is provided by the Governing body and the principal for the smooth functioning of the institutional processes and also to maintain a good academic ambience in the college to achieve the academic goals and objectives.

There is a managing committee setup that takes care of implementing academic and administrative process. The IQAC also supports the maintenance of quality and also improvement measures. The Principal plays a prime role in making certain that there is good communication with the stakeholders.

At the beginning of the session Academic Sub Committee prepares the academic calendar that has details of all academic activities like dates of tests, exams practicals etc. The end of the year an academic activity report is submitted by the faculties that sum up their academic work throughout the session.

Staff is also involved in the decision making by giving their valuable inputs. These inputs are considered and put in execution after discussion.

6.1.3 What is the involvement of the leadership in ensuring: • the policy statements and action plans for fulfillment of the stated mission • formulation of action plans for all operations and incorporation of the same into the institutional strategic plan • Interaction with stakeholders • Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders • Reinforcing the culture of excellence • Champion organizational change

The Management being the body at the top of the hierarchy along with the Principal and the IQAC are responsible for making certain that the action plans are in line with the stated mission of the college.

These bodies are also responsible for communication of action plans and policies regularly to the stakeholder's community.

The convenor coordinates, and members of various academic and administrative committees are involved in decision making. The Principal acts as President of the Teachers' Council, which is a statutory body. All permanent teachers are its members. The Teachers' Council acts as a deliberative forum regarding various academic matters of the college. Non-teaching staff are involved in various processes. The general secretary of the students actively participate in decision making and represents the problems and aspiration of students before the management. The admission procedure of the college is conducted by the admission committee along with the respective departments. The college conducts online admission from the year 2013 onwards successfully.

The Principal believes in democratic policy where the stakeholders have the liberty to provide their feedback, grievances on any of the processes followed by the college. These interactions make sure that the institutional processes are in line with the vision and mission of the college.

Action plans and an academic calendar are created at the beginning of the session where it is decided how the academic activities have to be executed, keeping in mind the guidelines of CU academic calendar. The faculties follow this plan for curriculum delivery and other academic activities.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The policies created are evaluated and revised as and when needed. The various committees of the college are also responsible for execution of institutional processes and their inputs are also considered.

To improve the overall academic quality academic audit is also conducted.

Problems and views of the students are discussed during parent's teachers meeting in the presence of the Principal. Feedback thus received from parents is addressed to by the Principal and the faculty for the benefit of students. The monitoring mechanism for evaluating policies and plan is synchronised through the participation of the staff as members of various committees.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Management at the top of the hierarchy has given the liberty to the Principal and the Committees to enhance academic leadership. The faculties at the departmental levels are also given freedom to develop academic leaderships. There is importance given to overall development of the students which includes bringing about a conducive academic ambience and also grooming academic leaderships. Departmental committees are also created to make sure that the decided academic plan is executed without any problems.

6.1.6 How does the college groom leadership at various levels?

Leadership is groomed at different levels such as level of faculties, administrative staff, support staff and the students. Based on the annual perspective plan different activities in the college like administrative, academic etc. are planned and implemented. Different responsibilities are distributed among different committees with faculty members in them. The Principal is responsible for making sure administrative and academic activities are executed, this is done with the help of faculty members as well. Faculty members are also asked to attend FDP that helps them develop their managerial efficiency.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The college believes in decentralised management. To make sure that the governance is completely receptive, the management have given the senior most teacher and the Principal responsibility to make sure that the academic process is executed without much problems. Academic planning, assigning of syllabus etc. are done at departmental level. There are also different committees and different roles of the faculties are determined to make sure institutional processes are executed. The Principal of the college also given the task of making sure the administrative work is monitored and managed. All these activities are in line with the vision and mission of the college.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The college always has given importance to participative management. The Governing Body, Principal, IQAC, different committees are formed for making sure that the policies of the college are implemented. The Governing Body is the ultimate decision taking authority. It does take inputs from all segments of the college including teaching and non-teaching staff and students for enhancement of the processes. The IQAC plays an integral part in implementation of the policies and plans. The faculties who are a part of the IQAC and Academic Sub-committee also are involved in the management of the academic activities.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The college follows the quality policy provided by the Affiliating University and it also does have quality policies of its own. These policies are created based on the needs of teaching staff, students and the administrative staff. Revision of the policies is also done. The quality policies are achieved by giving credit to the faculties or staff for executing various activities, taking feedback on teaching-learning process, importance provided to overall development of the students.

Meetings are held with the teaching staff and senior most teacher to develop and enhance the policies further based on requirements.

These quality policies are revised with the involvement of IQAC, teaching staff etc.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the College does have a perspective plan.

This plan involves strategies for academic and also infrastructure enhancement.

As and when there is a requirement steps are taken for expansion of infrastructure, institutional processes betterment and other facilities.

Physics honours are introduced from 2015-16 session and from 2016-17 Chemistry Honours, Physiology General are to be introduced. Proposal for this is already sanctioned by the Governing Body.

6.2.3 Describe the internal organizational structure and decision making processes.

The Governing Body is at the top of the management hierarchy. Then there is the Principal who is the Head of the Institution and he/she has the autonomy to take decisions on small issues with respect to academic activities, administrative processes etc. There are also other committees which are involved in execution of academic and administrative work.

Feedback is taken from different stakeholders on the institutional process and quality of teaching-learning and ways to improve it are implemented. Different committees in the college also provide their inputs on the same

The college has various sub committees and cells like:

1. Academic Sub Committee
2. Finance Sub Committee
3. Service Book Committee
4. Routine Committee
5. Examination Committee
6. UGC Committee
7. Pay Fixation ,Promotion and Arrear Committee

VICTORIA INSTITUTION (COLLEGE)

8. PF Committee
9. Hostel Advisory Committee
10. Purchase Committee
11. Stock Maintenance Committee
12. Grievance Redressal Cell
13. Counseling Cell
14. Result Committee
15. Magazine Committee
16. Library Committee
17. Cultural Committee
18. Sports Committee
19. Annual Report Committee
20. Prospectus Committee
21. Prize Committee
22. Building Committee

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following • Teaching & Learning • Research & Development • Community engagement • Human resource management • Industry interaction

Teaching & Learning

1. Application oriented learning is encouraged through projects and assignments.
2. LCD projectors are used for lectures and students' talks.
3. Interactive educational CD and preparation of field reports of excursions utilize the help of computer on regular basis.

As we are affiliated to the university of Calcutta 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.

Research & Development

There is limited scope for in-house research activities as the Institution is a UG college. However, some of the teachers of the college are involved in active research. 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

VICTORIA INSTITUTION (COLLEGE)

required. The teachers are also encouraged to go for FDP provided by UCG and complete their Ph.D. programmes.

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

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 nearly completed. This has provided new class rooms, Labs as well as sanitary facilities for the students. The college has allotted space for seminar cum meeting room.

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.

Community engagement

Several wings of the college organize community engagement activities/campaigns etc. The NCC unit under I Bengal Girls' BNNCC of the college works actively in this regard and is instrumental in the realisation of the larger objective of the college. Students are regularly encouraged to join the NCC.

Victoria Institution (College) has a Unit of the National Service Scheme which engages student volunteers in different community development programmes in the neighbouring area of the College.

The NSS and NCC activities have been detailed in section **3.6.1**

Industry interaction

The college has a technical collaboration with BRAINWARE. It provides computer training. Interested students can apply with the course fee being at a subsidized rate in the college.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The college has a powerful Governing Body that has representatives from teaching staff, students, IQAC etc. Inputs are taken from different levels in the college like administrative section, teaching/non-teaching staff, students, stakeholders etc.

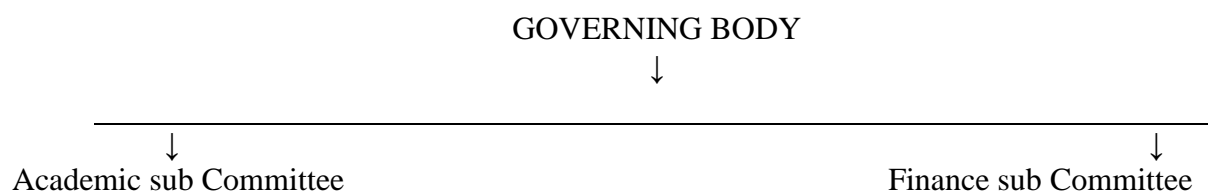
VICTORIA INSTITUTION (COLLEGE)

In the various programs of the college, important issues are discussed by the teacher representatives and convenors of the various sub-committees like academic, admission, finance, purchase, seminar, library, sports, cultural, etc. and respective feedbacks are furnished to the authority. The four teacher representatives, two non-teaching representatives and students' representative also convey the discussions and resolutions made in the TC and Non-TC council in the governing body

The various departments and the Principal make sure that the Governing Body is made aware of the issues and suggestions. Decisions are later taken after discussion.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The college understands that the involvement of the staff is very important in implementation of the academic and institutional processes. Different tasks like admission in the college, verification of student admissions, scholarship form verification and collection etc. are all handled by the support staff. The teaching staff is also involved in these activities sometimes, they also take part in monitoring the entire implementation of the process. The Principal encourages the staff members to participate in various workshops and training programmes conducted by the state government and the University of Calcutta. The institution ensures proper functioning of the statutory bodies like Governing Body Academic- sub Committee, Finance sub Committee and IQAC. The hierarchy of the bodies according to the Govt. ruler and university statute is as follows:



IQAC takes care of the human resource development of the college. Members of the IQAC report to the coordinator of the cell who is in regular attachment with the Principal.

Apart from these the Teachers' Council members have regular meeting and the secretary of the council along with the Principal as the president of the council works upon the various agenda set by the institution.

The college has various sub committees and cells like:

1. Service Book Committee
2. Routine Committee
3. Examination Committee
4. UGC Committee
5. Pay Fixation ,Promotion and Arrear Committee
6. PF Committee
7. Hostel Advisory Committee
8. Purchase Committee
9. Stock Maintenance Committee
10. Grievance Redressal Cell
11. Counselling Cell
12. Result Committee

VICTORIA INSTITUTION (COLLEGE)

13. Magazine Committee
14. Library Committee
15. Cultural Committee
16. Sports Committee
17. Annual Report Committee
18. Prospectus Committee
19. Prize Committee
20. Building Committee

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Date	Resolutions
13.8.14	<ul style="list-style-type: none">• Vacant seats will be filled up on the basis of merit list while maintaining University criteria.• Send the documents of G.L.Is to the DPI, Higher Education Department, and Govt of West Bengal for re-designation and Career Advancement.
11.12.14	<ul style="list-style-type: none">• Appointment of Assistant Professors in various Departments on the basis of recommendations of College Service Commission and sending their documents to the DPI, Higher Education Department, Govt of West Bengal for pay fixation.• Application to DPI for an Accountant/Cashier for Morning Section.
17.3.15	<ul style="list-style-type: none">• Promotion of 9 teachers under CAS.• 20 years Service Benefit to non-teaching staff who have completed 20 years continuous satisfactory service.• Introduce Honours course in Chemistry and General course in Statistics.
12.5.15	<ul style="list-style-type: none">• Principal may apply for MP Lad Fund after sanction of Plan to extend Science Building to upgrade or to open new subjects.



6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No such provision.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The college has a Grievance Redressal cell setup that takes care of redressal of any issues among the students and staff community. These issues are taken care of by the Principal or the management after discussions.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute ? Provide details on the issues and decisions of the court.

One old case recently moved by Shree Tamal Dasgupta suspended head clerk on September 2015.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The college has a process setup for collecting take feedback from students and other stakeholders.

There is a complaint box kept in the college. This box can be used by students to provide their inputs and also report any issues. These inputs are considered and the issues are attended to on priority basis.

6.3. Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

Faculties are encouraged to attend FDP's, workshop arranged by affiliated university arranged by the college

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The college has its prime focus on excellence and this is the base of all the initiatives undertaken. Inputs are taken on needs of the faculty and support staff, encouragement is given to the faculties to have them perform better in their assigned roles.

Many training programs/workshops were conducted in the college that helped them manage their roles and responsibilities effectively.

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.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Performance appraisal of the staff is done through the following methods:

- Staff is required to sign the Attendance Register daily noting their time of arrival, departure, classes allotted and taken, other activities performed. This Register is maintained rigorously and the Principal takes actions as and when necessary.
- Teachers regularly fill up individual Self Appraisal annually. Principal can take action on that basis.
- Teaching Staff undergoes promotion through CAS where their performance is evaluated.
- Detailed records of the staff's performance in the conducting University and college examinations are maintained.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The college makes use of the assessment which is performance based. A committee is duly constituted in the college according to UGC norms ratified by the Governing Body. This cell checks the documents of candidates whose promotion is due, in order to determine their eligibility. This is then approved by the Governing Body and placed for promotion to the Government of west-Bengal.

IQAC keeps note of performance of teachers at the time of CAS. The faculties are expected to provide the committee with the supporting documents about all their academic activities, these documents are scrutinised. All the eligible candidates are promoted while others get motivated to make for it the next time.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

Faculties have an easy access to the e-infrastructure of the college, i.e. Computer, library and other facilities available in the college campus. The college has a good canteen for the teaching staff located in the campus. The college assists the staff to get house-building loan from bank. The Teachers' Council including the Principal also help the non-teaching staff in times of their need. Puja advance is sanctioned to them, which they can repay in easy instalments.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The college has a healthy academic environment fostered; the faculty members are provided individual academic autonomy. The overall ambience, student-faculty relationship, good infrastructure etc. are all major factors, the prime components of the college. The institution also realises the importance of identifying the individual contributions of the faculty members and gives all the encouragement to them to move forward in every aspect.

A good relation is maintained between the teachers and authority. Ex faculty contributes their valuable experience by taking special classes.

6.4. Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The college has the Governing Body Finance Committee, Purchase Committee, Building committee, Stock- Maintenance committee for monitoring effective and efficient use of available financial resources.

Stock verification is also done annually to keep a track of the resources used in the college.

Internal audit is conducted every year.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The college regularly follows an internal and external audit system, every year. Govt. of West Bengal appoints auditor to audit college accounts. Special CAG was done in 2009 and 2015.

The last audit was done in the academic year 2014-15 by a Govt auditor from CAG.

Objections:

1. No supporting document for H.R.A. of few teachers were provided. However, later all documents had been submitted.
2. Total 14 (Day section: 09 and for Morning section: 05) books costing Rs. 3488/- (Day section: Rs. 2563/- and Morning section: Rs. 925/-) were taken away by the students which were all recovered later.
3. There was a long practice of procurement by individual departments in the college but CAG advised the procurement should be done centrally from Principal's office.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major source of institutional receipts is the fees collected from the students.

The major sources of income are:

Fees collected from the students, grants from the State Government and Grant from UGC. From 2011 Principal has started the Fixed Deposit Scheme from which good amount of interest is generated. Apart from that the college also secures income from the centre of Netaji Subhash Open University and Brainware.

For Audit report of last four years please see annexure 5.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The college gives additional effort to secure income by conducting outside examination on Sundays. From 2011 Principal has started the Fixed Deposit Scheme from which good amount of interest is generated.

Grants Received	2011-12	2012-13	2013-14
UGC	840000	1171250	362500
SLAS	X	X	X
M.P.Lad	1237500	X	x

VICTORIA INSTITUTION (COLLEGE)

In the session 2010-11, Rs 1593000 received from UGC for special assistance on equipments, Rs 900000 was received from SLAS for infrastructure and Rs 1250000 was received from M.P.Lad for partial construction of annexed building.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes

Yes the college does have a functioning IQAC.

The college follows the quality policy provided by the Affiliating University and it does have quality policies of its own. These policies are created based on the needs of teaching staff, students and the administrative staff. Revision of the policies is also done. The quality policies are achieved by giving credit to the faculties or staff for executing various activities, taking feedback on teaching-learning process, importance provided to overall development of the students.

Meetings are held with the teaching staff and senior most teachers to develop and enhance the policies further based on requirements.

These quality policies are revised with the involvement of IQAC, teaching staff etc.

How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

The decisions of IQAC actually implemented were:

- Construction of new building;
- Constant upgradation of equipment like computers in office, library, departments etc.;
- Formation of a Computer Lab;
- Online admission;
- Computerisation of Student Profile and other Student Records.

Does the IQAC have external members on its committee? If so, mention any significant contribution made by them

Yes. The external Governing Body members are the ex-officio members of IQAC.

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

VICTORIA INSTITUTION (COLLEGE)

The IQAC monitors the CAS activities.

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

3. IQACs encourage the teachers to participate in various Teachers' Training Programme to enhance their knowledge and adapt new technology so that the teaching -learning process can be modernized. Teachers participate in Orientation Programmes, Refresher Courses Workshops etc.

How do students and alumni contribute to the effective functioning of the IQAC?

The IQAC collects feedback from the students and Alumni on the institutional processes.

Actions are taken on the basis of the feedback to make the processes more effective.

How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC is the body that takes care of the monitoring of the institutional processes. The quality initiatives undertaken are in line with the mission and vision of the college.

This cell is responsible for evaluating the performances of the faculties.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

There is an integrated framework for quality assurance of the academic and administrative activities. Internal regulation of different academic activities is done with the help of the Academic sub Committee. The procedure of the online admission has commenced from 2013. The Principal also monitors the quality improvement of the college by assigning administrative responsibility to the teachers apart from their academic duties.

The ASC has the important role in making sure that quality is maintained in curriculum delivery and other quality sustenance matters. It monitors the overall institutional process and decides strategies to improve them. Every academic activity is carried out based on the annual academic calendar created at the beginning of the session. There is an integrated effort by the Principal, teaching and non teaching staff to maintain the overall advancement of the college.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

A training programme had been taken by college non-teaching staff under the regulation of the University of Calcutta for smooth running of administration especially admission procedure.

The non teaching staff has also been trained for COSA implementation programme.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The college authority along with the IQAC and academic sub Committee monitors the activities of each department. The Principal and IQAC coordinator meet individual departments to solve problems.

Academic audit is also done in individual cases at the time of promotion under CAS.

Academic subcommittee of college is in charge of all academic procedure. Besides, IQAC also supervises the process.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The IQAC keeps itself updated about the requirements of the regulatory authorities with the help of circulars, websites, notifications etc. It takes care of plans for organising seminars, conferences etc.

The Principal with the help of Governing Body and Academic sub Committee executes the various instructions provided by orders and circulars.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

These are some of the undertakings to review the teaching learning process:

- Structuring the academic calendar and the dates for internal tests, tutorials, remedial classes, practical etc.
- Analysis of the results of students in Mid Term Examination to identify the students who need academic support.
- Feedback is also obtained by the Principal from Parent-Teacher Meeting and recent pass out students.
- Review of syllabus and making sure the curriculum is delivered within the stipulated time frame as in the academic calendar.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The quality assurance policies, mechanisms and outcomes are communicated to the various internal and external stakeholders through the following processes.

1. Governing Body meetings.
2. Academic Sub-Committee meetings.
3. Finance Sub-Committee meetings.
4. Staff meetings conducted regularly
5. Meetings held with the Dept
6. Circulars/notification on the notice boards
7. Meetings with other committees and their members.
8. Communication with the administration staff and other support staff members.
9. Teachers' Council Meeting.

Any other relevant information regarding Governance Leadership and Management which the college would like to include?

Prospectus and college website are published to provide latest update of the institution.

Criterion VII: Innovation and Best Practices

7.1 Environmental Consciousness

7.1.1. Does the Institute conduct a Green Audit of its campus and facilities?

Victoria Institution (College) is situated in the heart of the city near a major railway station. However the college attempts to maintain an eco-friendly campus by sensitization and maintaining good practices and initiatives, although no formal audit is conducted. Regular records are kept in the college.

7.1.2 What are the initiatives taken by the College to make the campus Eco-friendly?

*** Energy conservation:**

Ordinary bulbs are replaced by CFL as many as possible to conserve energy. The college has also planned to equip for solar energy as an effort towards energy conservation.

The laboratories abide by the basic safety norms. Broken glasses of laboratories are crushed before disposal. Re-agent handling measures have been taken carefully using fume hood.

The College tries to use day-light in the classrooms as source of light.

Attempts are made to orient students to conserve energy through posters and verbal communications.

Generally teachers and students put off the switches when lights and fans are not required.

Regular pest-control operation takes place to make the campus Dengue and Malaria free.

Fire-fighting measures are available in the laboratories and at important juncture.

The college strictly tries to maintain the campus as a smoking-free zone.

The cars, which are parked within the campus, have the valid pollution certificates.

*** Use of renewable energy: No**

*** Water harvesting: No**

*** Check dam construction: N/A**

*** Efforts for Carbon neutrality:**

World Environment Day is observed to create awareness about the environmental issues including carbon neutrality. The steps discussed above are conducive to the efforts of carbon neutrality.

*** Plantation:**

Tree plantation drives are conducted. **“Briksha Ropan”** is an age-old practice in our college. At present the college celebrates the custom during month of July. However, the Govt, of West Bengal’s policy for plantation which is also called **Briksha Ropan** synchronizes with our attempt.

VICTORIA INSTITUTION (COLLEGE)

* Hazardous waste management:

Caution is taken to follow a process of disposal of waste materials. General awareness is created among the students about the importance of waste management. Special care is taken for the disposal of plastic materials.

* e-waste management:

The College does not use old equipments and follow the norms of separation and disposal to benefit students and teachers. Specific steps are taken for e-waste management which are as follow –

- Exchange of different articles to follow buy back policy
- Sale of equipments owned by college following official rules
- Obsolete instruments funded by UGC are kept separately in a store.

7.2 INNOVATIONS:

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the College.

Following are some of the innovative methods used in the college:

- 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
- Equal participation is ensured in all the activities, such as sports, environmental tour etc. held in the college so as to create a bond among Teaching Staff, Non-Teaching Staff and students.
- The college provides the facility of online admission.
- Career and psychological counselling by the teachers under the supervision of Psychology department is regularly arranged for the students. Sometimes the college invites professional counsellors for lectures.
- For seminars and meetings, the college has the facility of a seminar room with modern equipments.

7.3 BEST PRACTICES

Practice 1

TITLE: Infrastructural Facilities to Enhance Teaching-Learning Process

OBJECTIVE: Up-gradation of students and enhancement of efficiency

CONTEXTS

VICTORIA INSTITUTION (COLLEGE)

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 like INFLIBNET-NLIST. We have a permanent librarian and efficient staff to help the teachers and students.

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.

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.

- C.** 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 other departments like 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.

- D.** 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.
- E.** The college has a new Seminar Room with modern facilities.

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.

VICTORIA INSTITUTION (COLLEGE)

- WORD, EXCEL helps 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 improved 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 privileged section of the society.

CONTEXT

The very location of our college justifies the practice. It is situated near one of the big railway 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 due to certain obstacles. Small entrepreneurship helps them to be economically self-sufficient within limited resources.

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 take part in these activities. It helps them to start and run their own business in future. Teachers encourage them through guidance and extend help whenever required.
- 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

VICTORIA INSTITUTION (COLLEGE)

programs in the neighbouring area of the College. Some of the regular programmes of the NSS are as follows:

- ✓ Campus cleaning programme including a drive for making the campus plastic free;
- ✓ Observance of Keshub Chandra Sen's birth day celebration, founder of Victoria Institution (College), on November 19;
- ✓ Observation of World AIDS Day;
- ✓ Create awareness among college students regarding the HIV/AIDS and preventive measure thereof;
- ✓ Health Awareness Programme undertaken by displaying posters, banners etc.;
- ✓ Efforts for the development of the locality around the campus.
- ✓ Special Camping programme to provide opportunities to the students for group living, collective experience sharing and constant interaction with the community.

NSS unit of college and Students Health Home jointly organised a lecture to create awareness among college students about HIV/AIDS and preventive measures. Blood donation camps are also organised. "Run for Education" is observed on 30th November to create awareness about the importance of education.

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 are often involved with NGOs and social activities to serve others in future. Through the extension activities of the NSS and NCC the students become, and make others, aware of the general, but very important issue of our society today. The students also compete at university 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.



Students protesting violence against women

Contact Details

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Post accreditation activities of the College on the basis of NAAC Peer Team recommendations:

- Formation of the Internal Quality Assurance Cell;
- General courses in Psychology and Journalism & Mass Communication were introduced in 2005;
- Introduction of General in Commerce stream in the Morning section in 2005;
- Introduction of Honours in Commerce stream in the Morning section in 2006;
- Upgradation of the department of Psychology to Honours level;
- College became a Centre for Distance Education under Netaji Subhas Open University;
- Construction of a new four storey building in order to cope with the ever-expanding roll-strength;
- Creation of ICT enabled classrooms;
- Remodeling of Keshub Memorial Hall to expand the Central Library and accommodate Seminars (exclusive classrooms) of certain departments;
- Creation of five new posts including that of Librarian;
- Filling up of sixteen (16) substantive teaching posts and one (1) Librarian;
- Approval of thirteen (13) part-time teaching posts from Government of West Bengal and appointment in the same;
- Allocation of more space to Students' Common Room;
- Improvement of Canteen;
- Modernisation and computerisation of the facilities being continuously upgraded according to the financial capacity of the college; i.e.
 - a) Administration – i) Pay Packet
 - ii) Provident Fund
 - iii) Leave Statement
 - iv) Student Profile
 - v) Online Admission
 - vi) CCTV in every point, including in the Library
 - vii) Photocopy machine in Office, Library and Principal's office
 - b) Library
 - c) Departments
 - d) Laboratories

VICTORIA INSTITUTION (COLLEGE)

- Upgradation of Honours course in Physics in 2015;
- Sixteen non-teaching posts are created and sanctioned by the Government of West Bengal.

SWOC ANALYSIS

Strengths

- Good demand for the courses offered by the college.
- Academic guidelines of the Affiliating University followed in the college.
- One of the greatest strength of the institution is the over-all atmosphere which allows free interaction between students and teachers. The teachers help the students with everything. The students participate in the college events and initiatives with great enthusiasm.
- The teachers provide personal counselling to individual students and try to address their weaknesses and turn them into strengths.
- The teachers are very dedicated to their duties. They regularly update themselves with the latest theories and equip themselves with the latest pedagogical methods by attending Orientation and Refresher courses and by participating in academic conferences and workshops.
- Parent-Principal-Teacher interaction is one of the greatest strength of the college.
- Enrolment of the students in NSS and participation in extension activities.
- As the college is strategically located near a major railway station, outstation students find it convenient to attend college.
- The college provides hostel facilities for students of far off areas.
- The college arranges 2 shifts, morning and day, and is hence capable of catering to a vast number of students.
- The Department of History has a collection of important historical artefacts that are displayed to students.
- The Department of Bengali has a huge collection of books that cater to almost all aspects of the subject.

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 under UGC Major and Minor Research Projects.
- Many of our students happen to belong to the first generation in their respective families to receive any formal education. Therefore, they often do not have a clear notion about how to study for an Honours course and how much dedication it demands.

VICTORIA INSTITUTION (COLLEGE)

- Many of our students come from rural areas or suburbs. Therefore they often experience a socio-cultural distance with the rest of the students.
- Process for formal consultancy to be put in place.

Opportunities

- Students showing interest to pursue higher studies.
- Interdisciplinary courses can be initiated for more inclusive learning.
- Faculty can be encouraged to do more interdisciplinary research work.
- Plans can be formulated for organising more conferences, workshops for students and faculties.
- Plans can be formulated to reduce drop-out rates of students from poor socio-economic background by exposing them to future prospects and opportunities.
- Library automation and full computerization can be done, which will benefit students as well as faculty.
- Students can be encouraged more to participate in intra and inter-college debates, extempore speeches, quiz programmes and so on for their holistic growth.
- Students can be given the impetus to not only participate in, but also organise workshops, lectures and student talks in issues of interdisciplinary significance to make them more proficient in organizational and group activity behaviour.

Challenges

- Drop-out rate of students from poor socio-economic background is on the higher side and this needs to be addressed. Library automation requires investment, effort and time.
- Students are often reluctant to express themselves in a public environment in spite of encouragement, especially those from poor socio-economic background.
- Students are not yet proficient in organizational or group activity behaviour, especially those from poor socio-economic background..
- Students in vernacular medium background find it difficult to pursue higher education as most text books are in English. Bengali translations of some of the higher study books are available but other vernacular medium books are not, hence such students face challenges.
- Many students face family pressure to get married as soon as possible and hence educational ambition is lacking.

Evaluative report of departments

Evaluative Report of the Department of Urdu

1. Name of the Department : **URDU**
2. Year of Establishment : **1995**
3. List of different programmes(Level of study=UG/PG/M.Phil/Certificate/Diploma/PG Diploma) offered by the department together with details required below:

U.G. (Honours & General)

Programme	Level of entry	Cut off marks at entry level in %	Student strength			
BA(Hons)	UG	55% in Respective Subject. OR 50% in aggregate 55% in Respective Subject.	Session	1st yr	2nd yr	3rd yr
			2011-2012	61	53	62
			2012-2013	68	60	43
			2013-2014	37	66	51
			2014-2015	46	35	60
BA(General)	UG		2011-2012 /214/199/170			
			2012-2013 /253/196/160			
			2013-2014 /290/230/180			
			2014-2015 /258/285/215			

4. Names of Interdisciplinary courses and departments / units involved : **Nil**
5. Annual/ semester/choice based credit system (programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions etc. : **Nil**
8. Details of courses/ programmes discontinued(if any) with reasons: **NA**
9. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors):

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professors	Nil	1
Asst. Professors	2	1

10. Faculty profile with name, qualification, designation, specialization (D.Sc./D.Litt./ Ph.D./ M.Phil. etc.)

VICTORIA INSTITUTION (COLLEGE)

Name	Qualification	Designation	Specialization	No. of Years of Experience (till 31.12.2015)	No. of Ph.D. students guided in the last 4 years
Dr.Farhat Ara Kahkashan	M.APh.D	Associate Professor	Classical poetry	19years 6 months	Nil
Nikhath Jahan	M.A, B.Ed.	PTT	Iqbal	12year	Nil
Dr. Farida Anwar	M.A, Ph.D	PTT	Iqbal	11year 2months	Nil
NilooFarNabi	M.A,	Guest lecturer	Iqbal	20years	Nil
	.				

11. List of senior visiting faculty: Dr. Shahnaz Nabi (HOD of Urdu Deptt .C.U)

12. Percentage of classes taken by temporary faculty – programme-wise information

Name	2011-12	2012-13	2013-14	2014-15
NilooFar Nabi	372	380	376	372

13. Programme-wise Student Teacher Ratio: 1: 62.3

U.G. Honours-

Year	Teachers	Students
2009-10	3	187
2010-11	3	173
2011-12	3	176
2012-13	3	178
2013-14	3	154
2014-15	3	141

14. Number of academic support staff (technical) and administrative staff: sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt./Ph.D./M.Phil./ P.G.

VICTORIA INSTITUTION (COLLEGE)

Qualifications of teaching faculty in 2014-15 sessions:

	Male	Female	Total
Total no. of Teachers	–	4	4
Teachers with D.Sc/ D.Litt. as the highest qualification	—	—	—
Teachers with Ph.D. as the highest qualification	—	2	2
Teachers with M.Phil. as the highest qualification	—	—	—
Teachers with PG as the highest qualification		2	2

16. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise.: **Minor research project, titled, IMPACT OF PARTITION ON URDU LITERATURE--April 2014-March 2016**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc.; and total grants received : **UGC Rs,182000**

18. Research Centre / facility recognized by the University: **Calcutta University**

19. Publications: **Added as annexure**

a) Publication per faculty

- * number of papers published in peer reviewed journals (national / international) by faculty and students-3
- * Monographs
- * Chapter(s) in Books
- * Editing Books
- * Books with ISBN/ ISSN numbers with details of publishers
- * Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- * Citation Index – range / average
- * SNIP
- * SJR
- * Impact factor – range / average

VICTORIA INSTITUTION (COLLEGE)

* h-index

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in

a) Editorial Board: Member of the Editorial board of journal of Humanities of Lady Brabourne College , Kolkata ISSN -2394-04X ,as an advisory member.

Member of Annual College Magazine (Editor of Urdu Section

b) International committees:

c) National Committees:

22. Student projects :

a. Percentage of students who have done in-house projects including their departmental/ programme –

Year	No. of Students	In-house Projects	Percentage
2011-12	232	ENVS	100%
2012-13	173		100%
2013-14	231		100%
2014-15	275		100%

b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies – Nil.

23. Awards / Recognitions received by faculty and students:

- Faculty- Nil
- Students –Nil

24. List of eminent academicians and scientists /visitors to the department:

Seminar:

Extension Lecture:

Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any: Please see Faculty Report

25. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Enrolled		Pass percentage	
		Male	Female	M	F	Male	Female
U.G. (BA Hons)	2011-12: 135	NA	61	NA	61	NA	100%
	2012-13: 145	NA	68	NA	68	NA	100%
	2013-14: 162	NA	37	NA	37	NA	100%
	2014-15: 167	NA	46	NA	46	NA	98%
	2015-16: 171	NA	67	NA	67	NA	99%

VICTORIA INSTITUTION (COLLEGE)

Name of the Course (refer question no. 2)	Applications received	Selected Male Female	Enrolled		Pass percentage Male Female
			M	F	

26. Diversity of students

Name of the Course		% of students from the College	% of students from the State	% of students from other States	% of students from other countries
UG	2011	NA	97%	3%	0%
	2012	NA	99%	1%	0%
	2013	NA	94%	6%	0%
	2014	NA	100%	0%	0%
	2015	NA	98%	2%	0%

27. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc.-Nil

29. Student progression

Student progression	Percentage against enrolled
UG to PG	98
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	NA
Entrepreneurs	NA

30. Details of infrastructural facilities

a) Library– Yes

b) Internet facilities for staff and students: Arts Library

VICTORIA INSTITUTION (COLLEGE)

c) Class rooms with ICT facility: Nil

d) Laboratories: NA

31. Number of students of the department getting financial assistance from College.

Such assistance is centrally disbursed

32. Teaching Methods adopted to improve Students learning:

Students are well prepared ahead of their respective examinations by assessing their capabilities through regular oral class test tutorial test, unit test etc. Tutorial and remedial classes are regularly held to help students perform better. Teachers are always available for help and students feel free to approach their teachers.

33. Details of student enrichment programmes (special Lectures/ workshops/Seminar) with external experts.

There has always been an overall effort on the part of the teachers to introduce more advanced techniques of teaching and encourage the acquisition of knowledge through different perspectives. Seminar extension lecturers and Educational trips are conducted to provide detailed insight in the subject matter of the curriculum. Students are often taken to seminars, Workshop, Book fair organised by other institution and colleges. Students are also encouraged to contribute various articles, Stories & poems to the annual college magazines.



Excursion to Hooghly Imambara

34. Participation in Institutional Social Responsibility (ISR) AND Extension activities.

Students participate in NSS, NCC and programmes organised by the Student's Union.

35. SWOC analysis of the department and Future plans

- a. To hold Annual reunions so as to help students stay in close contact with each other.
- b. To launch a departmental journal to motivate all students and ex-students of the department for their creative work.
- c. To conduct seminar and workshops on a regular basis.
- d. To provide a value based education to enable them to develop their proficiency in job –oriented course.
- e. To organise annual get-together, excursion and the like.



Students presenting papers

Evaluative Report of the Department of Bengali (Day)

1. Name of the department: Bengali
2. Year of establishment: 1932
3. Name of programmes/courses offered (**UG Course.**): Undergraduate Honours course in Bengali.

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.A. (Honours)	UG	2012-2013	45%	35	40	41
		2013-2014	45%	63	60	43
		2014-2015	45%	61	46	40
		2015-2016	45%	65	56	42

4. Name of interdisciplinary courses and the departments/units involved: Environmental Science ENVS
5. Annual/Semester/Choice Based Credit System (Programme-wise): **Annual System**
6. Participation of the department in the courses offered by the other departments: NA.
7. Courses in collaboration with other universities, industries, foreign institutions etc.: NA.
8. Details of courses/programmes discontinued (if any) with reasons: NA.
9. Number of teaching posts:

	Sanctioned	Filled
Professors	NIL	Nil
Associate Professors		5
Assistant Professors	6	1
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Dr Indrani Chakraborty	D. Litt, Ph.D	Associate Professor	Bengali Personal Essay, Bengali Short Story	23 yrs	Victoria Institution (College) is an undergraduate degree college
Dr Tapasi Bandopadhyay	Ph.d	Associate Professor	History of Literature and	23 yrs	

VICTORIA INSTITUTION (COLLEGE)

			Essays		
Dr Uttara Ray	Ph.D	Associate Professor	Bengali Short Story, Bankimchandra	19 yrs	
Sm Jamilatul Firdous	M.Phil	Associate Professor	Linguistics	18 yrs	
Sm Sukriti Lahori	M. Phil	Associate Professor	Bengali Drama	16 yrs	
Sm Srabani Pal	M.A.	Assistant Professor	Manuscript	14yrs	

11. List of senior visiting faculty: NIL.

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty: NA.

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students
2011-2012	6	116
2012-2013	6	116
2013-2014	6	166
2014-2015	6	147

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: NA.

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers		6	6
Teachers with DSc/D.Litt as the highest qualification		1	1
Teachers with PhD as the highest qualification		2	2
Teachers with M.Phil as the highest qualification		2	2
Teachers with PG as the highest qualification		1	1

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: NA.

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: NA.

18. Research Centre/Facility recognised by the university: N.A.

19. Publications: *Annexure*

20. Areas of consultancy and income generated: NA.

VICTORIA INSTITUTION (COLLEGE)

21. Faculty as members in a) national committees, b) international committees, c) **editorial boards**: DR.Indrani Chakraborty, DR.Tapasi Bandyopadhyay are respectively convenor & joint convenor of the editorial board of College magazine & college academic journal.

22. Student projects:

- a) Percentage of students who have done in-house projects including inter-departmental/programme : ENVS ---100%
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: NA.

23. Awards/Recognitions received by faculty and students: *Annexure*

24. List of eminent academicians and scientists /visitors to the department:

Programme	Resource Person	Organiser	Source of Funding	Topic	Date
UGC Seminar	Dr.Karuna sindhu Das. (Vice-chancellor, Rabindra Bharati) Dr.Urmi Roychaudhuri (Head of the Bengali Department Calcutta University). DR.Ananada Lal (Department of English, Jadavpur University) Suranjana Dasgupta. (Drama-director & Actress)	Bengali Department of Victoria Institution College with collaboration of the Bengali Department of Calcutta University.	UGC	Bharatiya Natak o Bangla Natak: Bhabnay o Proyoge	17.01.2011
	Munsi Mahammad Unus (Jakir Hussain Post Graduate Evening College, New Delhi. Head of the Bengali Department.) Sujit Kumar Mondal (Prof. Jadavpur University, Department of Comparative literature.) Dr.Tarun Mukhopadhyay. (Prof. Calcutta University, Department of Bengali.) Drama—Rakta Karabi by blind actors, directed by Shubhasis Gangopadhyay.			Bharatiya Natak o Bangla Natak: Bhabnay o Proyoge	18.01.2011
	Dr.Pinakesh Sarkar. (Retired Prof of Jadavpur University & Chairperson of Bankim Parisad, Naihati.)	Bengali Department of Victoria Institution	College	Bankim Sahitya Prasanga.	19.12.14

VICTORIA INSTITUTION (COLLEGE)

	Abdul Kafi (Prof. of Jadavpur University, Department of Bengali)	College			
	Dr.Kuntal Mukhopadhyay, Guest Prof. of Presidency University, in Political Science Department & Drama Section of Rabindra Bharati University. Drama director & Actor of Sanglap Kolkata group.	Bengali Department of Victoria Institution College	College	Sahitya Rajniti.	22.12.15
	Dr, Bijoy Sinha., Prof.Shibnath Shastri College.		College	Bangla Chhanda	

25. Seminars/Conferences/Workshops organised and the source of funding:

a) National:

b) International:

Programme	Resource Person	Organiser	Source of Funding	Topic	Date
UGC Seminar	Dr,Karuna sindhu Das. (Vice-chancellor,Rabindra Bharati) Dr.Urmi Roychaudhuri (Head of the Bengali Department Calcutta University). DR.Ananada Lal (Department of English,Jadavpur University) Suranjana Dasgupta. (Drama-director & Actress)	Bengali Department of Victoria Institution College with collaboration of the Bengali Department of Calcutta University.	UGC	Bharatiya Natak o Bangla Natak:Bhabnay o Proyoge	17.01.2011
	Munsi Mahammad Unus (Jakir Hussain Post Graduate Evening College,New Delhi.Head of the Bengali Department.) Sujit Kumar Mondal(Prof.Jadavpur University,Department of Comparative literature.)Dr.Tarun Mukhopadhyay.(Prof.Calcutta University,Department of Bengali.)			Bharatiya Natak o Bangla Natak:Bhabnay o Proyoge	18.01.2011

VICTORIA INSTITUTION (COLLEGE)

	Drama—RaktaKarabi —by blind actors, directed by Shubhasis Gangopadhyay.)				
Departmental Seminar	Dr.Pinakesh Sarkar.(Retired Prof of Jadavpur University&Chairperson of Bankim Parisad,Naihati.) Abdul Kafi(Prof.of Jadavpur University,Department of Bengali)	Bengali Department of Victoria Institution College	College	Bankim Sahitya Prasanga.	19.12.14
Extension Lecture.	Dr.Kuntal Mukhopadhyay.Guest.Prof. of Presidency University, in Political Science Department &Drama Section of Rabindra Bharati University. Drama director & Actor of Sanglap Kolkata group.	Bengali Department of Victoria Institution College	College	Sahitya Rajniti.	22.12. 15
	Dr,Bijoy Sinha.Prof.Shibnath Shastri College.		College	Bangla Chhanda	22.12. 15

26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
B.A.(Hons)---UG	2011	247	60 1 st Yr(2011)	35	42(100%) Session 2008- 2011
	2012	295	64 1 st Yr(2012)	35	36(100%) Session 2009— 2012
	2013	443	66 1 st Yr(2013)	46	38(89.4%) Session - 2010—2013
	2014	573	68 1 st Yr(2014)	61	30(100%) Sessio2011- 2014

27. Diversity of students:

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate	2012-	100%	0	0

VICTORIA INSTITUTION (COLLEGE)

Honours	2013			
	2013-2014	100%	0	0
	2014-2015	100%	0	0
	2015-2016	100%	0	0

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.?

NET----1.Nargis Parvin.(2013)2.SSC---- Nargis Parvin.(2013).\

29. Student progression:

Student progression	Against % enrolled
UG to PG	60%
PG to M.Phil	25%
PG to PhD	
PhD to Post Doctoral	
Employed	
Campus selection	
Other than campus recruitment	SSC,NET.
Entrepreneurship and self employment	N.A.

30. Details of Infrastructural facilities:

a. Library –

- No. of books on Bengali Language & Literature in Central Library of the college is 6740.
- No of books in departmental seminar library is 564.

b) Internet facilities for staff and student: Yes.

c) Class Rooms with ICT facilities: Yes.

d) Laboratories: NA.

31. Number of students receiving financial assistance from college, university, government or other agencies: Such assistance is disbursed centrally

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with



Self Study Report 2015

VICTORIA INSTITUTION (COLLEGE)

external experts: See Column no.24 &25.

33. Teaching methods adopted to improve student learning: *Annexure*

34. Participation in institutional social responsibility (ISR) and extension activities.
Students participate in programmes organised by NSS, NCC and the Department.

35. SWOC analysis of the department and future plans:

Weaknesses of the Department

- Most of our students happen to belong to the first generation in their respective families to receive any formal education. Therefore, they often do not have a clear notion about how to study for an Honours course and how much dedication it demands.
- Most of our students often have to perform various familial responsibilities and even provide financial support for their families. Therefore, they become incapable of devoting their entire time to studies.
- Many of our students originally had the wish to enrol for other courses. But due to not getting admission in those courses, they seek enrolment in our department. Therefore, they often do not have the adequate foundation to study the Honours course.
- Many of our students come from rural areas or suburbs. Therefore they often experience a socio-cultural distance with the rest of the students.
- Many of our students, due to various reasons, do not get the opportunity to inculcate within themselves the habit of reading literary works.
- Some of the students do not converse in standard Bengali at home, therefore they find it difficult to articulate their ideas in standard Bengali in an academic environment.



Rabindra Jayanti Drama

Strengths of the Department

- Our teachers are very dedicated to their duties. They regularly update themselves with the latest theories and equip themselves with the latest pedagogical methods by attending Orientation and Refresher courses and by participating in academic conferences and workshops.
- We provide personal counselling to individual students and try to address their weaknesses and turn them into strengths.
- Our teachers provide the students with books, tutorial sessions, and remedial classes to address their academic difficulties.
- The greatest strength of the department is the atmosphere of the department



Education Fair

VICTORIA INSTITUTION (COLLEGE)

which allows free interaction between students and teachers. The teachers help the students with everything. The students participate in all the departmental events and initiatives with great enthusiasm.

- The students are very obedient.
- We regularly screen movies at the department and organize excursions to educational places.
- Our resourceful library is also one of the points of our strength.
- The teachers always help the students even outside the classroom.
- The teachers regularly communicate with the parents of the students, even outside parent-teacher meetings.
- The department of Bengali is a great composite unit of students, teachers, and guardians. Being a family is one of our greatest strengths.
- Besides academic duties, the teachers are adept at various extra-curricular activities. They are associated with different social activities. Therefore they are able to give the students informed suggestion about their future plans and can also develop them not only as students but also as human beings.
- The students are often reluctant to express themselves in a public environment. Therefore we try to send them for inter-college debates and workshops and encourage them to participate in the various interdisciplinary events of the college.
- We use PowerPoint presentations to make the lectures more attractive, lucid, and comprehensive.
- We wish to equip the department with laptops and audio systems.
- We would like to take the students to theatrical performances and fine arts exhibitions.
- We have planned to hold career counselling workshops following the final examinations of the students so that they may be better prepared to enrol for Masters courses and make decisions for their future career choices.

Evaluative Report of the Department of Sanskrit

1. Name of the Department: SANSKRIT
2. Year of Establishment: 1932
3. List of different programmes (Level of study=UG/PG/M.Phil/Certificate/Diploma/PG Diploma) offered by the department together with details required below:

U.G. (Honours & General)

Programme	Level of entry	Cut off marks at entry level (%)	Student strength			
			Session	1 st yr	2 nd yr	3 rd yr
BA(Hons)	UG	55% in Respective Subject OR 45% in aggregate 50% in Respective Subject.	2011-2012	39	40	30
			2012-2013	17	31	40
			2013-2014	23	32	31
			2014-2015	13	20	32

4. Names of Interdisciplinary courses and departments/ units involved: **Nil**
5. Annual/semester/choice based credit system (programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions etc.: **Nil**
8. Details of courses/ programmes discontinued (if any) with reasons: **NA**
9. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors):

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	4	3

VICTORIA INSTITUTION (COLLEGE)

10. Faculty profile with name, qualification, designation, specialization (D.Sc./D.Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience (till 31.12.2015)	No. of Ph.D. students guided in the last 4 years
SuchismitaKhanra	M.A	Assistant Professor	Veda	9years 4months	Nil
ArijitBaidya	M.A, B.Ed.	Assistant Professor	Kāvya	1 year 5months	Nil
Madhulina Das	M.A, M.Phil.	Assistant Professor	Kāvya	1 year 5months	Nil
Dipanwita Basu	M.A, M.Phil.	PTT	Kāvya	7years 9months	Nil
BhupaliBhattacharya	M.A, M.Phil.	PTT	Sāṃkhya-Yoga	5years 8months	Nil

11. List of senior visiting faculty: **Nil**

12. Percentage of lectures delivered and practical classes handled by Temporary Faculty: **Nil**

13. Programme-wise Student Teacher Ratio: U.G. Honours-

Year	Teachers	Students
2009-10	3	31
2010-11	4	25
2011-12	4	22
2012-13	3	21
2013-14	3	21
2014-15	4	22

14. Number of academic support staff (technical) and administrative staff: sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with D.Sc/ D.Litt./Ph.D./M.Phil./ P.G.

Qualifications of teaching faculty in 2014-15 session:

	Male	Female	Total
Total no. of Teachers	1	4	5
Teachers with D.Sc/ D.Litt. as the highest qualification			

VICTORIA INSTITUTION (COLLEGE)

Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification		3	3
Teachers with PG as the highest qualification	1	1	2

16. Number of faculty with on going projects from a) national, b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise: **Nil**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**

18. Research Centre / facility recognized by the University: **Nil**

19. Publications:

a) Publication per faculty

- number of papers published in peer reviewed journals (national/international) by faculty and students-3

Dept	Name of the teacher	Year	Title of the publication	Book/ Article	ISBN/ Without ISBN	Journal
Sanskrit	Suchismita Khanra	2011	Samagravidika sāhitye vrātyavṛttānta-	Article		Sāmpratikata makāle vāñ ālīraveda-gaveṣaṇ āvevaṇ
		September 2011	R̥gvederdevīsītā	Article		Visārī(Utsav saṁkhyā)
		2012-2013	On Some Arthālaṁkāras in the Vāmādeva- hymns	Article	ISSN:2277-4165	Dept. Journal RBU, Vol.XVIII
		May 2014	Treatment of Some śabdālaṁkāras in the Vāmādeva- hymns	Article	ISBN: 978-93-83368-89-1	Puṣṭi pitāgrā

20. Areas of consultancy and income generated : **Nil**

21. Faculty as members in

a) National committees: **Nil**

b) International committees: **Nil** c) Editorial Boards: **Nil**

22. Student projects:

a) Percentage of students who have done in-house projects including their departmental/Programme

VICTORIA INSTITUTION (COLLEGE)

Year	No. of Students	In-house Projects	Percentage
2011-12	30	ENVS	100%
2012-13	40		100%
2013-14	31		100%
2014-15	32		100%

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies–**Nil**.

23. Awards / Recognitions received by faculty and students:

- Faculty-**Nil**
- Students –
 - i **Tanushree Bhattacharya**(Ex-student of the department of Sanskrit in UG level)stood 1st in the Inter-Collegiate Sanskrit Recitation competition held in the Ramakrishna Sarada Mission Vivekananda Vidyabhavan, Kolkata on 14/03/2012.
 - ii **Rima Chandra**(Ex-student of the department of Sanskrit in UG level) stood 2nd in the Inter-Collegiate Sanskrit Recitation competition held in the Ramakrishna Sarada Mission Vivekananda Vidyabhavan, Kolkata on 14/03/2012.
 - iii Priyanka Ghosh & Somali Roy, 3rd year students (session-2015-16) of the Department of Sanskrit, received the prize “**Radhavallabh Mallik Smarak 2015**” from the Ashokenath Shastri-Gourinath Shastri Smaarak Samiti, Kolkata on 30/08/2015.
 - iv Five students [Atasi Mondal-1st year, Susmita Das-1st year, Priyanka Pal-1st year, Sayani Das-1st year, Chandrima Chatterjee-3rd year] have successfully participated in “All Bengal College University Sanskrit Recitation Competition” organized by the Department of Sanskrit, Ramakrishna Mission Vidyamandira, Belur Math on 03/09/2015.

24. List of eminent academicians and scientists /visitors to the department:

Seminar:

Departmental Seminar held on 09/12/2011. Speaker: Dr. Indrani Kar, Department of Sanskrit, Scottish Church College, Kolkata, Visiting faculty, Jadavpur University (Night) Topic: *vaidikayajña: kichu ānuṣaṅgika kathā*

Extension Lecture:

An Extension Lecture was held on 18/12/2015. Speaker: Dr. Parboty Chakraborty, Associate, Professor & Head of the Department of Sanskrit, Rabindra Bharati University, Kolkata, Topic: Sanskrit Grammar

25. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any:

VICTORIA INSTITUTION (COLLEGE)

Seminar:

Departmental Seminar held on 09/12/2011. Speaker: Dr. Indrani Kar, Department of Sanskrit, Scottish Church College, Kolkata, Visiting faculty, Jadavpur University (Night) Topic: *vaidikayajña: kichu ānuṣ aṅ gika kathā*

Extension Lecture:

An Extension Lecture was held on 18/12/2015. Speaker: Dr. Parboty Chakraborty, Associate Professor & Head of the Department of Sanskrit, Rabindra Bharati University, Kolkata, Topic: Sanskrit Grammar

26. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Enrolled		Pass percentage	
		Male	Female	M	F	Male	Female
U.G. (BA Hons)	2011-12: 152	NA	39	NA	39	NA	96%
	2012-13: 76	NA	17	NA	17	NA	94%
	2013-14: 77	NA	23	NA	23	NA	-
	2014-15: 48	NA	13	NA	13	NA	-
	2015-16: 127	NA	43	NA	43		

27. Diversity of students

Name of the Course		% of students from the College	% of students from the State	% of students from other States	% of students from other countries
UG	2011	NA	100%	0%	0%
	2012	NA	100%	0%	0%
	2013	NA	100%	0%	0%
	2014	NA	100%	0%	0%
	2015	NA	100%	0%	0%

28. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?: Nil

VICTORIA INSTITUTION (COLLEGE)

29. Student progression

Student progression	Percentage against enrolled
UG to PG	25%
PG to M.Phil.	20%
PG to Ph.D.	x
Ph.D. to Post-Doctoral	x
Employed <ul style="list-style-type: none"> Campus selection Other than campus recruitment 	x
Entrepreneurs	x

30. Details of infrastructural facilities

- a) Library– Yes
- b) Internet facilities for staff and students: Arts Library
- c) Class rooms with ICT facility: Nil
- d) Laboratories: NA

31. Number of students of the department getting financial assistance from College. Such assistance is centrally disbursed.

32. Details of student enrichment programmes (special lectures/workshops/seminar) with external experts.

Seminar:

Departmental Seminar held on 09/12/2011. Speaker: Dr. Indrani Kar, Department of Sanskrit, Scottish Church College, Kolkata, Visiting faculty, Jadavpur University (Night) Topic: *vaidikayajña: kichu ānuṣaṅgika kathā*

Extension Lecture:

An Extension Lecture was held on 18/12/2015. Speaker: Dr. Parboty Chakraborty, Associate Professor & Head of the Department of Sanskrit, Rabindra Bharati University, Kolkata, Topic: *anskrit Grammar*

33. Teaching methods adopted to improve student learning: Interactive lectures, student seminars, group discussion, etc.

34. Participation in Institutional Social Responsibility (ISR) AND Extension activities. Students participate in NSS and NCC activities

VICTORIA INSTITUTION (COLLEGE)

35. SWOC analysis of the department and Future plans:

Strength:

The teachers provide personal counselling to individual students and try to address their weaknesses and turn them into strengths.

The teachers are very dedicated to their duties. They regularly update themselves with the latest theories and equip themselves with the latest pedagogical methods by attending Orientation and Refresher courses and by participating in academic conferences and workshops.



Principal meeting Sanskrit department

Parent-Principal-Teacher interaction is one of the greatest strength of the college.

Weakness:

Lack of space: The department needs another viable seminar room during full session.

Evaluative report of the Department of English

1. Name Of The Department: ENGLISH
2. Year Of Establishment: 1932
3. Courses Offered: UG courses, both Honours and General
4. Names of Interdisciplinary courses and the departments / units involved- **Nil**
5. Annual Evaluation : ENGA Part I, Part II, Part III
 ENGG Part I, Part II, Part III
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions etc: **Nil**
8. Details Of Programs Discontinued (If Any) With Reasons: Communicative English Program (CMEV) was started as an extension of English Department in **2006**. This is a self-financed course run by the College with the following faculty pattern: 1 whole time contractual lecturer appointed by the College; 2 teachers of the English department; 2 Guest Lecturers appointed during the full session; other part time teachers are appointed as and when required. Total number of teachers: 5. The course was discontinued from 2012 as Calcutta University stopped offering vocational courses from this year
9. NUMBER OF TEACHING POSTS:

	Sanctioned	Filled
Associate Professors		3
Assistant Professors	5	2

10. FACULTY PROFILE:

Name	Qualification	Designation	Specialization	Experience
Dr. Uma Ray Srinivasan	M.A. , Ph.D	Associate Professor in English	Shakespearean drama	29 years
Dr. Debosmita Chakraborty	M.A., MPhil, PhD	Associate Professor in English	American Drama	19 years
Smt. Anuradha Basu	M.A.	Associate Professor in English	—	19 years
Dr. Madhumita Basu	M.A., M.Phil, PhD	Assistant Professor in English	American Literature	5 years
Smt. Sananda Laha	M.A., B.Ed	Assistant Professor in English	American Literature	9 mths

11. List of senior visiting faculty: **Nil**

VICTORIA INSTITUTION (COLLEGE)

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

July 2011-June 2012: CMEV 80%

July 2012-June 2013: UG 12%; CMEV 80%

July 2013- June 2014: UG 12%

13. STUDENT-TEACHER RATIO (PROGRAMME WISE)

Programme	2015			2014			2013			2012			2011		
	1 st yr	2 nd yr	3 rd yr	1 st yr	2 nd yr	3 rd yr	1 st yr	2 nd yr	3 rd yr	1 st yr	2 nd yr	3 rd yr	1 st yr	2 nd yr	3 rd yr
Honours	46	41	30	37	50	20	53	51	52	52	27	47	50	54	28
		39:5			38:5			52:5			42:5			44:5	

14. Number of academic staff (technical) or (administrative) sanctioned and filled:

The arts department has one administrative staff.

15. Qualifications of teaching faculty with dsc/d.litt/phd/mphil/pg:

- PhD: 3
- MPhil: 2
- PG: 5

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**

17. Departmental projects funded by DST- FIST, UGC, DBT, ICSSR, etc and total grants received- X

18. Research Centre/ facility recognized by the University- N/A

19. PUBLICATIONS:

a) Publication per faculty:

Dr. Uma Ray Srinivasan: 5

Smt. Anuradha Basu: 15

Dr. Madhumita Basu: 7

b) Number of papers published in peer reviewed journals (national/international) by faculty and students: 8

- Number of publications listed in International Database: 1 (SSRN Social Science Research Network)
- Chapters in Books: 2
- Books with ISBN/ISSN numbers with details of publishers:
 - Chinua Achebe: British Colonialism & The Igbo Race, Indian Books View, 2012, ISBN: 978-81-88453-31-3

VICTORIA INSTITUTION (COLLEGE)

- The Rivals (Text with Critical Essays), Indian Books View, 2012, ISBN: 978-81-88453-32-0
- The Politics of Equivocation in the Plays of Shakespeare, Avenel Press, 2013, ISBN: 978-93-80761-36-7
- Charles Dickens, Great Expectations, A Critical Review, Avenel Press, 2015, ISBN 978-93-80761-90-9

20. Areas of consultancy and income generated- x

21. Faculty as members in-

- a. National Committees: x
- b. International Committees: x
- c. Editorial Boards- x

22. STUDENT PROJECTS:

- Percentage of students who have done in-house projects including inter departmental/ programme:
 - 2011: ENVS PROJECT done by Part III students: 100%
 - 2012: ENVS PROJECT done by Part III students: 100%
 - 2013: ENVS PROJECT done by Part III students: 100%
 - 2014: ENVS PROJECT done by Part III students: 100%

23. Awards/ Recognitions received by faculty and students- Nil

24. LIST OF EMINENT ACADEMICIANS/VISITORS TO THE DEPARTMENT:

- Dr. Partha Gangopadhyay of Sanskrit College gave an extension lecture on 'Modern Poetry' on August, 2012 Sponsored by Victoria Institution (College).



Dr. Partha Gangopadhyay on modern poetry

25. Seminars/conferences/workshops organized and the source of funding:

SEMINAR: A two day U.G.C. sponsored national seminar was organized by the Department of English, Victoria Institution (college) in collaboration with the Department of English of Seth Soorajmull Jalan Girls' College on 'Women's Voices: Heard and Those Unheard,



National Seminar

VICTORIA INSTITUTION (COLLEGE)

Elizabethan and Jacobean Theatre and The Indian Classroom Context on 3rd and 4th December 2015.

Funded by: University Grants Commission

26. Student profile programme/ course wise:

Name of course ENGA	Applications received	Selected (F)	Enrolled	Pass% (only 1st yr)
2015	1520	60	60	Not appeared
2014	1021	50	54	Result not pub.
2013	1048	50	53	76.19
2012	1002	50	51	61.22%
2011	988	50	43	53.70%

Addendum: PART III Result (Pass % only)

2015	(2009-10-11)	100%
2014	(2010-11-12)	100%
2013	(2011-12-13)	100%
2012	(2012-13-14)	100%
2011	(2013-14-15)	100%

27. Diversity of students:

Name of course ENGA	% of students from the same state	% of students from the other states	% of students from abroad
2015	100%	Nil	Nil
2014	100%	Nil	Nil
2013	100%	Nil	Nil
2012	100%	Nil	Nil
2011	100%	Nil	Nil

28. Number of students who have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL SERVICES, DEFENSE SERVICES etc.?

40% of students who pass out enrol at Educational training programs, journalism courses, TOEFEL Training program, WBCS Government jobs, airhostess training, bank jobs, aviation etc.

29. Student progression:

Student Progression	Against % enrolled
UG to PG	2011:60%

VICTORIA INSTITUTION (COLLEGE)

	2012:65%
	2013:60%
PG to M.PHIL	
PG to Ph.D	
Ph.D to Post Doctoral	
Employed <ul style="list-style-type: none"> • Campus Selection • Other than campus recruitment 	
Entrepreneurship/Self employment	

30. Details of infrastructural facilities:

a) Library: The college is endowed with an immensely rich and informative library which is updated annually with latest critical books, text books, encyclopaedias, dictionaries. The library is an open access library. The students are allowed both to borrow books and use the reading room.

b) Internet facility for staff and students: The staff and the students are provided with internet facility in the library. The teaching staff can also have access to the internet in the office of the Principal.

c) Class rooms with ICT facility: The department of English has a Seminar Room of its own. This is the master classroom with a seating capacity of 60 students. The classroom is provided with a Lap-Top, Screen, Projector and Microphone.

31. Number of students receiving financial assistance from college, university, government or other agencies- Such assistance is disbursed centrally

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

- The department has from time to time organized **extension lectures, language workshops and seminars.**

SEMINAR: A two day U.G.C. sponsored national seminar was organized by the Department of English, Victoria Institution (college) in collaboration with the Department of English of Seth Soorajmull Jalan Girls' College on 'Women's Voices: Heard and Those Unheard, Elizabeth and Jacobean Theatre and The Indian Classroom Context on 3rd and 4th December 2015.



33. Teaching methods adopted to improve student learning:

Teaching English literature to Indian students could be a challenging task as students need negotiate texts removed in terms of time and space. Extra efforts are made by the



to

VICTORIA INSTITUTION (COLLEGE)

Department to overcome the barrier as defined below:

- i) **Film screening of texts** in the syllabus which involves viewing, along with reading of texts generating healthy student-involvement. Text of 'Look Back In Anger' was discussed and screened in class on 3.11.2011. A film show on 'My Fair Lady' based on the text "Pygmalion" was screened in class on 12.10.2012
- ii) **Organizing quiz and paper-reading programmes once in a while to make understanding of texts easier, interesting and interactive.**
- iii) **Educational tours:** Students were taken to a theatre show outside college on an adaptation of a text in the syllabus 'Midsummer's Nights Dream' on 19.12.2015. Students are taken to such tours as part of educational program to give them on hand experience of texts in the syllabus.
- iv) Students are taught with the use of **microphone** in the seminar room to facilitate teaching and engage student interest.
- v) **Student paper reading** sessions are organized . The most recent paper reading session was held on 16.9.2015
- vi) Teaching through **wall magazines**:
- vii) Power-point teaching in addition to traditional lecture mode and chalk-duster mode.



Educational tour 19.12.2015



Students' paper reading using microphone



Teaching through wall magazines

viii) **Parents Teachers Meetings** are held annually to interact with parents on student progression. Parents Teachers Meetings are held in the presence of the Principal to ensure better performance of the students

34. Participation in institutional social responsibility (isr) and extension activities:

Membership of NSS

35. SWOC ANALYSIS AND FUTURE PLANS OF THE DEPARTMENT:

FUTURE PLANS OF THE DEPARTMENT:

- To organise Extension Lectures
- To hold student paper reading sessions
- To arrange for quiz programs with students based on the texts in the syllabus
- To arrange for educational tours
- To ensure student participation in 'Education Fair' organised by the college.
- To revive the seminar library



Class room teaching with power point presentations

Evaluative Report of the Department of History (Morning)

1. Name of the department: History (Morning)
2. Year of establishment: 1963
3. Name of programmes/courses offered (UG,PG,M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate General course in History

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.A. (General)	UG	2011-2012		370	340	300
		2012-2013		380	356	320
		2013-2014		365	350	290
		2014-2015		384	360	240

4. Name of interdisciplinary courses and the departments/units involved: Environmental Science
5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual System
6. Participation of the department in the courses offered by the other departments: Political Science, Philosophy, Economics, Bengali, English, Urdu.
7. Courses in collaboration with other universities, industries, foreign institutions etc. Nil
8. Details of courses/programmes discontinued (if any) with reasons: Nil
9. Number of teaching posts:

	Sanctioned	Filled
Professors	NIL	Nil
Associate Professors		
Assistant Professors	2	1
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Arati Khan	M.Phil	Associate Professor	Santals in Bankura	35 years	Victoria Institution (College) is an undergraduate degree college
Saumita Chakrabarti	M.Phil	Guest lecturer	Disease, Medicine & Healthcare	2 years	

VICTORIA INSTITUTION (COLLEGE)

			among the Santals : transition in the Colonial Period		
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11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty:

Name of Temporary Faculty	2011-2012	2012-2013	2013-2014	2014-2015
Mimasha Pandit	July-June	July-June	July-June	July-June
Saumita Chakrabarti				
Total lectures delivered by the Department (T)	580	566	560	582
Lectures delivered by Government Approved PTT (A)				
Lectures delivered by College Appointed Whole Timer (B)				
Lectures delivered by Guest Lecturer (C)				190
Total lectures delivered by Temporary Faculty D = (A+B+C)	109	390	388	
% of lectures delivered by temporary faculty (D/T) X 100	18.79	68.90	69.28	32.63

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students
2011-2012	2	850
2012-2013	2	855
2013-2014	2	875
2014-2015	2	934

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers		2	2
Teachers with DSc/D.Litt as the highest qualification			
Teachers with PhD as the highest qualification			
Teachers with M.Phil as the highest qualification		2	2
Teachers with PG as the highest qualification			

VICTORIA INSTITUTION (COLLEGE)

16. Number of faculty with on-going projects from a) national, b) international funding agencies and grants received: Nil
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: Nil
18. Research Centre/Facility recognised by the university: N.A.
19. Publications: *annexure*
20. Areas of consultancy and income generated: Nil
21. Faculty as members in a) national committees, b) international committees, c) editorial boards: *Annexure*
22. Student projects:
 - a) Percentage of students who have done in-house projects including inter-departmental/programme :100% ENVIS Projects
 - b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: Nil
23. Awards/Recognitions received by faculty and students: Debashree Dutta received International recognition for painting.
24. List of eminent academicians and scientists /visitors to the department: prof Ranjit Sen (University of Calcutta),Prof.Ganapati subbaia (Visva Bharati),Dr. Gautam Sengupta (Director Archaeological Survey of India),Prof.Ranabir Chakrabarty (university of Calcutta),Dr.Soma Basu (Rabindra Bharati),Dr. Suchandra Ghosh (University of Calcutta) ,Dr.Nrisinha Prasad Bhaduri (Gurudas College),Sk.Makbul Islam (St.Paul's C.M. College).
25. Seminars/Conferences/Workshops organised and the source of funding:

Seminars organized by the department with eminent scholars:

Year	Speaker	Institution
2009	Dr.Suchandra ghosh	University of Calcutta
2010	Dr.G.Subbaia	Visva Bharati
2011	Students'seminar	Department Of history
2012	Dr.Parnasabari Bhattacharyya	Faculty seminar
2015	Dr.Makbul Islam	St.Paul's C M College

26. Student profile programme/course wise:

	Name of the course	Application received	Selected	Enrolled Male	Enrolled Female	Pass percentage
2011-12	UG,B.A.(H)	185	52	X	35	100
2012-13	Do	210	57	X	37	100
2013-14	Do	182	57	X	30	100
2014-15	Do	250	57	X	32	100

VICTORIA INSTITUTION (COLLEGE)

27. Diversity of students:

Name of the Course	% of students from the same state	% of students from other states	% students from abroad
UG	98%	2%	X

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.? None

29. Student progression:

Student Progression	Against Percentage enrolled
UG to PG	X (Department offers only General course)
Employed	Against Percentage enrolled
Campus selection	X
Other than campus recruitment	x
Self employment	10%

30. Details of Infrastructural facilities:

- a) Library –References and text books of History and other Social Sciences in the Morning Library.
- b) Internet facilities for staff and student: Available in the library
- c) Class Rooms with ICT facilities: Nil
- d) Laboratories: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies:

Such assistance is centrally disbursed

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts:

Year	Speaker	Institution
2009	Dr.Suchandra Ghosh	University of Calcutta
2010	Dr.G.Subbaia	Visva Bharati
2011	Students'seminar	Department Of history
2012	Dr.Parnasabari Bhattacharyya	Faculty seminar
2015	Dr.Makbul Islam	St.Paul's C M College

33. Teaching methods adopted to improve student learning: Remedial Classes taken, Group Discussions held, Lecture Method, Distribution of Reading Materials and students participating in Question- Answer Session.
34. Participation in institutional social responsibility (ISR) and extension activities: Participation in NSS and NCC Activities.
35. SWOC analysis of the department and future plans:

Strengths

Teachers are very particular about their classes. Apart from their assigned syllabus students are also encouraged in extra-curricular activities. The students are regularly monitored by their teachers in their performances. There is a healthy teacher-student relationship. Students enjoy freedom both in and outside the classroom.

Weakness

Urdu students suffer from language problem and to recover weakness, remedial classes, class-notes and printed documents are provided to them in English.

Individual attention cannot be parted due to huge number of students.

Evaluative Report of the Department of Geography

1. Name of the department: GEOGRAPHY
2. Year of establishment: 1969
3. Name of programmes/courses offered (UG,PG,M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate Honours course in Geography Department

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.Sc. (Honours)	UG	2012-2013	65% in geography, 60% in aggregate	39	36	36
		2013-2014	Do	42	38	34
		2014-2015	Do	46	37	32
		2015-2016	Do			

4. Name of interdisciplinary courses and the departments/units involved: Environmental Science
5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual System
6. Participation of the department in the courses offered by the other departments: N.A
7. Courses in collaboration with other universities, industries, foreign institutions etc.: N.A
8. Details of courses/programmes discontinued (if any) with reasons: No
9. Number of teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	4	4
Assistant Professor to Associate Professor by promotion		
Two Assistant Professors (Dr. Kaberi Brahma and Pubali Ghosh have been promoted to Associate rank		

VICTORIA INSTITUTION (COLLEGE)

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Dr. Kaberi Brahma	M.A. , PhD	Associate Professor	Physical Geography (Cartography)	27 years	Victoria Institution (College) is an undergraduate degree college
Pubali Ghosh	M.Sc, B. Ed	Associate Professor	Regional Planning	18 years	
Saswati Nayak	M.A	Assistant Professor	Cartography	14 years	
Prakriti Das	M.A, M.Phil	Assistant Professor	Gender Studies	5years	
Smriti Sil	M.Sc in Environmental Science	Graduate Lab Instructor	-	29 years	

11. List of senior visiting faculty: No visiting faculty

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty: No temporary faculty

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students
2011-2012	4 or 5	92
2012-2013	4 or 5	111
2013-2014	4 or 5	114
2014-2015	4 or 5	115

Geography dept has 4 full time teachers and 1 graduate lab instructor (GLI)

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: 2

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers			
Teachers with DSc/D.Litt as the highest qualification			
Teachers with PhD as the highest qualification		1	1
Teachers with M.Phil as the highest qualification		1	1
Teachers with PG as the highest qualification		3	3

VICTORIA INSTITUTION (COLLEGE)

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: Saswati Nayak, UGC funding (National), Rs. 1.18lakh

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: UGC sponsored Minor Research Project by Saswati Nayak, Project Name: The study of Development Induced Displacement in Haldi Industrial Belt, Date: 2010-2012 Grant: Rs. 1.18 lakn

18. Research Centre/Facility recognised by the university: **Nil**.

19. Publications: *Annexure*

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in a) national committees, b) international committees, c) editorial boards: *Annexure*

22. Student projects:

a. Percentage of students who have done in-house projects including inert-departmental/programme : 100% (all students of 3rd year doing ENVs project)

b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: **Nil**

23. Awards/Recognitions received by faculty and students: *Annexure*

24. List of eminent academicians and scientists /visitors to the department: **Nil**

25. Seminars/Conferences/Workshops organised and the source of funding: **Nil**

a. National: x

b. International: x

26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
B.Sc in Geography (U.G)	2012	1052	40	39	100
	2013	1076	45	42	100
	2014	784	47	46	100
	2015	620	47	38	100

VICTORIA INSTITUTION (COLLEGE)

27. Diversity of students:

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate Honours	2012-2013	100	- x	x-
	2013-2014	100	x-	x-
	2014-2015	100	-x	x
	2015-2016	100	x-	x-

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.? Nil

29. Student progression:

Student progression	Against % enrolled
UG to PG	85
PG to M.Phil	X
PG to PhD	X
PhD to Post Doctoral	X
Employed	
Campus selection	
Other than campus recruitment	
Entrepreneurship and self employment	N.A.

30. Details of Infrastructural facilities:

- a. Library –.
- b. Internet facilities for staff and student:
- c. Class Rooms with ICT facilities:
- d. Laboratories: Computer with GIS, Tracing table, Instruments like Primatic compass, Dumpy level etc

31. Number of students receiving financial assistance from college, university, government or other agencies:

Such assistance is centrally disbursed

VICTORIA INSTITUTION (COLLEGE)

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: No such lectures.

33. Teaching methods adopted to improve student learning: power point presentation, slide showing through projector, test and tutorials, remedial classes

34. Participation in institutional social responsibility (ISR) and extension activities: NSS

35. SWOC analysis of the department and future plans:

One of the greatest strength of the institution is the over-all atmosphere which allows free interaction between students and teachers. The teachers help the students with everything. The students participate in the college events and initiatives with great enthusiasm.

The teachers provide personal counselling to individual students and try to address their weaknesses and turn them into strengths.

The teachers are very dedicated to their duties. They regularly update themselves with the latest theories and equip themselves with the latest pedagogical methods by attending Orientation and Refresher courses and by participating in academic conferences and workshops.



Educational trip



Parent teachers meet

Evaluative Report of the Department of ECONOMICS

1. Name of the department: Economics
2. Year of Establishment: 1963: MORNING SECTION
1932: DAY SECTION
3. Names of Programmes/Courses offered:UG
Economics General: Morning Section
Economics Hons and General: Day Section

Programme	Level of entry	Year	Student strength		
			1 st Year	2 nd Year	3 rd Year
B.A./B.Sc (GENERAL) MORNING SECTION	UG	2011-2012	18	12	12
		2012-2013	12	16	12
		2013-2014	26	10	16
		2014-2015	20	24	08

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.A. B.Sc/(Honours) DAY SECTION	UG	2011-2012	55% in Aggregate, 50% in Mathematics and English	10	02	02
		2012-2013		13	07	01
		2013-2014		11	09	10
		2014-2015		05	11	03

4. Names of Interdisciplinary courses and the departments/units involved:
Environmental Studies and B.Com
5. Annual/semester/choice based credit system (Programme wise): Annual System
6. Participation of the department in the courses offered by other departments:
Morning Section: Political Science, Geography, History, Bengali, English, Urdu
Day Section: Mathematics, Political Science, Journalism and Geography, Bengali, English
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NIL
8. Details of courses/programmes discontinued (if any)with reasons: NIL

VICTORIA INSTITUTION (COLLEGE)

9. Number of teaching posts

Morning Section	Designation	Sanctioned	Filled
	Professors	NIL	NIL
	Associate Professors	NIL	NIL
	Asst. Professors	2	1
	Associate Professor by Promotion	NIL	NIL
Day Section	Designation	Sanctioned	Filled
	Professors	NIL	NIL
	Associate Professors	NIL	NIL
	Asst. Professors	4	4 (1 promoted to associate professor)
	Associate Professor by Promotion	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt.

/Ph.D./ M.Phil. etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Paramita Roy Biswas (Morning Section)	Ph.D, M. Phil	Assistant Professor	Econometrics	1 yr 8 months as Asst. Professor, 2 years as substitute teacher (under FDP vacancy)	Victoria Institution (College) is an undergraduate degree college
Smt. Dipanwita Mukhopadhyay (Day Section)	M.A.	Associate Professor	Econometrics	27 years	
Smt. Simanti Bandyopadhyay (Day Section)	M.A.	Assistant Professor	No Specialization	19 years	
Dr. Chitrita Bhowmick (Day Section)	Ph.D., M.Phil	Assistant Professor	International Trade	8 years	

VICTORIA INSTITUTION (COLLEGE)

Sri Debabrata Roy (Day Section)	M.Phil	Assistant Professor	No Specialization	1 year	
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11. List of senior visiting faculty: NIL

12. Percentage of Lectures Delivered and Practical Classes Handled by Temporary Faculty:

Morning Section: NIL

Day Section: NIL

13. Student-Teacher Ratio(program-wise):

Morning Section:

Year	Teachers	Students	Student-TeacherRatio
2011-12	2	(18+12+12)	42/2
2012-13	2	(12+16+12)	61/2
2013-14	2	(26+10+16)	52/2
2014-15	2	(20+24+8)	52/2

Day Section:

Year	Teachers	Students	Student-TeacherRatio
2011-12	3	10+2+2	14/3
2012-13	4	13+7+1	21/4
2013-14	4	11+9+10	30/4
2014-15	5	5+11+3	19/5

14. Number of academic support staff(technical)and administrative staff; sanctioned and filled: **Nil**

15. Qualifications of Teaching Faculty:

MORNING SECTION	Male	Female	Total
Total no. teachers	0	1	1

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Teachers with D.Sc/D.Litt as the highest qualification	0	0	0
Teachers with Ph.D. as the highest qualification	0	1	1
Teachers with M.Phil. as the highest qualification	0	0	0
Teachers with PG as the highest qualification	0	0	0

DAY SECTION	Male	Female	Total
Total no. teachers	1	3	4
Teachers with D.Sc/D.Litt as the highest qualification	0	0	0
Teachers with Ph.D. as the highest qualification	0	1	1
Teachers with M.Phil. as the highest qualification	1	0	1
Teachers with PG as the highest qualification	0	2	2

16. Number of Faculties with Ongoing Projects: NIL

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: NIL

18. Research Centre/facility recognized by the University: NIL

19. Publications: *Annexure*

20. Areas of consultancy and income generated: NIL

21. Faculty as members in a) National Committees b) International Committees c) Editorial Board: *Annexure*

22. Student projects:

a) Percentage of students who have done in-house projects including inter-departmental/programme:

- All the IIIyr hon's students are entitled to submit a project on any Economic issue related to Indian Economy. This project is compulsory for III yr hon's students.
- III yr students submit a project on ENVIS every year

b) Percentage of students placed for projects in organisations outside the institution i.e. in Research laboratories/Industry/ other agencies :

23. Awards/Recognitions received by faculty and students:

Faculty: *Annexure*

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Students:

- Moumita Chel (2007 pass out) is pursuing Ph.D in Department of Economics, Jadavpur University under University Fellowship Scheme.
- Namrata Mukherjee (2012 pass out), after completion of her MBA in Financial Management from IBS, Nande, Pune; is placed as Deputy Manager (Role Product, SME Cross Cell) in Bajaj Finserv, Corporate Office, Pune.
- Debarati Sur (2012 pass out), after completion of her Post Graduation in Economics is successfully placed as Statistical Analyst at WNS Global Services, Bengaluru.
- Arpita Das (2014 pass out and secured 1st class in UG) and Moumita Banerjee (2014 pass out) are doing M.Sc in Economics from Calcutta University.

24. List of eminent academicians and scientists/visitors to the department:

Extension Lecture:

Program	Resource Person	Institutional Affiliation	Topic	Date
Extension Lecture	Prof. Saikat Sinha Roy	Professor, Dept. of Economics, Jadavpur University	Effects of Globalization on Indian Economy since 1980	08.12.15
Extension Lecture	Mr. Amitava Gupta	Assistant Editor & Economic Analyst, ABP	Behavioral Economics	13.10.15
Extension Lecture	Mr. Arnab kanjilal	Assistant Professor, Department of Economics, Ramakrishna Mission Vidyamandira, Belur	Economics of Asymmetric Information	17.09.11

25. Seminars/Conferences/Workshops organized & the source of funding:

Annexure

26. Student profile programme/course wise:

Name of the Course/programme*	Applications received	Selected	Enrolled	Pass percentage* *

VICTORIA INSTITUTION (COLLEGE)

BSc (H) 2011-12	38	9	9	100
BSc (H) 2012-13	43	15	10	100
BSc (H) 2013-14	58	13	7	85.7
BSc (H) 2014-15	42	6	5	100

* BSc (H) 1st year ** BSc (H) Final year

27. Diversity of Students

Name of the Course*	% of students from the same state	% of students from other States	% of students from abroad
BSc (H) 2011-12	100	0	0
BSc (H) 2012-13	100	0	0
BSc (H) 2013-14	100	0	0
BSc (H) 2014-15	94.7	5.26	0

* BSc (H) 1st year

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

1. SET: 01
2. CAT: 01
3. SSC: 05

Notably, many other students are absorbed in Private and Government-sponsored Schools, Private Financial Organizations, IT Sectors by clearing state and national level interviews.

29. Student progression:

Year	UG to PG (Against % enrolled)
2011-12	100%
2012-13	100%
2013-14	42.85%
2014-15	66.67%

30. Details of Infrastructural facilities

- a) Library: A section allotted for various kinds of Books related to Economics as well as Social Science. A Separate section for books related to Economics (Hons.).

VICTORIA INSTITUTION (COLLEGE)

The students of Economics, both morning section and day section, have separate library access.

b) Internet facilities for Staff & Students: At Library

c) Classrooms with ICT facility: No

d) Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies: Such assistance is centrally disbursed

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts: Refer to point 24

33. Teaching methods adopted to improve student learning:

Black board work with chalk and talk, Assignments (both in class room and at home), Presentation, Question-Answer session, Surprise Test, Group Discussion, Primary Survey, and Remedial Classes & Doubt-clearing classes etc.

Special attention is given to weaker students. The students from lower-middle class background are provided special English teaching backup by the teachers. First generation learners need special care and assistance regarding books and journals, which are provided by the department also.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- NSS and NCC Participation: Every year Hons. As well General course students participate in NSS and NCC.
- Teachers are oriented to help the poor and marginal students
- The students have participated in an educational tour, related to Environmental Studies, conducted by the college in November 2014 to the Nature Park, Taratolla, Kolkata. This tour helped the students to develop awareness about the ecological balance, nature conservation, reservation of forest etc. through the observations and talks delivered by the faculties during the tour.

35. SWOC analysis of the department and future plans:

Strengths

VICTORIA INSTITUTION (COLLEGE)

- Sincere and dedicated faculties who provide proper orientation to the students. Most of the students are obedient and diligent. Healthy student-teacher relationship makes the environment conducive for a desirable teaching-learning process.
- Cooperation among the departmental colleagues also strengthens the internal bonding of the department.
- Regular attendance by students and teachers, easy accessibility to the teachers even after college hour are the other positive aspects of our department.



Education Fair

Weakness

Last but not least, not to say about the weakness of our department, rather the requirements of the departments:

- Lack of space: The department needs another viable seminar room during full session. So, lack of space and ICT facility are the main problem so far.
- Finance for tools required to provide the students a proper idea about some upgraded technical knowhow that are suitable for any other course.
- Allocation for departmental tools and further allocation for extension lecture are required.
- After graduation, some students take admission for post-graduation courses also. If some financial help (like scholarship, subsidies etc.,) is arranged by the college for the needy scholar, it may ease out the financial barrier to some extent in pursuing higher study.



Participating in extension lecture

Evaluative Report of the Department of Political Science

1. Name of the department: Political Science
2. Year of establishment: 1932
3. Name of programmes/courses offered (UG, PG, M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate Honours course in Political Science

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.A. (Honours)	UG	2012-2013	45%	46	15	22
		2013-2014	45%	20	19	15
		2014-2015	45%	20	12	11
		2015-2016	45%	52	10	08

4. Name of interdisciplinary courses and the departments/units involved: Environmental Science
5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual System
6. Participation of the department in the courses offered by the other departments: NIL
7. Courses in collaboration with other universities, industries, foreign institutions etc.: NIL
8. Details of courses/programmes discontinued (if any) with reasons: NIL
9. Number of teaching posts:

	Sanctioned	Filled
Professors	NIL	Nil
Associate Professors	NIL	01
Assistant Professors	04	02
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Dr. Arpita Mukherji	PhD	Associate Professor	Political Thought, Political Theory	16 years	Victoria Institution (College) is an undergraduate degree college
Smt. Mousumi	M.Phil	Assistant Professor	International Relations	3 years	

VICTORIA INSTITUTION (COLLEGE)

Dasgupta					
Smt. Joyeeta Das	M.Phil	Assistant Professor	Research Methodology	1 year	

11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty:

Name of Temporary Faculty	2011-2012	2012-2013	2013-2014	2014-2015
Koeli Mitra (K.M.)	July-June	July-June	July-June	July-June
Rikhia Mukherjee (R.M.)	(K.M.)	(R.M. & M.C.)	(R.M.)	(R.M. & A.S.)
Monalisa Chatterjee (M.C.)				
Anuja Saha (A.S.)				
Total lectures delivered by the Department (T)	160	244	122	244
Lectures delivered by Government Approved PTT (A)	The department does not have Government Approved PTT			
Lectures delivered by College Appointed Whole Timer (B)	The department does not have College Appointed Whole Timer			
Lectures delivered by Guest Lecturer (C)	160	244	122	244
Total lectures delivered by Temporary Faculty D = (A+B+C)	160	244	122	244
% of lectures delivered by temporary faculty (D/T) X 100	100%	100%	100%	100%

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students
2011-2012	02	76
2012-2013	03	67
2013-2014	03	61
2014-2015	03	43

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: NIL

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers	NIL	03	03

VICTORIA INSTITUTION (COLLEGE)

Teachers with DSc/D.Litt as the highest qualification	NIL	NIL	NIL
Teachers with PhD as the highest qualification	NIL	01	01
Teachers with M.Phil as the highest qualification	NIL	02	02
Teachers with PG as the highest qualification	NIL	NIL	NIL

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: NIL
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: NIL
18. Research Centre/Facility recognised by the university: N.A.
19. Publications: *Annexure*
20. Areas of consultancy and income generated: NIL
21. Faculty as members in a) national committees, b) international committees, c) editorial boards: *Annexure*
22. Student projects:
 - c) Percentage of students who have done in-house projects including inter-departmental/programme : 100%
 - d) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: NIL
23. Awards/Recognitions received by faculty and students: *Annexure*
24. List of eminent academicians and scientists /visitors to the department:

Programme	Resource Person	Institutional Affiliation	Topic	Date
Extension Lecture for Undergraduate Students of Political Science and Allied Social Sciences (2014-2015)	Prof. Amit Dey	Department of History, University of Calcutta	Islamic Political Thought in India	10.11.2014
	Prof. Surajit C. Mukhopadhyay	Registrar, National University of Jurisprudial Sciences, Kolkata	Social Bases of Politics	21.11.2014
	Prof. Sobhanlal Datta Gupta	Surendranath Banerjee Chair of Political Science, University of Calcutta	Hegel's Ideas Civil Society and State	17.12.2014
	Dr. Indrashis Banerjee	Department of Political Science,	Public Administration-	19.12.2014

VICTORIA INSTITUTION (COLLEGE)

		Ramakrishna Mission Vidyamandira, Belur	Continuity and Change	
	Prof. Manabi Majumdar	Senior Fellow, Centre for Studies in Social Sciences, Kolkata	Idea and Practice of Democracy	28.01.2015
	Prof. Shibashis Chatterjee	Department of International Relations, Jadavpur University	John Rawls' Idea Of Justice	15.02.2015
	Prof. Partha Pratim Basu	Department of International Relations, Jadavpur University	New Social Movements in India	24.02.2015
Extension Lecture for Undergraduate Students of Political Science and Allied Social Sciences (2015-2016)	Prof. Sobhanlal Datta Gupta	Surendranath Banerjee Chair of Political Science, University of Calcutta	M.N.Roy's Idea of Radical Humanism	16.09.2015
	Prof. Surajit C. Mukhopadhyay	Registrar, National University of Jurisprudential Sciences, Kolkata	Political Development & Social Change: Role of Tradition & Modernity	21.09.2015
	Dr. Imankalyan Lahiri	Department of International Relations, Jadavpur University	Rabindranath Tagore's Idea of Nationalism	05.10.2015
	Prof. Partha Pratim Basu	Department of International Relations, Jadavpur University	Major Trends in Indian Politics Since Independence with Special Reference to Political Parties (Part I)	08.10.2015
	Prof. Shibashis Chatterjee	Department of International Relations, Jadavpur University	Rousseau's Idea of Democracy	07.12.2015
	Prof. Partha Pratim Basu	Department of International Relations,	Major Trends in Indian Politics Since Independence with	09.12.2015

VICTORIA INSTITUTION (COLLEGE)

		Jadavpur University	Special Reference to Political Parties (Part II)	
	Prof. Prasanta Ray	Professor Emeritus, Presidency University, Kolkata	Mao's Concept of Revolution	14.12.2015
	Dr. Indrashis Banerjee	Department of Political Science, Ramakrishna Mission Vidyamandira, Belur	Rural Local Self Government in India: The 73 rd Constitutional Amendment Act, 1992 and Beyond	18.12.2015

25. Seminars/Conferences/Workshops organised and the source of funding:

c) National: Nil

d) International: Nil

*College level Extension Lectures organised.

Name of the programme: Series of Extension Lectures for Undergraduate Students of Political Science and Allied Social Sciences, 2014-2015 & 2015-2016

Funding Agency: Indian Council of Social Science Research – eastern Regional Centre

Fund allocated: Rs. 25000/- during 2014-2015; Rs. 30000/- during 2015-2016

26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
Undergraduate Honours	2012-2013	163	60	54	90.91%
	2013-2014	100	60	22	90.91%
	2014-2015	175	175	57	80%
	2015-2016	372	372	64	100%

37.

27. Diversity of students:

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate Honours	2012-2013	100%	NIL	NIL

VICTORIA INSTITUTION (COLLEGE)

	2013-2014	100%	NIL	NIL
	2014-2015	100%	NIL	NIL
	2015-2016	99.9%	0.01%	NIL

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.?

None

29. Student progression:

Student progression	Against % enrolled
UG to PG	60%
PG to M.Phil	N.A.
PG to PhD	N.A.
PhD to Post Doctoral	N.A.
Employed	N.A.
Campus selection	
Other than campus recruitment	
Entrepreneurship and self employment	N.A.

30. Details of Infrastructural facilities:

- i) Library – We have a Seminar Library, which has an approximate stock of 480 books.
- ii) Internet facilities for staff and student: Arts Library
- iii) Class Rooms with ICT facilities: NIL
- iv) Laboratories: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies: Such financial assistance are centrally distributed from the college and are not done by the department.

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts:

The Department has organised series of extension lectures during 2014-2015 and 2015-2016 with financial assistance from ICSSR-ERC

The details of the programmes are as follows:

Name of the programme: Series of Extension Lectures for Undergraduate Students of Political Science and Allied Social Sciences, 2014-2015 & 2015-2016

VICTORIA INSTITUTION (COLLEGE)

Funding Agency: Indian Council of Social Science Research – eastern Regional Centre

Fund allocated: Rs. 25000/- during 2014-2015; Rs. 30000/- during 2015-2016

(For details about external resource persons refer to the table under question no. 24)

33. Teaching methods adopted to improve student learning:

- We use charts & maps to make the subject comprehensive and make their learning relevant. The students have prepared charts on *Election Commission: Provision and Issues*, *Women's Empowerment: Constitutional Provisions and Governmental Policies* etc. These activities enable and empower the students to develop a nuanced perspective about various issues. Students have also prepared a *Timeline of World Politics: 1914-2015*, *Comparison between Liberal and Socialist Political Systems* and *Comparison between Presidential and Parliamentary System*. We have displayed these charts in our honours class room for ready reference.
- We organise Student Talks and Seminars on a regular basis on issues included under the honours syllabus so that the students develop their own perspectives on social issues. Our students have delivered short papers on the *Contribution of Brahmananda Keshub Chandra Sen in Empowering Women* and *The Role of Maharani Suniti Devi in Spreading Women's Education*. This programme was held on January 2014.
- Our students have participated in Education and Career Fair organised by the college in 2015 by preparing charts on issues covered under the undergraduate honours syllabus.
- Extension Lectures are being organized by the department on a regular basis. Eminent academicians from various Universities and other institutions of higher learning have graced the occasion and delivered lectures on topics based on the under-graduate syllabus. These lectures have been extremely beneficial due to certain reasons for they have helped our students gain a wider perspective and information on the issues. Moreover, students who come from Bengali medium background are exposed to lectures delivered in English and thereby become habituated to the same which will benefit them in their higher studies.

34. Participation in institutional social responsibility (ISR) and extension activities: Our students voluntarily enrol in the college NSS cell and NCC where they engage in activities according to the body's mandate.

35. SWOC analysis of the department and future plans:

Strength:

- One of the greatest strength of the institution is the over-all atmosphere which allows free interaction between students and teachers.
- The teachers are very dedicated to their duties. They regularly update themselves with the latest theories and equip themselves with the latest pedagogical methods by attending Orientation and Refresher courses and by participating in academic conferences and workshops.

VICTORIA INSTITUTION (COLLEGE)

- Parent-Principal-Teacher interaction is one of the greatest strength of the college.
- Cooperation among the departmental colleagues also strengthens the internal bonding of the department.
- Regular attendance by students and teachers, easy accessibility to the teachers even after college hour are the other positive aspects of our department.

Weakness/Requirement:

The department wants to enlarge its Seminar Library with more reference books. In this respect it suffers from shortage of resources like money, space etc.

Future plans:

- We plan to organise audio visual classes on select topics in the forthcoming academic sessions
- We also plan to establish a News Club, Wall Magazine Club and Student Discussion Forum among honours students to nurture a deliberative environment among students.



Parents Teacher Meeting 2013 (1)



Self Study Report 2015

VICTORIA INSTITUTE (COLLEGE)

Parents Teacher Meeting 2013 (2) Parents Teacher Meeting 2014 (1)



Parents Teacher Meeting 2014 (2)



Launching the Departmental Wall Magazine titled '*In Retrospect 2013*', prepared by 1st year honours students of the department. It was formally launched on January 30th 2014 by the Principal of VIC and the then senior most teacher of the department Smt. Rita Nanda.

VICTORIA INSTITUTION (COLLEGE)



Professor Sobhanlal Datta Gupta (Surendranath Banerjee Chair of Political Science, University of Calcutta) launching the second Wall Magazine titled '*Womens' Empowerment: Constitutional Provisions & Governmental Policies*' with the Principal of VIC during the inauguration of the Second Series of Extension Lecture 2015-2016.



Students Talk organised by the department on 30th January, 2014. They are 2nd year honours students presenting papers on the Life and Contribution of Brahmananda Keshub Chandra Sen and Maharani Suniti Devi in Women Empowerment.

VICTORIA INSTITUTION (COLLEGE)



A collage showcasing eminent academicians from various universities and other institutes of higher learning delivering lectures under the aegis of the First Series of Extension Lectures for Undergraduate Students of Political Science and Allied Social Sciences, 2014-2015. This venture was supported by ICSSR-ERC.

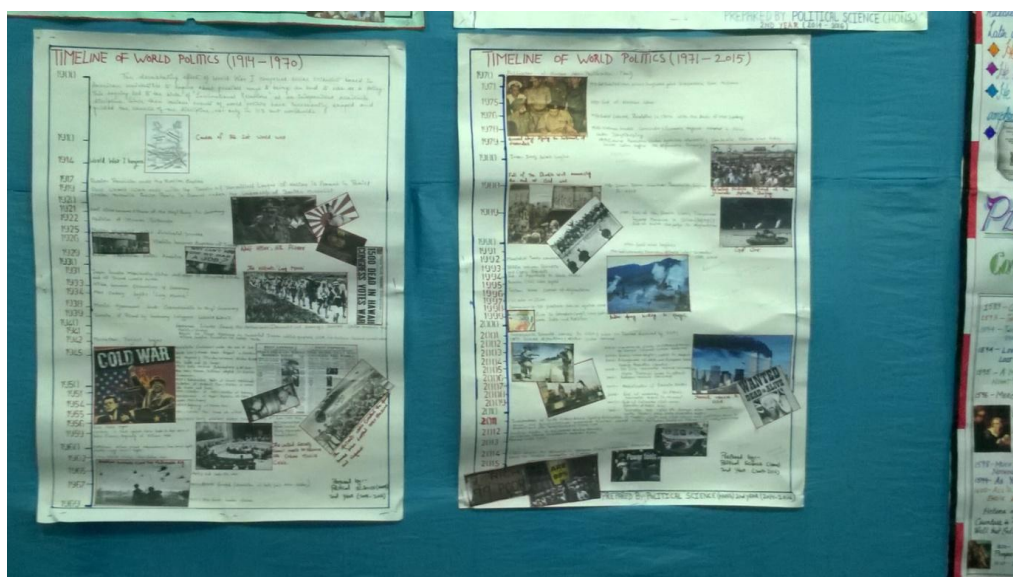


Chart on *Timeline of World Politics (1914 – 2015)* prepared by 1st Year Honours Students displayed at the Education and Career fair 2015.

VICTORIA INSTITUTION (COLLEGE)



Students of the department at the Education and Carreer fair 2015.

Evaluative Report of the Department of Zoology

1. Name of the department: Zoology
2. Year of establishment: 1950 (Honours in 2001)
3. Name of programmes/courses offered (UG,PG,M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate course (UG) in Zoology Honours

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.Sc. (Honours)	UG	2012-2013	50% in aggregate , 45 % in subject	30	22	21
		2013-2014		31	27	22
		2014-2015		24	25	28
		2015-2016		31	24	25

4. Name of interdisciplinary courses and the departments/units involved: N.A.
5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual System
6. Participation of the department in the courses offered by the other departments: Nil
7. Courses in collaboration with other universities, industries, foreign institutions etc: Nil
8. Details of courses/programmes discontinued (if any) with reasons: Nil
9. Number of teaching posts:

	Sanctioned	Filled
Professors	NIL	Nil
Associate Professors		2
Assistant Professors	4	1
Assistant professor to Associate professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. Etc)

Permanent Full-time Faculty

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Dr. Patralekha Mukhopadhyay	M.Sc.,Ph.D.	Associate Professor	Entomology	26	N.A.
Dr. Sucharita Saha(Dutta)	M.Sc.,Ph.D.	Associate Professor	Fisheries	17	

VICTORIA INSTITUTION (COLLEGE)

Dr. Debjani Das Ghosh	M.Sc.,Ph.D.	Assistant Professor	Parasitology	8	
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Permanent Part-time Faculty

Name	Qualification	Designation	Specialization	No.of years of Experience	No. of Ph.D. Students guided for the last 4 yrs
Smt. Suchona Chakraborty	M.Sc.	Part-time Lecturer	Environmental Biology & Eco-toxicology	9	N.A.
Dr. Abhisek Basu	M.Sc., M.Phil, Ph.D.	Part-time Lecturer	Fisheries	9	N.A.

11. List of senior visiting faculty:

Session	Name of faculty	Designation & Institution
2012-2013 2013-2014	Prof. Madhusudan Ghosal	Former Reader in Physiology, Calcutta University

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty:

Name of Temporary Faculty	2011-2012	2012-2013	2013-2014	2014-2015
1. Mrs. Suchona Chakraborty	July-June	July-June	July-June	July-June
2. Dr. Abhisek Basu				
Total lectures delivered by the Department (T)	1129	1239	1130	1159
Lectures delivered by Government Approved PTT (A)	230	383	351	353
Lectures delivered by College Appointed Whole Timer (B)				
Lectures delivered by Guest Lecturer (C)	143	55	104	97
Total lectures delivered by Temporary Faculty D = (A+B+C)	373	438	455	450
% of lectures delivered by temporary faculty (D/T) X 100	33	35.35	40.26	38.82

VICTORIA INSTITUTION (COLLEGE)

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students
2011-2012	6	63
2012-2013	6	73
2013-2014	7	80
2014-2015	7	77

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: 1 technical staff (temporary against 1 sanctioned)

15. Qualifications of teaching faculty with Dsc/D.Litt./PhD/M.Phil/PG

Permanent Full-time Faculty

	Male	Female	Total
Total no. Of teachers	1	4	5
Teachers with DSc/D.Litt as the highest qualification	-	-	-
Teachers with PhD as the highest qualification	1	3	4
Teachers with M.Phil as the highest qualification	-	-	-
Teachers with PG as the highest qualification	-	1	1

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: 1 (National)

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: UGC- Rs.3 Lakhs

18. Research Centre/Facility recognised by the university: N.A.

19. Publications: *Annexure*

20. Areas of consultancy and income generated: Nil

21. Faculty as members in a) national committees, b) international committees, c) editorial boards: *Annexure*

22. Student projects:

- a. Percentage of students who have done in-house projects including inter-departmental/programme : 100% in EVS
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: Nil

23. Awards/Recognitions received by faculty and students:

- a. Faculty Dr. Abhisek Basu was awarded S.P. Raychaudhuri Memorial Medal, 2014 & Sudev Bhusan Ghosh Young Scientist award, 2014 Organised by the Zoological Society, Kolkata Held in the Department of Zoology, University of Calcutta.

VICTORIA INSTITUTION (COLLEGE)

- b. A group of 1st yr Hons. Students were awarded 2nd prize for their project submitted in Satyendranath Bose Memorial Science & Technology Fare, 2011 organised by West Bengal Vigyan Mancha.

24. List of eminent academicians and scientists /visitors to the department: Nil

25. Seminars/Conferences/Workshops organised and the source of funding: Nil

26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
B.Sc. (Zoology Hons.)	2011-2012	780	38	26	100
	2012-2013	850	44	30	100
	2013-2014	968	49	31	100
	2014-2015	1240	49	24	100

** Numbers of Applications received, selected & enrolled are subjected to 1st yr Hons.; Pass % is subjected to B.Sc. Part III(H) exam.

27. Diversity of students:

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate Honours	2012-2013	100	-	-
	2013-2014	100	-	-
	2014-2015	100	-	-
	2015-2016	100	-	-

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.? 2 (1-NET, 1-JAM)

29. Student progression:

Student progression	Against % enrolled
UG to PG	70
PG to M.Phil	nil

VICTORIA INSTITUTION (COLLEGE)

PG to PhD	Nil
PhD to Post Doctoral	nil
Employed Campus selection Other than campus recruitment	N.A.
Entrepreneurship and self employment	N.A.

30. Details of Infrastructural facilities:

- a) Library – Department has a well-endowed seminar library containing more than 100 books of Honours & 50 books of general courses. Students & teachers regularly issue these books for reference works (both day & home issues)
- b) Internet facilities for staff and student: Nil
- c) Class Rooms with ICT facilities: 1 class room with OHP & LCD projector facility
- d) Laboratories: 2 well equipped laboratories

31. Number of students receiving financial assistance from college, university, government or other agencies: Such assistance is disbursed centrally

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: Students visited renowned institution (Zoological Survey of India) for training and also performed project works by visiting ecologically sound places under the guidance of Prakriti Samsad.

33. Teaching methods adopted to improve student learning: Submitted in individual faculty profiles

34. Participation in institutional social responsibility (ISR) and extension activities: As Extension activities Students visited renowned institution (Zoological Survey of India) for training and also performed project works by visiting ecologically sound place under the guidance of Prakriti Samsad.

35. SWOC analysis of the department and future plans:

a. **Strength:**

- i. The teachers provide personal counselling to individual students and try to address their weaknesses and turn them into strengths.
- ii. The teachers are very dedicated to their duties. They regularly update themselves with the latest theories and equip themselves with the latest pedagogical methods by attending Orientation and Refresher courses and by participating in academic conferences and workshops.
- iii. Parent-Principal-Teacher interaction is one of the greatest strength of the college.

b. **Weakness:**

- i. Shortage of faculty..
- ii. Laboratory facility to be made better

Dept of Zoology Extension Activities

1.3rd yr Zoology Hons students visited Zoological survey of India, Kolkata on 24.12.2012 to study on:-

a) DNA isolation by advanced method-The students were trained to be equipped with modern method of DNA isolation.

b) Observation of preserved zoological specimens-The students observed thoroughly all types of animals in preserved condition.



In-Charge & Assistants of Molecular Biology & DNA Taxonomy section of Zoological Survey of India, Kolkata with 3rd yr Zoology Hons. Students & Teachers of Zoology Dept. on 24.12.2012



3rd yr Zoology hons. Students at the training programme of DNA isolation at Molecular Biology & DNA Taxonomy section of Zoological Survey of India, Kolkata on 24.12.2012



2. 2nd yr Zoology Hons students performed 2 day project work to study on diversity & point counting of avian species of Santragachi jheel, Howrah on 31.12.12 & 12.1.13

The project work was arranged by Zoology Dept to aware the students about the importance of the Santragachi wetland as a home of a lot of resident & migratory bird species & their conservation.

Evaluative Report of the Department of Political Science (Morning)

1. Name of the department: POLITICAL SCIENCE (Morning)

2. Year of establishment: 1963

3. Name of programmes/courses offered (UG, PG, M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate General course in Political Science

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.A. (General)	UG	2011-2012		357	342	142
		2012-2013		334	322	136
		2013-2014		360	355	140
		2014-2015		356	354	132

4. Name of interdisciplinary courses and the departments/units involved: Environmental Science.

5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual System

6. Participation of the department in the courses offered by the other departments: History, Philosophy, Economics, Bengali, English, Urdu.

7. Courses in collaboration with other universities, industries, foreign institutions etc.: NIL

8. Details of courses/programmes discontinued (if any) with reasons: NIL

9. Number of teaching posts

	Sanctioned	Filled
Professors	NIL	Nil
Associate Professors		
Assistant Professors	2	1
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

VICTORIA INSTITUTION (COLLEGE)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Suchhanda Ghosh	M.A.	Assistant Professor	Socialism-Theory and Practice	14 years	Victoria Institution (College) is an undergraduate degree college
Chandrani Barman	M.Phil	Govt. approved Part-Time Teacher	Cultural Politics	7years	

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty:

Name of Temporary Faculty	2011-2012 July-June	2012-2013 July-June	2013-2014 July-June	2014-2015 July-June
Total lectures delivered by the Department (T)	596	602	689	472
Lectures delivered by Government Approved PTT (A)	245	237	320	107
Lectures delivered by College Appointed Whole Timer (B)				
Lectures delivered by Guest Lecturer (C)				
Total lectures delivered by Temporary Faculty D = (A+B+C)				
% of lectures delivered by temporary faculty (D/T) X 100	41.1%	39.3%	46.4%	22.6%

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students	Student-Teacher Ratio
2011-2012	2	841	841/2
2012-2013	2	792	792/2
2013-2014	2	855	855/2
2014-2015	2	842	842/2

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: NIL

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers	0	2	2

VICTORIA INSTITUTION (COLLEGE)

Teachers with DSc/D.Litt as the highest qualification			
Teachers with PhD as the highest qualification			
Teachers with M.Phil as the highest qualification		1	1
Teachers with PG as the highest qualification		1	1

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: NIL

18. Research Centre/Facility recognised by the university: N.A.

19. Publications: *annexure*

20. Areas of consultancy and income generated: NIL

21. Faculty as members in a) national committees, b) international committees, c) editorial boards: *annexure*

22. Student projects:

a) Percentage of students who have done in-house projects including inter-departmental/programme : 100% in ENVIS Projects

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: NIL

23. Awards/Recognitions received by faculty and students: *Annexure*

24. List of eminent academicians and scientists /visitors to the department: Nil

25. Seminars/Conferences/Workshops organised and the source of funding: Nil

26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
B.Sc. (Zoology Hons.)	2011-2012	450	360	357	90
	2012-2013	425	340	334	90
	2013-2014	475	360	360	90
	2014-2015	487	356	356	90

VICTORIA INSTITUTION (COLLEGE)

27. Diversity of students:

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate Honours	2012-2013	98	2	-
	2013-2014	98	2	-
	2014-2015	98	2	-
	2015-2016	98	2	-

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.?: **Nil**

29. Student progression: NA as department offers only General course

30. Details of Infrastructural facilities:

- a. Library –Reference and text books in Political Science and other Social Sciences.
- b. Internet facilities for staff and student: At the Library.
- c. Class Rooms with ICT facilities: **Nil**
- d. Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies: Such assistance is centrally disbursed.

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: **Nil**

33. Teaching methods adopted to improve student learning: Remedial classes, Group Discussion, Question-answer session, Lecture method, Reading material etc.

34. Participation in institutional social responsibility (ISR) and extension activities: Participation in NCC and NSS on regular basis.

35. SWOC analysis of the department and future plans:

Teachers of the Department are very regular in classes and always cater to the needs of the students both in and outside classroom. Apart from assigned syllabus students are also encouraged in extra-curricular activities. There is a healthy teacher-student relationship. Students can approach teachers even after college hours. However, since majority of the students come from Urdu medium, there is a language problem on their part. Moreover it is difficult to pay individual attention to the students due to the huge student strength. It is the sole aim of the teachers to make the students self-reliant in their lives in future and to lead a balanced life.

Evaluative Report of the Department of Botany

1. Name of the Department: BOTANY
2. Year of Establishment: 1934 (Hons. – 2001)
3. NAMES of programmes / courses offered:

Programme hons. Botany	B.Sc.	Level of study	Cut off marks at entry level %	Student strength
2011-12		UG	50% AGGREGATE,50% IN BIOLOGY	I - 27 II - 10 III - 12
2012-13		UG	50% AGGREGATE,50% IN BIOLOGY	I - 11 II - 19 III - 11
2013-14		UG	50% AGGREGATE,50% IN BIOLOGY	I - 23 II - 08 III - 19
2014-15		UG	50% AGGREGATE,50% IN BIOLOGY	I - 24 II - 13 III - 08

4.Name of interdisciplinary courses and the departments/units involved: Environmental Science

5.Annual/Semester/Choice Based Credit System (Programme-wise): Annual System

6.Participation of the department in the courses offered by the other departments: Zoology
Chemistry, Mathematics

7.Courses in collaboration with other universities, industries, foreign institutions etc.: NIL

8.Details of courses/programmes discontinued (if any) with reasons: NIL

9. Number of Teaching Posts- ASSISTANT PROFESSOR - 2

ASSOCIATE PROFESSOR – 1 (BY PROMOTION)

VICTORIA INSTITUTION (COLLEGE)

10. FACULTY PROFILE.

#.	NAME	YEARS OF EXPERIENCE	DESIGNATION	HIGEST QUALIFICATION	SPECIALIZATION
1	DR. Aparna Pal	23years	Associate professor	M.sc, Ph.D., B.Ed.	Taxonomy and Ecology of Angiosperms
2	Dr. Sudip Kumar Sinha	9 years	Assistant professor	M.Sc., Ph.D.	Plant Physiology and Biochemistry
3	Smt. Sharmistha Basu	1 year	Assistant professor	M.Sc. M.Ed	Microbiology
4	Smt. Payel Ganguly	7.5 years	Gov. approved PTT	M.Sc.	Cell Biology, Molecular Genetics and Plant Biotechnology
5.	Smt Aditi Dey	11 years	Gov. approved PTT	M.Sc.	Phycology.

11.List of senior visiting faculty: **Nil**

12. Percentage of lectures delivered by temporary faculty:

Name of the tempo-rary faculty	2011-12	2012-13	2013-14	2014-15
	a) Arundhuti Mukherjee b) Aditi Dey c) Payel Chatterjee	a) Saptadwipa Sanyal b) Shilpa Majumdar c) Aditi dey d) Payel Chatterjee	a) Srijita Ghosh b) Shilpa Majumdar c) Aditi dey d) Payel Chatterjee	a) Srijita Ghosh b) Ipsita De c) Aditi dey d) Payel Chatterjee
Total lectures delivered by the department.(T)	2024	2366	2426	2728
Lectures delivered by Govt. approved PTT(A)	566	628	626	494
Lectures	104	388	462	260

VICTORIA INSTITUTION (COLLEGE)

delivered by guest lecturer(C).				
Total lectures delivered by temporary facultyD = (A+C)	670	1016	1088	754
% OF LECTURES delivered by temporary faculty.	33.10	42.94	44.84	27.63

13. Student teacher ratio.

Year	No. of Teacher	I year	II year	III year
2011-12	4	5:1	9:1	5:1
2012-13	4	12:1	5:1	9:1
2013-14	4	10:1	6:1	5:1
2014-15	5	14:1	9:1	6:1

14. no. of academic support staff

Sanctioned post - 2

Filled - 1

15. Qualification of teaching faculty:

Teachers with Ph.D, as highest qualification-2

Teachers with PG as highest qualification-3

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: 1

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: *Annexure*

18. Research Centre/Facility recognised by the university: N.A.

VICTORIA INSTITUTION (COLLEGE)

19. Publications:

DETAILS ON RESEARCH PUBLICATIONS.

DETAILS ON RESEARCH PUBLICATIONS of A) Dr. Sudip Kumar Sinha	INTERNATIONAL	NATIONAL	OTHERS
Peer Review Journals	1 Homology Modelling of a fruit Ripening Specific plant MADS-box Factor. P188-201. Published in American Journal of Biochemistry and Molecular Biology. Peer reviewed. ISSN/ISBN no. 2150-4210. (2013)		1 Development and utilization of diagonistics for detection of geminiviral diseases in Eastern India, p 4-7. Published in the Journal of Botanical society of Bengal. Peer reviewed. . No. of Co-authors 2. ISSN/ISBN no. 0971-2976 (2008)
Non- Peer Review Journals	-----	-----	-----
E-Journals	-----	2 a. Standardization of Polymerase Chain Reaction for amplification of geminiviral DNA. P28-31. Published in Cibtech Journal of Bio-protocols (online). Peer reviewed. No. of co-authors 1. ISSN/ISBN no. 2319-3840. (2012) b. Transcriptional control of Ethylene	-----

VICTORIA INSTITUTION (COLLEGE)

		responsive genes in ripening of climacteric fruits an overview. Published in Cibtech journal of Biotechnology (online). Peer reviewed. ISSN/ISBN NO. 2319-3859.(2012)	
Conference Proceedings	-----	-----	-----

Details of research publications of Dr. Sudip Kumar Sinha

1. Development and utilization of diagnostics for detection of geminiviral diseases in Eastern India, p 4-7. Published in the Journal of Botanical society of Bengal. Peer reviewed. 2008. No. of Co-authors 2. ISSN/ISBN no. 0971-2976
2. Standardization of Polymerase Chain Reaction for amplification of geminiviral DNA. P28-31. Published in Cibtech Journal of Bio-protocols (online). Peer reviewed. No. of co-authors 1. ISSN/ISBN no. 2319-3840. (2012)
3. Transcriptional control of Ethylene responsive genes in ripening of climacteric fruits an overview. Published in Cibtech journal of Biotechnology (online). Peer reviewed. ISSN/ISBN NO. 2319-3859.(2012)
4. Homology modelling of a fruit Ripening Specific plant MADS-box Factor. P188-201. Published in American Journal of Biochemistry and Molecular Biology. Peer reviewed. ISSN/ISBN no. 2150-4210. (2013).

DETAILS of RESEARCH PUBLICATIONS of Dr. Aparna Pal: *Annexure*

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in a) national committees, b) international committees, c) editorial boards: *Annexure*

22. Student projects:

- a. Percentage of students who have done in-house projects including inter-departmental/programme : 100% in ENVIS Projects
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: **Nil**

23. Awards/Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists /visitors to the department: Nil

25. Seminars/Conferences/Workshops organised and the source of funding: Nil

VICTORIA INSTITUTION (COLLEGE)

26. Student profile.

Name of the course or programme	Application received	Selected	Pass percentage
2011-12	245	27	19
2012-13	262	11	08
2013-14	270	37	Students appearing for part III exam. In 2015-16
2014-15	289	39	Students appearing for part III exam. In 2016-17

27. Diversity of students

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate Honours	2012-2013	100	-	-
	2013-2014	100	-	-
	2014-2015	100	-	-
	2015-2016	100	-	-

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.?NIL

29. Student Progression

Student progression	Against % enrolled
UG to PG	70
PG to M.Phil	nil
PG to PhD	Nil
PhD to Post Doctoral	nil
Employed	N.A.
Campus selection	
Other than campus recruitment	
Entrepreneurship and self employment	N.A.

30. DETAILS OF INFRASTRUCTURAL FACILITIES.

Learning Resources of the Department:

- **Departmental Library** :Departmental Library has a good number of theory and practical books and various journals for Honours and General students
- **Laboratory instruments**: Laboratory instruments include simple and compound microscope, autoclave, hot air oven, inoculation hood, analytical and digital balance, incubator, centrifuge, colorimeter, water distillation set, pH meter etc.
- **Herbarium sheets**: Herbarium sheets of preserved plant specimens are used to get knowledge about the habit, habitat general characters and other special identifying characters of important plant or taxonomical studies.
- **Computer**: Computer is used for visualization of CDs/DVDs ROM and also for official data recordings.
- **LCD Projector and Over- head Projector**: LCD Projector and Over- head Projector are used for various teaching and seminar purposes.
- **Charts and Models**: Charts and Models are used as visual aid to help students easily understand and remember a topic.
- **Permanent slides**: Permanent slides of specimens are used for practical purposes.
- **Preserved macro-specimens**: Preserved macro-specimens are used for various practical purposes. Some specimens are preserved in either formalin or resin blocks and others are dry preserved.

Modern Teaching Methods Practiced and use of ICT in Teaching /learning:

- The teachers predominately use chalk and talk method and interactive method for teaching.
- Application based learning is encouraged through projects and assignments.
- Charts and Models are used as visual aid for teaching purpose.
- Permanent slides and Preserved macro-specimens are used during practical classes to identify the characters of the specimen and its genus
- Power point presentation are used during lectures and seminars
- Computers are used for delivering lectures by using CDs / VCDs
- LCD projector and OHP are used for seminars and talks
- Group discussion are carried out on various topics after completion of syllabus
- Seminars are delivered by students on subject topics to enhance their communication skill
- Conducting and guiding educational excursions to BSI, local places and different phytogeographical zones of India to enhance their knowledge about flora in different elevations.
- Experts from outside deliver lecture on specified topics to encourage the students to gain more knowledge about the subject

31. financial assistance provided to students- Such assistance is centrally disbursed

32. Teaching methods adopted.

Modern Teaching Methods Practiced and use of ICT in Teaching /learning:

- The teachers predominately use chalk and talk method and interactive method for teaching.
- Application based learning is encouraged through projects and assignments.
- Charts and Models are used as visual aid for teaching purpose.
- Permanent slides and Preserved macro-specimens are used during practical classes to identify the characters of the specimen and its genus
- Power point presentation are used during lectures and seminars
- Computers are used for delivering lectures by using CDs/ VCDs
- LCD projector and OHP are used for seminars and talks
- Group discussion are carried out on various topics after completion of syllabus
- Seminars are delivered by students on subject topics to enhance their communication skill
- Conducting and guiding educational excursions to BSI, local places and different phytogeographical zones of India to enhance their knowledge about flora in different elevations.
- Experts from outside deliver lecture on specified topics to encourage the students to gain more knowledge about the subject



Botany lab work

34. Participation in institutional social responsibility (ISR) and extension activities: Participation in NCC and NSS on regular basis.

35. SWOC:

Academic guidelines of the Affiliating University followed in the college. One of the greatest strength of the institution is the over-all atmosphere which allows free interaction between students and teachers. The teachers help the students with everything.

The teachers are very dedicated to their duties. They regularly update themselves with the latest theories and equip themselves with the latest pedagogical methods by attending Orientation and Refresher courses and by participating in academic conferences and workshops.

Evaluative Report of the Department of Physics

1. Name of the department: PHYSICS

2. Year of establishment: 1950

3. Name of programmes/courses offered (UG,PG,M.Phil, PhD, Integrated Masters, Integrated PhD, etc.): Undergraduate Honours course in Physics

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.Sc. (Gen)	UG	2011-2012	45	23	25	04
		2012-2013	45	46	33	11
		2013-2014	45	43	33	06
		2014-2015	45	47	42	12
B.Sc. (Hons+Gen)		2015-2016	60(H)+45(G)	18(H)+49(G)	40	26

4. Name of interdisciplinary courses and the departments/units involved:

- (i) Environmental Science, Physics, Chemistry, Botany, Zoology, Geography, Economics, Pol Sc.,
- (ii) 3rd year Practical(Comp.Sc): Mathematics and Physics

5. Annual/Semester/Choice Based Credit System (Programme-wise): **Annual System**

6. Participation of the department in the courses offered by the other departments: **Nil**

7. Courses in collaboration with other universities, industries, foreign institutions etc. **Nil**

8. Details of courses/programmes discontinued (if any) with reasons: **Nil**

9. Number of teaching posts:

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	2(CAS)
Assistant Professors	4	1
Graduate Laboratory Instructor	1	1
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four
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VICTORIA INSTITUTION (COLLEGE)

					years
Dr. Tapasi Chakraborty	M.Sc., Ph.D	Associate Professor	Solid State Physics	36 (retired on 31.12.2013)	Victoria Institution (College) is an undergraduate degree college
Dr. Pratibha Pal	M.Sc., Ph.D	Associate Professor	Nuclear Physics	22	
Dr. Gayatri Pal	M.Sc., Ph.D	Associate Professor	Electronics	17	
Sri Subhendu Chandra	M.Sc.	Assistant Professor	Solid State Physics	08	
Smt. Swarnalekha Bachaspati	M.Sc.	Graduate Laboratory Instructor	High Energy Physics	26	

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty:

Name of Temporary Faculty	2011-2012 July-June		2012-2013 July-June		2013-2014 July-June		2014-2015 July-June	
	TH	PR	TH	PR	TH	PR	TH	PR
Total lectures delivered by the Department (T)	210	687	207	758	243	951	235	870
Lectures delivered by Government Approved PTT (A)	00							
Lectures delivered by College Appointed Whole Timer (B)	00							
Lectures delivered by Guest Lecturer (C)	00		00		00		00	
Total lectures delivered by Temporary Faculty D = (A+B+C)	00		00		00		00	
% of lectures delivered by temporary faculty (D/T) X 100	00		00		00		00	

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students
2011-2012	5	52
2012-2013	5	90
2013-2014	4	82
2014-2015	4	101
2015-2016	4	133

VICTORIA INSTITUTION (COLLEGE)

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: Sanctioned(1), Filled(1)

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers	1	4(till 31.12.13) 3(till date)	5(till 31.12.13) 4(till date)
Teachers with DSc/D.Litt as the highest qualification	0	0	0
Teachers with PhD as the highest qualification	0	3(till 31.12.13) 2(till date)	3(till 31.12.13) 2(till date)
Teachers with M.Phil as the highest qualification	0	0	0
Teachers with PG as the highest qualification	1	1	2

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: 1(national funding)

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: *details given in 3rd criteria*

18. Research Centre/Facility recognised by the university: **Nil**

19. Publications: *Annexure*

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in a) national committees, b) international committees, c) editorial boards: **Nil**

22. Student projects:

- a. Percentage of students who have done in-house projects including inert-departmental/programme: 14%
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: **Nil**

23. Awards/Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists /visitors to the department: **Nil**

25. Seminars/Conferences/Workshops organised and the source of funding: **Nil**

- a. National:
- b. International:

26. Student profile programme/course wise:

VICTORIA INSTITUTION (COLLEGE)

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
B. Sc. (G)	2011-2012	63	43	23	88%
	2012-2013	72	46	46	91%
	2013-2014	84	61	43	----
	2014-2015	82	58	47	----

27. Diversity of students:

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate Honours	2011-2012	99	01	0
	2012-2013	98	02	0
	2013-2014	98	02	0
	2014-2015	97	03	0
	2015-2016	96	04	0

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.? Nil

29. Student progression:

Honours course has commenced from session 2015-16.

Student progression	Against % enrolled
UG to PG	
PG to M.Phil	
PG to PhD	
PhD to Post Doctoral	
Employed	
Campus selection	
Other than campus recruitment	
Entrepreneurship and self employment	N.A.

30. Details of Infrastructural facilities:

VICTORIA INSTITUTION (COLLEGE)

- a. Library – 1012 (College library) , 291 (Dept. Library)
- b. Internet facilities for staff and student: *Available only in the library*
- c. Class Rooms with ICT facilities: *No*
- d. Laboratories: 2 dark rooms, 1 large room for gen phys. Expts, 1 large room for expts. on electrical and electronics, 1 room for computer practical. (Total=5)

31. Number of students receiving financial assistance from college, university, government or other agencies: Such assistance is centrally disbursed

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: Nil

33. Teaching methods adopted to improve student learning: The teachers of the department use charts and models in theoretical classes and demonstration of experiments is done in the laboratory by using different instruments and computers.

34. Participation in institutional social responsibility (ISR) and extension activities: Students participate in NSS and NCC activities as well as those organised by the Student's Union.



Physics lab work

35. SWOC analysis of the department and future plans:

Physics honours course has been introduced from the session 2015-16 and 18 students have enrolled for this course.

Scope for improved lab infrastructure and experiment equipment

Evaluative Report of the Department of Bengali (Morning Section)

1. Name of the department: BENGALI (Morning Section)
2. Year of establishment: 1963
3. Name of programmes/courses offered (UG,PG,M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate General course in Bengali

Programme	Level of entry	Year	Student strength		
			1 st Year	2 nd Year	3 rd Year
B.A. (General)	UG	2011-2012	50	35	20
		2012-2013	45	38	20
		2013-2014	27	40	35
		2014-2015	53	20	30

4. Name of interdisciplinary courses and the departments/units involved: Environmental Science
5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual System
6. Participation of the department in the courses offered by the other departments:
English, Economics, History, Political Science, Philosophy
7. Courses in collaboration with other universities, industries, foreign institutions etc.: NIL
8. Details of courses/programmes discontinued (if any) with reasons: NIL
9. Number of teaching posts:

	Sanctioned	Filled
Professors	NIL	Nil
Associate Professors	NIL	NIL
Assistant Professors	1	NIL
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Mitali Das	M.Phil, M.A., B.ED	Govt. Approved Part-Time Teacher	Comparative Literature, Narendranather Choto Golpo	13 years	Victoria Institution (College) is an undergraduate degree college
Ananya	M.Phil, M.A	Govt.	Comparative	13 years	

VICTORIA INSTITUTION (COLLEGE)

DasGupta		Approved Part-Time Teacher	Literature, Adibashi O Kathasahitya		
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11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty:

Name of Temporary Faculty	2011- 2012	2012- 2013	2013- 2014	2014- 2015
Ms. Mitali Das	July-Jun	July-June	July-June	July-June
Ms. Ananya DasGupta				
Total lectures delivered by the Department (T)	406	418	393	395
Lectures delivered by Government Approved PTT (A)	406	418	393	395
Lectures delivered by College Appointed Whole Timer (B)	-	-	-	-
Lectures delivered by Guest Lecturer (C)	-	-	-	-
Total lectures delivered by Temporary Faculty D = (A+B+C)	406	418	393	395
% of lectures delivered by temporary faculty (D/T) X 100	100	100	100	100

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students	Student-Teacher Ratio
2011-2012	2	105	105/2
2012-2013	2	103	103/2
2013-2014	2	102	102/2
2014-2015	2	103	103/2

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: NIL

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
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VICTORIA INSTITUTION (COLLEGE)

Total no. Of teachers	-	2	2
Teachers with DSc/D.Litt as the highest qualification	-	-	-
Teachers with PhD as the highest qualification	-	-	-
Teachers with M.Phil as the highest qualification	-	2	2
Teachers with PG as the highest qualification	-	-	-

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: NIL

18. Research Centre/Facility recognised by the university: N.A.

19. Publications: *Annexure*

20. Areas of consultancy and income generated: NIL

21. Faculty as members in a) national committees, b) international committees, c) editorial boards: *Annexure*

22. Student projects:

a. Percentage of students who have done in-house projects including inert-departmental/programme : ENVIS Project, 100%

b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: NIL

23. Awards/Recognitions received by faculty and students: *Annexure*

24. List of eminent academicians and scientists /visitors to the department:

Dr.Soumitra Basu.(Prof.Rabindra Bharati, Department of Drama,Dramatist,Drama-Director & Actor.

Dr. Satyabati Giri.

Prof.Jadavpur University.Department of Bengali.

Dr,Karuna sindhu Das.(Vice-chancellor,Rabindra Bharati)

Dr.Urmi Roychaudhuri.(Head of the Bengali Department,Calcutta University).

DR.Ananada Lal(Department of English,Jadavpur University)

Suranjana Dasgupta.(Drama-director & Actress)

Munsi Mahammad Unus(Jakir Hussain Post Graduate Evening College,New Delhi.Head of the Bengali Department.)

Sujit Kumar Mondal(Prof.Jadavpur University,Department of Comparative literature.)Dr.Tarun Mukhopadhyay.(Prof.Calcutta University,Department of Bengali.)

Drama—RaktaKarabi—by blind actors—directed by Shubhasis Gangopadhyay.)

Dr.Pinakesh Sarkar.(Retired Prof of Jadavpur University&Chairperson of Bankim Parisad,Naihati.)

Abdul Kafi(Prof.of Jadavpur University,Department of Bengali)

Dr.Kuntal Mukhopadhyay.Guest.Prof. of

VICTORIA INSTITUTION (COLLEGE)

Presidency University, in Political Science Department & Drama Section of Rabindra Bharati University. Drama director & Actor of Sanglap Kolkata group.

Dr, Bijoy Sinha. Prof. Shibnath Shastri College.

25. Seminars/Conferences/Workshops organised and the source of funding:

Sl.No	Date	Theme	Venue	Speaker	Type
1	21.12.2009	Muktadhara Natak: Kemon kore porbo.	Keshab Memorial Hall.	Dr. Soumitra Basu. (Prof. Rabindra Bharati, Department of Drama, Dramatist, Drama-Director & Actor.	Departmental Seminar.
2	21.12.2009	Birangana: nabajagaran er Bhabnar Aloke.	Keshab Memorial Hall.	Dr. Satyabati Giri. Prof. Jadavpur University. Department of Bengali.	Departmental Seminar.
3	17 Januari, 2011.	Bharatiya Natak o Bangla Natak: Bhabnay o Proyoge.	Keshab Memorial Hall.	Dr. Karuna sindhu Das. (Vice-chancellor, Rabindra Bharati) Dr. Urmi Roychaudhuri. (Head of the Bengali Department, Calcutta University). DR. Ananada Lal (Department of English, Jadavpur University) Suranjana Dasgupta. (Drama-director & Actress)	UGC Seminar with collaboration of Calcutta University.
	18 th Jan, 2011	Bharatiya Natak o Bangla Natak: Bhabnay o Proyoge.	Keshab Memorial Hall.	Munsi Mahammad Unus (Jakir Hussain Post Graduate Evening College, New Delhi. Head of the Bengali Department.) Sujit Kumar Mondal (Prof. Jadavpur University, Department of Comparative literature.) Dr. Tarun Mukhopadhyay. (Prof. Calcutta University, Department of Bengali.) Drama—Rakta Karabi—by	UGC Seminar with collaboration of Calcutta University.

VICTORIA INSTITUTION (COLLEGE)

				blind actors—directed by Shubhasis Gangopadhyay.)	
4.	19.12.2014	Bankim Sahitya Prasanga.	Keshab Memorial Hall.	Dr.Pinakesh Sarkar.(Retired Prof of Jadavpur University&Chairperson of Bankim Parisad,Naihati.) Abdul Kafi(Prof.of Jadavpur University,Department of Bengali)	Departmental Seminar
5.	22.12.15	Literature & Politics	Room No no.18	Dr.Kuntal Mukhopadhyay.Guest.Prof. of Presidency University,in Political Science Department &Drama Section of Rabindra Bharati University.Drama director &Actor of Sanglap Kolkata group.	Departmental Seminar.
	22.12.15	Bangla Chhanda	Room No no.18	Dr,Bijoy Sinha.Prof.Shibnath Shastri College.	

26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
B.A. (Bengali General.)	2011-2012	56	50	50	100
	2012-2013	55	55	54	100
	2013-2014	55	55	53	100
	2014-2015	60	55	55	100

27. Diversity of students:

VICTORIA INSTITUTION (COLLEGE)

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate General	2012-2013	100	-	-
	2013-2014	100	-	-
	2014-2015	100	-	-
	2015-2016	100	-	-

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.? NIL

29. Student progression: NA as the department offers only General course.

30. Details of Infrastructural facilities:

- a) Library: various reference books on Bengali literature, Bengali Magazines, Story books are available for the students
- b) Internet facilities for staff and student: At the Library
- c) Class Rooms with ICT facilities: NIL
- d) Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies: Such assistance is centrally disbursed.

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: Detailed in Q.25

33. Teaching methods adopted to improve student learning: lecture by chalk and black-board, Remedial Classes, Debate, Quiz, Group Discussion, Surprise Test

34. Participation in institutional social responsibility (ISR) and extension activities: Participation in NCC and NSS on regular basis

35. SWOC analysis of the department and future plans:

Teachers are always cooperative and helpful to the students during the college hours, even after the college hours.

Most of the students are obedient.

Some students are coming from Urdu background; special attention is given to them to develop reading and writing skill in Bengali.

Evaluative Report of the Department of GEOGRAPHY (Morning Section)

1. Name of the department: GEOGRAPHY (Morning Section)
2. Year of establishment: 2003
3. Name of programmes/courses offered (UG, PG, M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate General course in Geography

Programme	Level of entry	YEAR	Student strength		
			1 st Year	2 nd Year	3 rd Year
B.A. (General)	UG	2011-2012	40	32	16
		2012-2013	35	30	18
		2013-2014	35	30	15
		2014-2015	26	26	15

4. Name of interdisciplinary courses and the departments/units involved: Environmental Science
5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual System
6. Participation of the department in the courses offered by the other departments:
Economics, Political Science, Urdu, Bengali, English, History.
7. Courses in collaboration with other universities, industries, foreign institutions etc.:
NIL
8. Details of courses/programmes discontinued (if any) with reasons: NIL
9. Number of teaching posts:

	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	NIL	NIL
Assistant Professors	NIL	NIL
Graduate Lab Instructor	1	1
Assistant Professor to Associate Professor by promotion NIL		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Aloka Mukhopadhyaya	M.Sc, B.Ed	Graduate Lab Instructor	Cartography	30 years	Victoria Institution (College) is an undergraduate degree college

VICTORIA INSTITUTION (COLLEGE)

11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty: NA

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students	Student-Teacher Ratio
2011-2012	1	88	88/1
2012-2013	1	83	83/1
2013-2014	1	80	80/1
2014-2015	1	67	67/1

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: 1

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers	NIL	NIL	
Teachers with DSc/D.Litt as the highest qualification	NIL	NIL	
Teachers with PhD as the highest qualification	NIL	NIL	
Teachers with M.Phil as the highest qualification	NIL	NIL	
Teachers with PG as the highest qualification	NIL	NIL	
Graduate Lab Instructor	NIL	1	1

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: NIL

18. Research Centre/Facility recognised by the university: N.A.

19. Publications: *Annexure*

20. Areas of consultancy and income generated: NIL

21. Faculty as members in a) national committees, b) international committees, c) editorial board: *Annexure*

22. Student projects:

a. Percentage of students who have done in-house projects including inert-departmental/programme : ENVIS Project

i. Field Trip and Field Report

b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: NIL

VICTORIA INSTITUTION (COLLEGE)

23. Awards/Recognitions received by faculty and students: *Annexure*

24. List of eminent academicians and scientists /visitors to the department: *Annexure*

25. Seminars/Conferences/Workshops organised and the source of funding: NIL

26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
UG General in Geography	2011-2012	35	30	28	100
	2012-2013	35	35	33	100
	2013-2014	40	35	30	100
	2014-2015	45	40	35	100

27. Diversity of students

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate Honours	2012-2013	100	-x	x
	2013-2014	100	-x	x
	2014-2015	100	-x	x
	2015-2016	100	-x	x

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.?

Primary School Teacher: 01

Private School Teacher: 14

Call Centre and Private Organization: 20

29. Student progression: NA as department offers only General course.

VICTORIA INSTITUTION (COLLEGE)

30. Details of Infrastructural facilities:

- a. Library Facility available
- b. Internet facilities for staff and students at the Department of Geography
- c. Class Rooms with ICT facilities at the Department of Geography
- d. Laboratories are available

31. Number of students receiving financial assistance from college, university, government or other agencies: Such assistance is centrally disbursed

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: Nil

33. Teaching methods adopted to improve student learning: Remedial Class, Field Trip and Field Report Generation, Tutorial, Surprise Test, Quiz etc.

34. Participation in institutional social responsibility (ISR) and extension activities: NSS, NCC

35. SWOC analysis of the department and future plans:

- Teachers are very regular in attending classes and always provide support to the students during the college hour and even after the college hours.
- Students are obedient and regular to the college.
- The field trips are extensively arranged to develop Physio-socio and Economic aspects. The students conduct door-to-door survey to collect raw data and analysing & interpreting the data they generate report about the socio-economic condition of the people under selected area. Relevant data is collected from BRLO, Forest Office, and Agricultural Dept. etc.

Not about the weakness but the requirement of the department is:

- Topo-map and Mouza-map are required to highlight the area the students are working on for better understanding of the project work.

EVALUATIVE REPORT OF THE DEPARTMENT OF CHEMISTRY

1. Name of the department: Department of Chemistry
2. Year of establishment: 1950
3. Name of programmes/courses offered (UG,PG,M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate general course in Chemistry
4. Name of interdisciplinary courses and the departments/units involved: None
5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual
6. Participation of the department in the courses offered by the other departments: Physics, Maths, Geography.
7. Courses in collaboration with other universities, industries, foreign institutions etc.: Nil
8. Details of courses/programmes discontinued (if any) with reasons: NONE
9. Number of teaching posts:

	Sanctioned	Filled
Professors	0	0
Associate Professors		1
Assistant Professors	4	3
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Dr. Sharmila Bhattacharya	Ph. D.	Associate professor	Inorganic Chemistry	18+	Nil
Dr. Priyabrata Roy	Ph. D.	Assistant professor	Organic Chemistry	9 months	Nil
Dr. Anuva Samanta	Ph. D.	Assistant professor	Organic Chemistry	8 months	Nil
Dr. Isita Saha	Ph. D.	Assistant professor	Organic Chemistry	8 months	Nil
Sm. Malati Kundu	M. Sc	G.L.I.	Environmental Science	30+	Nil

11. List of senior visiting faculty: NONE

VICTORIA INSTITUTION (COLLEGE)

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty: NA

13. Student Teacher Ratio (Programme-wise):

Year	No. of students	No. Of teachers	Student-teacher
2011-2012	290	01 (permanent) + 02 (GL)	290:3
2012-2013	309	01 (permanent) + 02 (GL)	309:3
2013-2014	348	01 (permanent) + 02 (GL)	348:3
2014-2015	354	01 (permanent) + 02 (GL)	354:3

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled:

Name	Post
Sm. Malati Kundu	G.L.I.
Sri B. Pande	Sweeper

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG: 04

	Male	Female	Total
Total no. Of teachers	1	3	4
Teachers with DSc/D.Litt as the highest qualification	0	0	0
Teachers with PhD as the highest qualification	1	3	4
Teachers with M.Phil as the highest qualification	0	0	0
Teachers with PG as the highest qualification	0	0	0

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: NONE

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: NONE

18. Research Centre/Facility recognised by the university: N.A.

19. Publications: *annexure*

20. Areas of consultancy and income generated: N.A.

21. Faculty as members in a) national committees, b) international committees, c) editorial boards: *annexure*

22. Student projects:

- a. Percentage of students who have done in-house projects including inert-departmental/programme : All students have done ENVIS project.

VICTORIA INSTITUTION (COLLEGE)

- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: None

23. Awards/Recognitions received by faculty and students: : Nil

24. List of eminent academicians and scientists /visitors to the department: NONE

25. Seminars/Conferences/Workshops organised and the source of funding: NONE

a. National:

b. International:

26. Student profile programme/course wise:.

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
B.Sc General	2014	198	135	120	98

27. Diversity of students: N.A.

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
	2011-12	100	0	0
	2012-13	100	0	0
	2013-14	100	0	0
	2014-15	100	0	0

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.? **Nil**

29. Student progression: N.A. as department teaches only General course

30. Details of Infrastructural facilities:

a. Library –.Departmental Library and Central Library

b. Internet facilities for staff and student: In the Library

c. Class Rooms with ICT facilities: 0

d. Laboratories: 2

31. Number of students receiving financial assistance from college, university, government or other agencies: Such assistance is centrally disbursed

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: Nil

VICTORIA INSTITUTION (COLLEGE)

33. Teaching methods adopted to improve student learning: Traditional lecture mode and chalk-duster mode .

34. Participation in institutional social responsibility (ISR) and extension activities: N.A.

35. SWOC analysis of the department and future plans:

a. Strength:

- i. The teachers provide personal counselling to individual students and try to address their weaknesses and turn them into strengths.
- ii. The teachers are very dedicated to their duties. They regularly update themselves with the latest theories and equip themselves with the latest pedagogical methods by attending Orientation and Refresher courses and by participating in academic conferences and workshops.

b. Weakness:

- i. Laboratory facility to be made better

c. Future Plans:

- i. College, on behalf of Department, has applied for up gradation to Honours from General.

Evaluative Report of the Department of Mathematics

1. Name of the department: Mathematics

2. Year of establishment: 1950

3. Name of programmes/courses offered (UG,PG,M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate Honours course in Mathematics

Programme	Level of entry	Cut off marks at entry level (%)		Student strength			TOTAL
				1 st Year	2 nd Year	3 rd Year	
B.Sc. (Hons)	UG	2011-2012		19	22	09	50
		2012-2013		19	14	22	55
		2013-2014		22	17	18	57
		2014-2015		32	20	19	71
		2015-2016		44	30	19	93

4. Name of interdisciplinary courses and the departments/units involved:

- Environmental Science, Physics, Chemistry, Botany, Zoology, Geography, Economics, Pol Sc.,
- 3rd year Practical(Comp.Sc): Mathematics and Physics

5. Annual/Semester/Choice Based Credit System (Programme-wise): **Annual System**

6. Participation of the department in the courses offered by the other departments: General course classes offered for students of Depts of Physics, Economics, English, Bengali and Geography

7. Courses in collaboration with other universities, industries, foreign institutions etc.: Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

9. Number of teaching posts:

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	2(CAS)
Assistant Professors	5	1
Graduate Laboratory Instructor		
Assistant Professor to Associate Professor by promotion		

11. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

VICTORIA INSTITUTION (COLLEGE)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Dr. Kankon Bhattacharjee	M.Sc., Ph.D	Associate Professor	Elasticity and Plasticity	28 yrs 3 months	Victoria Institution (College) is an undergraduate degree college
DrDipanwita Paul Ghosh	M.Sc., Ph.D	Associate Professor	Mathematical Modelling in Ecology	15	
DrAnjana Bhattacharryya	M.Sc., Ph.D	Assistant Professor	Real Analysis	09	

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty:

Name of Temporary Faculty	2011-2012 July-June		2012-2013 July-June		2013-2014 July-June		2014-2015 July-June	
	TH	PR	TH	PR	TH	PR	TH	PR
Total lectures delivered by the Department (T)	1240	110	1352	108	1373	115	1430	122
Lectures delivered by Government Approved PTT (A)	na							
Lectures delivered by College Appointed Whole Timer (B)	na							
Lectures delivered by Guest Lecturer (C)	240		240		240		250	
Total lectures delivered by Temporary Faculty D = (A+B+C)	240		240		240		250	
% of lectures delivered by temporary faculty (D/T) X 100	17.78		16.44		16.13		16.11	

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	STUDENTS	Ratio
2011-2012	3	50	50:3
2012-2013	3	55	55:3
2013-2014	3	57	19:1
2014-2015	3	71	17:1
2015-2016	3	93	31:1

VICTORIA INSTITUTION (COLLEGE)

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers	0	3	3
Teachers with DSc/D.Litt as the highest qualification	0	0	0
Teachers with PhD as the highest qualification	0	3	3
Teachers with M.Phil as the highest qualification	0	0	0
Teachers with PG as the highest qualification	0	0	0

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: 1(national funding)

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: *Annexure*

18. Research Centre/Facility recognised by the university: **N.A.**

19. Publications: *Annexure*

20. Areas of consultancy and income generated: Nil

21. Faculty as members in a) national committees, b) international committees, c) editorial boards: **Nil**

22. Student projects:

- a. Percentage of students who have done in-house projects including inert-departmental/programme : 20%
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: Nil

23. Awards/Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists /visitors to the department: Nil

25. Seminars/Conferences/Workshops organised and the source of funding: ***Nil***

- a. National:
- b. International:

26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
B. Sc.(H)	2011-2012	250	32	19	73.7
	2012-2013	230	27	19	89.5

VICTORIA INSTITUTION (COLLEGE)

	2013-2014	270	40	22	91
	2014-2015	295	40	32	93.75

27. Diversity of students:

Name of the course/program me	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate Honours	2011-2012	100	0	0
	2012-2013	100	0	0
	2013-2014	100	0	0
	2014-2015	98.6	1.4	0
	2015-2016	99	1	0

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.? *Nil*

29. Student progression

Student progression	Against % enrolled
UG to PG	85
PG to M.Phil	NA
PG to PhD	NA
PhD to Post Doctoral	NA
Employed	NA
Campus selection	
Other than campus recruitment	
Entrepreneurship and self employment	N.A.

30. Details of Infrastructural facilities:

- Library – 3050 (College library) ,309 (Dept. Library)
- Internet facilities for staff and student: Available only in the library
- Class Rooms with ICT facilities:LCD Projector is used in all the classrooms as and when required
- Laboratories: Computer Lab. With 8 PCs

31. Number of students receiving financial assistance from college, university, government or other



Principal meeting parents of Maths Dept.

VICTORIA INSTITUTION (COLLEGE)

agencies: Such assistance is centrally disbursed.

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: *Nil*

33. Teaching methods adopted to improve student learning: The teachers of the department use LCD projector and models in theoretical classes and computers in practical classes.

34. Participation in institutional social responsibility (ISR) and extension activities *Nil*

35. SWOC analysis of the department and future plans:

a. Strength:

- i. Academic guidelines of the Affiliating University followed in the college. One of the greatest strength of the institution is the over-all atmosphere which allows free interaction between students and teachers. The teachers help the students with everything. The students participate in the college events and initiatives with great enthusiasm.



Principal meeting parents of Maths Dept.

- ii. The teachers provide personal counselling to individual students and try to address their weaknesses and turn them into strengths.
- iii. The teachers are very dedicated to their duties. They regularly update themselves with the latest theories and equip themselves with the latest pedagogical methods by attending Orientation and Refresher courses and by participating in academic conferences and workshops.

b. Weakness:

- iv. Laboratory facility to be made better.
- v. Department requires more space for classrooms.

Evaluative Report of the Department of Philosophy (Morning)

1. Name of the department : PHILOSOPHY

2. Year of establishment : 1932

3. Name of programmes/courses offered (UG,PG,M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate General course in Philosophy

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.A. (Honours)	UG	2012-2013		45	37	28
		2013-2014		58	30	17
		2014-2015		45	39	20
		2015-2016		40	37	30

4. Name of interdisciplinary courses and the departments/units involved : Environmental Science

5. Annual/Semester/Choice Based Credit System (Programme-wise) : Annual System

6. Participation of the department in the courses offered by the other departments : English, Economics, History, Political Science, Bengali

7. Courses in collaboration with other universities, industries, foreign institutions etc : Nil

8. Details of courses/programmes discontinued (if any) with reasons : Nil

9. Number of teaching posts :

	Sanctioned	Filled
Professors	NIL	Nil
Associate Professors		
Assistant Professors	2	Nil
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Brinda Sen	M.A, M.Phil, Ph.D	Associate Professor	Philosophy of language	35	Victoria Institution (College) is an undergraduate
Asoka	M.A.	Associate	Logic	31	

VICTORIA INSTITUTION (COLLEGE)

Sengupta		Professor			degree college
Arindam Malakar	M.A, M.Phil, B.Ed	Government approved part-time teacher	Logic	7+	

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty: X

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students
2011-2012	3	109
2012-2013	2	102
2013-2014	2	105
2014-2015	2	104

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers	1	2	3
Teachers with DSc/D.Litt as the highest qualification	Nil	Nil	Nil
Teachers with PhD as the highest qualification	Nil	1	1
Teachers with M.Phil as the highest qualification	1	Nil	Nil
Teachers with PG as the highest qualification	Nil	1	1

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received : Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received : Nil

18. Research Centre/Facility recognised by the university : Nil

19. Publications: *Annexure*

20. Areas of consultancy and income generated : Nil

21. Faculty as members in a) national committees, b) international committees, c) editorial boards: *Annexure*

22. Student projects:

VICTORIA INSTITUTION (COLLEGE)

- a. Percentage of students who have done in-house projects including inert-departmental/programme : ENVIS Project, 100%
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies : Nil

23. Awards/Recognitions received by faculty and students: *Annexure*

24. List of eminent academicians and scientists /visitors to the department: x

25. Seminars/Conferences/Workshops organised and the source of funding:

- a. Education and Career Fair : 9th and 10th October 2015
- b. Wall Magazine “Saraodiya” : October 2012

26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
B. A. (General)	2011-2012	50	50	50	98
	2012-2013	50	50	45	99
	2013-2014	62	60	58	99
	2014-2015	45	40	40	100

27. Diversity of students: x

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.? NA, Since the students are pass graduates.

29. Student progression: NA because department teaches only General course.

30. Details of Infrastructural facilities:

- a. Library –: Text books and various reference books
- b. Internet facilities for staff and student : At the Library
- c. Class Rooms with ICT facilities : NA
- d. Laboratories : NA

31. Number of students receiving financial assistance from college, university, government or other agencies: Such assistance is centrally disbursed.

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: Refer to point no 24.

33. Teaching methods adopted to improve student learning : Lecture by chalk and black-board, Remedial Classes, Debate, Quiz, Group Discussion, Surprise Test

VICTORIA INSTITUTION (COLLEGE)

34. Participation in institutional social responsibility (ISR) and extension activities :
Participation in NCC and NSS on regular basis

35.SWOC analysis of the department and future plans :

a. Strengths

- i. Teachers are always cooperative and helpful to the students during the college hours, even after the college hours.
- ii. Most of the students are obedient.

Evaluative Report of the Department of History (Day)

1. Name of the Department- HISTORY
2. Year of Establishment: 1932
3. Names of Programme/Courses offered: UG (Honours, General)
4. Names of Interdisciplinary Courses: ENVS
5. Annual/Semester/Choice based credit system: Annual
6. Participation of the Department **in the courses offered** by other departments: English, Bengali, Pol Sc, Philosophy.
7. Courses in collaboration with other Institution: **Nil**
8. Details of courses discontinued: **Nil**
9. Number of Teaching posts:

	Sanctioned	Filled
Professors	x	x
Associate Professors	x	2
Assistant Professor	4	1

Assistant professor to Associate professor by promotion.

10. Faculty Profile with name, Qualification, Designation, specialization:

Name	Qualification	Designation	Specialisation	No. of years of service	No. of Ph.D student guided
Dr. Parnasabari Bhattacharyya	Ph.D	Associate Professor	Ancient Indian History, culture and Archaeology	19	x
Dr. Suchandra Guha	Ph.D	Associate Professor	Women's Studies	18	x
Jia Ul Anam Molla	M.Phil	Assistant Professor	18thc India	1	x
Smt Nandini Ghosh	M.Phil	Govt. approved Part time teacher	History of Myanmar	19	x

11. List of senior faculty visiting as guest lecturer: **Nil**

12. Lectures delivered by temporary faculty

Year	Name of teacher	Number of lectures delivered
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VICTORIA INSTITUTION (COLLEGE)

2012-13	Sayantara Jash	160
2013-14	Basudhita Basu	160

13. Student-Teacher Ratio:

Year	Teacher	Student
2011-12	3	52
2012-13	3	57
2013-14	3	57
2014-15	4	57

14. No of academic support staff: **Nil**

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Teacher with D.Sc/D.Litt as highest qualification	X	x	x
Teacher with Ph.D as the highest qualification	x	2	2
Teacher with M.Phil as highest qualification	1	1	2
Teacher with P.G as highest qualification	x	x	x

16. No. of faculty with on-going projects – x

17. Departmental project funded by UGC/ICSSR/DST/FIST etc. and total grant received: **Nil**

18. Research Centre/ facility recognized by the university: **Nil**

19. Publication per faculty – See Anexure

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in National/International Committees/ Editorial boards: **Nil**

22. Student projects:

- a. % of students who have done in-house projects including interdepartmental/programmes – ENVIS 100%

- b. % of students placed in projects in organizations outside the institutions: **Nil**



Department debate

VICTORIA INSTITUTION (COLLEGE)

23. Awards/Recognition received by faculty and students –Debashree Dutta (student) received international recognition for painting.

24. List of eminent academicians/visitors to the department:

a. Prof. Ranjit Sen. (University of Calcutta),

b. Prof. Ganapati Subbaia (Visva Bharati),

c. Dr. Gautam Sengupta (Director Archaeological survey of India),

d. Prof. Ranabir Chakrabarty (University of Calcutta),

e. Dr. Soma Basu (Rabindra Bharati University),

f. Dr. Suchandra Ghosh (University of Calcutta),

g. Dr. Nrisinha Prasad Bhaduri (Gurudas College),

h. Sk. Makbul Islam (St.Paul's C.M. College).



Excursion to National Library, Kolkata

25. Seminar/conferences/workshops organized:

a. National – x

b. International – x

26. Student Profile programme:

	Name of the course	Application received	Selected	Enrolled Male	Enrolled Female	Pass percentage
2011-12	UG,B.A.(H)	185	52	x	35	100
2012-13	- do -	210	57	x	48	100
2013-14	- do -	182	57	x	27	100
2014-15	- do -	250	57	x	43	100

Column 2, 3 and 4 refer to 1st year (H) of the respective years and column 6 refers to 3rd year (H) of the respective year.

27. Diversity of Students:

Year	Name of	% of students from the	% of students from	% of students from
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VICTORIA INSTITUTION (COLLEGE)

	the Course	same state	other states	abroad
2011-12	UG	98%	2%	x
2012-13	UG	100%	0%	x
2013-14	UG	100%	0%	x
2013-14	UG	99%	1%	x

28. How many students have cleared national/state competitive examination: x

29. Student Progression:

Student Progression	Against Percentage enrolled
UG to PG	25%

Employed	Against Percentage enrolled
Campus selection	x
Other than campus recruitment	x
Self employment	10%

30. Details of infrastructural Facility

- a) 1 seminar room
- b) Library: Seminar Library (No. of books – 150)
- c) No. of journals – 1
- d) Class room with ICT facility: Nil
- e) Laboratories – NA

31. No. of students receiving financial assistance from college/Govt. other agencies:

Kanyashree – 100 (2013-14), 44 (2014-15),
Minority scholarship- 1768 (2010-14),
centrally distributed.



Education fair

32. Details on student enrichment programme with external experts:

Year	Speaker	Institution
2009	Dr.Suchandra Ghosh	University of Calcutta
2010	Dr.G.Subbaia	Visva Bharati
2011	Students' seminar	Department of History
2012	Dr.Parnasabari Bhattacharyya	Faculty seminar
2015	Dr.Makbul Islam	St. Paul's C. M. College

VICTORIA INSTITUTION (COLLEGE)

33. Teaching method adopted:

- a. Teaching with maps and charts, interactive classes, debates based on syllabus, student seminars.
- b. Parent teacher's meeting every year with 1st year students after mid-term test.
- c. Department organizes quiz in every alternative year.
- d. Department organizes debate with 1st year students.
- e. Students participate in Education fair with antique artefact of our departmental museum collected by teachers.
- f. Excursion and educational tours are organised as and when practicable.
- g. Students prepare charts on ancient artefacts and tools which are displayed in seminar room.

34. Participation in institutional social responsibility and extension activities:

Students are members of NSS and NCC unit of Victoria Institution (College), and are thereby involved in community services.

35. Strengths, Weaknesses and Future Plan

a. Strengths:

- i. Students find the teachers easily accessible for any kind of help and counselling.
- ii. Teachers are equipped with modern research and any change in syllabus and so can update and advice the students accordingly.
- iii. Department is very strict on attendance and regularity in line with the college policy. Guardians are kept informed about the regularity of their wards.
- iv. History museum is maintained with rare artifacts that gives students a first-hand experience about Indian culture and heritage.

b. Weaknesses

- i. Many students coming from remote areas are shy and do not communicate their problems and issues properly making it difficult to address them.
- ii. Students coming from vernacular medium face language barriers in



Teachers taking part in cultural activities



Extension lecture

VICTORIA INSTITUTION (COLLEGE)

mixing with rest of the students and also in following class lectures.

- iii. Departmental library needs to be upgraded to cater to the needs of departmental students.

c. Future plan

- i. Departmental Library overhaul
- ii. Engaging student in more interdisciplinary and organizational activities

Evaluative Report of the Department of Philosophy

1. Name of the department: PHILOSOPHY
2. Year of establishment: 1932
3. Name of programmes/courses offered (UG, PG, M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate Honours course in Philosophy.

Programme	Level of entry	Cut off marks at entry level			Student strength		
			Aggrgt	Sub	1 st Year	2 nd Year	3 rd Year
B.A. (Honours)	UG	2011-2012	45%	50%	36	30	34
		2012-2013			60	40	26
		2013-2014			30	42	17
		2014-2015			32	21	39
		2015-2016			38	24	19

4. Name of interdisciplinary courses and the departments/units involved: Environmental Science
5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual System
6. Participation of the department in the courses offered by the other departments: NIL
7. Courses in collaboration with other universities, industries, foreign institutions etc.: NIL
8. Details of courses/programmes discontinued (if any) with reasons: NIL
9. Number of teaching posts:

	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	NIL	01
Assistant Professors	04	03
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc):

Name	Qualification	Designation	Specialisation	No. of years of service	No. of Ph.D student guided
Smt. Mina Chakrabarty	M.A	Associate Professor	Logic	19	x
Smt. Kasturi Dutta (nee Majumdar)	M.A	Assistant Professor	Vedanta	14	x
Dr. Saheli Basu	Ph.D	Assistant Professor	Logic	13	x

VICTORIA INSTITUTION (COLLEGE)

Smt. Krishnakali Bhattacharya	M.Phil	Assistant Professor	Ethics	1	x
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11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty: x

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students
2011-2012	03	100
2012-2013	04+01(Part-Time)	126
2013-2014	03+01	89
2014-2015	05	92

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: NIL

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers	NIL	04	04
Teachers with DSc/D.Litt as the highest qualification	NIL	NIL	NIL
Teachers with PhD as the highest qualification	NIL	01	01
Teachers with M.Phil as the highest qualification	NIL	02	02
Teachers with PG as the highest qualification	NIL	02	02

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: NIL

18. Research Centre/Facility recognised by the university: N.A.

19. Publications: *annexure*

20. Areas of consultancy and income generated: NIL

21. Faculty as members in a) national committees, b) international committees, c) editorial boards :NIL

22. Student projects:

- a. Percentage of students who have done in-house projects including inert-departmental/programme : 100%
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: NIL

VICTORIA INSTITUTION (COLLEGE)

23. Awards/Recognitions received by faculty and students: x

24. List of eminent academicians and scientists /visitors to the department:

Programme	Resource Person	Institutional Affiliation	Topic	Date
Extension Lecture for UG Students	Pravajika BhaswarPrana	Principal-Ramkrishna Sarada Mission Vivekananda Vidyabhavan	Practical Vedanta:With Reference To Viveknanda	06.10.2015

25. Seminars/Conferences/Workshops organised and the source of funding:

- a. National: Nil
- b. International: Nil

26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass Percentage
Undergraduate Honours	2011-2012	175	42	36	84.85%
	2012-2013	165	65	60	73.07%
	2013-2014	170	36	30	100%
	2014-2015	240	43	32	74.3%

27. Diversity of students:

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate Honours	2011-2012	100%	NIL	NIL
	2012-2013	100%	NIL	NIL
	2013-2014	100%	NIL	NIL
	2014-2015	100%	NIL	NIL
	2015-16	100%	NIL	NIL

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.?: **Nil**

29. Student progression:

Student progression	Against % enrolled
UG to PG	75%

VICTORIA INSTITUTION (COLLEGE)

PG to M.Phil	N.A.
PG to PhD	N.A.
PhD to Post Doctoral	N.A.
Employed	N.A.
Campus selection	
Other than campus recruitment	
Entrepreneurship and self employment	N.A.

30. Details of Infrastructural facilities:

- e) Library – We have a Seminar Library the stock of which has an approximate stock of 250 books.
- f) Internet facilities for staff and student: Nil
- g) Class Rooms with ICT facilities: NIL
- h) Laboratories: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies:

Kanyashree and Minority Scholarship centrally distributed

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: Extension Lectures

33. Teaching methods adopted to improve student learning:

The Department has organised extension lecture during 2015-2016. Besides, we take Remedial Classes, Class-Test for students' progress. We organise departmental Quiz as well as Debate twice-thrice in a year. We also meet their parents once in a year to discuss the problems of the students. Students are encouraged to make Wall-Magazine on current issue. In 2015 students participated in the Education And Caree Fair in the College by preparing charts on issues covered under the undergraduate honours syllabus. Teachers of our department assist them in this purpose.

34. Participation in institutional social responsibility and extension activities:

35. SWOC analysis of the department and future plans:

Future plans:

- We plan to establish Quiz Club and Debate Club among honours students so that they take up these activities with enthusiasm.
- We shall organise more Extension Lectures for the benefit of the students.
- We also plan to organise power-point presentation on select topics to make learning more interesting for the students.

VICTORIA INSTITUTE (COLLEGE)



Parent Teacher Meeting, 2013



Parent Teacher Meeting 2015



VICTORIA INSTITUTION (COLLEGE)

Students of the Department of Philosophy showcasing models and charts at the Education & Career Fair, 2015 (09.10.2015)



Students of the Department of Philosophy showcasing models and charts at the Education & Career Fair, 2015 (10.10.2015)



Students of the department of Philosophy with the teachers at their stall, Career and Education Fair 2015

VICTORIA INSTITUTION (COLLEGE)



Extension Lecture on *Swami Vivekananda and Practical Vedanta* held on October 6th 2015



Students and teachers of the department attending Extension Lecture on October 6th 2015



Students and teachers of the department on the occasion of Teachers Day (2015) after a student teacher interactive session.

Evaluative Report of the Department of Commerce

1. Name of the department: COMMERCE
2. Year of establishment: 2008(Honours), 2012(General).
3. Name of programmes/courses offered (UG, PG, M. Phil, PhD, Integrated Masters, Integrated PhD, etc.): Undergraduate Honours and General Course in Commerce.

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.COM (Honours)	UG	2011-2012	50% in best of 4 and 45% in Accountancy or Mathematics.	51	64	43
		2012-2013		81	51	53
		2013-2014		80	81	42
		2014-2015		70	80	39

Programme	Level of entry	Year	Student strength		
			1 st Year	2 nd Year	3 rd Year
B.COM (General)	UG	2011-2012	--	--	--
		2012-2013	33	--	--
		2013-2014	64	33	--
		2014-2015	84	64	27

4. Name of interdisciplinary courses and the departments/units involved: NIL
5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual System
6. Participation of the department in the courses offered by the other departments: Bengali, English(Alternative & Communicative), Urdu and EVS.
7. Courses in collaboration with other universities, industries, foreign institutions etc.: NIL
8. Details of courses/programmes discontinued (if any) with reasons: NIL
9. Number of teaching posts:

	Sanctioned	Filled
Professors	NIL	Nil
Associate Professors		
Assistant Professors	1	1
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

VICTORIA INSTITUTION (COLLEGE)

Name	Qualif	Designation	Specializa tion	Number of years of experience	No. Of PhD students guided for the last four years
Dr. Chotelal Chouhan	Ph.D	Asst. Prof	Accountin g & Finance	12	x
Surajit Dawn	M.Phil	College Appointed Whole time Teacher	Accountin g & Finance	5	x
Amit Kr. Das	M.Comm	College Appointed Whole time Teacher	Accountin g & Finance	5	x
Mahananda Sengupta	M.Comm	PTT	Accountin g & Finance	2	x

11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty:

Name of Temporary Faculty SURAJIT DAWN.COLLEGE APPOINTED WHOLE TIMER AMIT KUMAR DAS.COLLEGE APPOINTED WHOLE TIMER SHUBHASMITA DE.GUEST LECTURER SOMA NAG.GUEST LECTURER	2011- 2012 July- June	2012- 2013 July- June	2013- 2014 July- June	2014- 2015 July- June
Total lectures delivered by the Department (T)	1494	2132	2145	2697
Lectures delivered by Government Approved PTT (A)	--	--	--	--
Lectures delivered by College Appointed Whole Timer (B)	1408	1396	1415	1405
Lectures delivered by Guest Lecturer (C)	256	736	730	740
Total lectures delivered by Temporary Faculty D = (A+B+C)	1494	2132	2145	2145
% of lectures delivered by temporary faculty (D/T) X 100	100%	100%	100%	80%

13. Student Teacher Ratio (Programme-wise):

VICTORIA INSTITUTION (COLLEGE)

Year	Teachers	Students	Ratio
2011-2012	3	158	$158/3 = 53(\text{approx.})$
2012-2013	5	218	$218/5 = 44 (\text{approx.})$
2013-2014	5	300	$300/5 = 60$
2014-2015	7	364	$364/7 = 52 (\text{approx.})$

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: NIL

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M. Phil/PG

	Male	Female	Total
Total no. Of teachers	3	1	4
Teachers with DSc/D.Litt as the highest qualification	0	0	0
Teachers with PhD as the highest qualification	1	0	1
Teachers with M.Phil as the highest qualification	1	0	1
Teachers with PG as the highest qualification	1	1	2

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: 1

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: NIL

18. Research Centre/Facility recognised by the university: NIL

19. Publications: *Annexure*

20. Areas of consultancy and income generated: NIL

21. Faculty as members in a) national committees, b) international committees, c) editorial boards: x

22. Student projects:

- a) Percentage of students who have done in-house projects including inter-departmental/programme :
 - i. 100% Students of 2nd Year (Honours & General) have to take part in Practical Examination(Project & Viva) of “Information Technology and Its Application in Business” under 3 Year B.Com Course under University of Calcutta.
 - ii. 100% Students of 3rd Year (Honours) have to take part in Project Work and Viva - Voce Examination under 3 Year B.Com Honours in Accounting and Finance under University of Calcutta.
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: NIL

VICTORIA INSTITUTION (COLLEGE)

23. Awards/Recognitions received by faculty and students: *See Individual Profile as uploaded in the ERP*

24. List of eminent academicians and scientists /visitors to the department: NIL

25. Seminars/Conferences/Workshops organised and the source of funding:

- | | | |
|-------------------|---|---|
| a) National: | } | x |
| b) International: | | |

26. Student profile programme/course wise:

27. Diversity of students:

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
Undergraduate Honours & General	2011-2012	100 %	NIL	NIL
	2012-2013	100 %	NIL	NIL
	2013-2014	100 %	NIL	NIL
	2014-2015	100 %	NIL	NIL

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.?

- 15 students cleared CAT/MAT
- 40 students pursuing CA or CS or CMA

29. Student progression:

Student progression	Against % enrolled
UG to PG	10%
PG to M. Phil	
PG to PhD	
PhD to Post Doctoral	
Employed	
Campus selection	
Other than campus recruitment	
Entrepreneurship and self employment	N.A.

30. Details of Infrastructural facilities:

- a) Library – Library facilities available for all the students



VICTORIA INSTITUTION (COLLEGE)

- b) Internet facilities for staff and student: Internet facilities are available for staff and student in the Library.
- c) Class Rooms with ICT facilities: Computer Lab is available for 2nd Year and 3rd year students for Information Technology and Project Work respectively.
- d) Laboratories: N.A.
31. Number of students receiving financial assistance from college, university, government or other agencies: *See Annual Report.*
32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: *See Departmental Activity.*
33. Teaching methods adopted to improve student learning: Group discussion, one to one communication, computer based learning, Quizzing, Surprise Test
34. Participation in institutional social responsibility (ISR) and extension activities: Students are encouraged to participate in N.C.C and N.S.S.
35. SWOC analysis of the department and future plans:
- S-Due to demand for the course, the department is being enlarged and apart from honours course, general course was introduced.
 - W-Assignment based curriculum is not introduced
 - O-Students who are graduated with commerce degree has an opportunity to do further academic courses like M.Com, MBA and professional courses like C.A,C.M.A,C.S.
 - C- The challenge of the department is to implement the assignment based learning for the betterment of students.



Career Counseling

Evaluative Report of the Department of Journalism & Mass Communication

1. Name of the Department: Journalism & Mass Communication

2. Year of Establishment: 2005

3. Names of Programmes / Courses offered: UG

Programme	Level of entry	Cut off marks at entry level		Student Strength		
				1 st Yr	2 nd Yr	3 rd Yr
B.A.General	UG	2012-13	NA	23	18	11

VICTORIA INSTITUTION (COLLEGE)

		2013-14	Na	37	16	06
		2014-15	NA	49	32	07

4. Names of Interdisciplinary courses and the developments / units involved: Environmental Science

5. Annual / Semester / choice based credit system (programme wise): Annual

6. Participation of the department in the courses offered by other departments: English, Bengali, Political Science, History, Economics.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: No

8. Details of courses / programmes discontinued (if any) with reasons: Nil

9. Number of Teaching Posts: Nil

10. Faculty profile with name, qualification, designation, specialization:

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Sheelita Das	MA, MPhil (continuing)	Lecturer (College Appointed)	Community Communication	5 years	NA

11. List of senior visiting faculty: None

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 100%

No. of Temporary Faculty	2011-12	2012-13	2013-14	2014-15
Total lectures delivered by the Department		543	537	562
Lectures delivered by College appointed whole-timer		543	537	562

13. Student-Teacher Ratio (Programme Wise):

Year	Teacher	Students
2012-13	1	52
2013-14	1	59
2014-15	1	88

VICTORIA INSTITUTION (COLLEGE)

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: None

15. Qualifications of teaching faculty with DSc / D.Litt / Ph.D / MPhil / PG:

PG, MPhil(continuing).

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: None

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: None

18. Research Centre / facility recognized by the University: None

19. Publications:

Faculty:

Number of papers published in peer reviewed journals (national / international): One

(Paper's title: "Folk Theatre-Its Relevance in Development Communication in India", Global Media Journal-Indian Edition, sponsored by University of Calcutta, Winter Issue/ Vol. 4/ No. 2, ISSN 2249-5835, December 2013)

20. Areas of consultancy and income generated: None

21. Faculty as member in

a) National committees: None

b) International Committees: None

c) Editorial Boards: None

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental / programme: 100% of the 2nd year students take part in Practical Examination (written Computer application and Viva) of Paper III under 3years JORG (General course under University of Calcutta). Same is applicable for 3rd year students in paper IV.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies: None

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the department: None

25. Seminars / Conferences / Workshops organized & the sources of funding

a) National: None

b) International: None

26. Student profile programme / course wise:

Students who apply for having the subject as one of their general (pass) subjects, they can enroll for the subject.

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from the other state	% of students from abroad
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VICTORIA INSTITUTION (COLLEGE)

JORG	94.50%	5.50%	-
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28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? None

29. Student progression: Not applicable as department teaches only general course.

30. Details of Infrastructural facilities:

a) Library: Yes

b) Internet facilities for Staff & Students: No Internet facility at laboratory for students and staffs but they have access to internet in the library.

c) Class rooms with ICT facility: Computer Lab is available.

d) Laboratories: Yes

31. Number of students receiving financial assistance from college, university, government or other agencies: NA

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: Nil

33. Teaching methods adopted to improve student learning: One-to-one communication, class test, assignments, doubt-clearing sessions.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students are encouraged to take part in community development programme through NSS and NCC.

35. SWOC analysis of the department and Future plans:

Strength; Students learn how to design newspaper pages, how to make display advertisements in computer lab using Quark Express and Photoshop software respectively. Students are individually counselled by the teacher.

Weakness: lack of adequate faculty.

Opportunity: Practical exposure to latest software related to page-making.

Challenges: Students are yet to realise the importance of computer education for newspaper industry.

Future Plan:

a) To organise Extension Lectures, Workshops.

b) To arrange educational tour.

Evaluative Report of the Department of Psychology

1. Name of the department: Psychology
2. Year of establishment: 2005
3. Name of programmes/courses offered (UG,PG,M.Phil, PhD, Integrated Masters, Integrated PhD, etc.) : Undergraduate Honours course in Psychology

Programme	Level of entry	Cut off marks at entry level (%)		Student strength		
				1 st Year	2 nd Year	3 rd Year
B.A. (Honours)	UG	2012-2013		30	26	24
		2013-2014		38	33	31
		2014-2015		35	31	29
		2015-2016		-	-	-

4. Name of interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/Semester/Choice Based Credit System (Programme-wise): Annual System
6. Participation of the department in the courses offered by the other departments: Courses in collaboration with other universities, industries, foreign institutions etc.: **Nil**
7. Courses in collaboration with other universities- **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of teaching posts:

	Sanctioned	Filled
Professors	x	x
Associate Professors	x	x
Assistant Professors	x	x
Assistant Professor to Associate Professor by promotion		

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./PhD/M.Phil. etc)

Name	Qualification	Designation	Specialization	Number of years of experience	No. Of PhD students guided for the last four years
Phoo;jani Ghosh	MSc	College appointed whole-time contractual lecturer	Health Psychology	5	Victoria Institution (College) is an undergraduate degree college
Dolon Dawn	Msc	College appointed whole time contractual	Health Psychology	3	

VICTORIA INSTITUTION (COLLEGE)

		lecturer			
Sankalita Mukherjee	Msc	College appointed whole time contractual lecturer	Health psychology	1	

11. List of senior visiting faculty: **Nil**

12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty:

Name of Temporary Faculty	2011-2012 July-June	2012-2013 July-June	2013-2014 July-June	2014-2015 July-June
Phooljani Ghosh (A)				
Dolon Dawn (B)				
Sankalita Mukherjee (C)				
Total lectures delivered by the Department (T)	-	-	-	-
Lectures delivered by Government Approved PTT (A)	-			
Lectures delivered by College Appointed Whole Timer A+B+C	theo - prac 450 300	theo - prac 649 464	theo - prac 469 311	theo - prac 390 459
Lectures delivered by Guest Lecturer (C)	-	-	-	-
Total lectures delivered by Temporary Faculty D = (A+B+C)	-	-	-	-
% of lectures delivered by temporary faculty (D/T) X 100	-	-	-	-

13. Student Teacher Ratio (Programme-wise):

Year	Teachers	Students
2011-2012	3	81
2012-2013	3	74
2013-2014	3	84
2014-2015	3	73

14. Number of academic support staff (Technical) and Administrative Staff; sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with DSc/D.Litt./PhD/M.Phil/PG

	Male	Female	Total
Total no. Of teachers			

VICTORIA INSTITUTION (COLLEGE)

Teachers with DSc/D.Litt as the highest qualification			
Teachers with PhD as the highest qualification			
Teachers with M.Phil as the highest qualification			
Teachers with PG as the highest qualification		3	3

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received: **Nil**
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: **Nil**
18. Research Centre/Facility recognised by the university: **Nil**
19. Publications: *Annexure*
20. Areas of consultancy and income generated: **Nil**
21. Faculty as members in a) national committees, b) international committees, c) editorial boards: **Nil**
22. Student projects:
- Percentage of students who have done in-house projects including inert-departmental/programme : **Nil**
 - Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/industries/other agencies: **Nil**
23. Awards/Recognitions received by faculty and students: **Nil**
24. List of eminent academicians and scientists /visitors to the department: **Nil**
25. Seminars/Conferences/Workshops organised and the source of funding:
- National: **Nil**
 - International: **Nil**
26. Student profile programme/course wise:

Name of the course/programme	Year	Applications received	Selected	Enrolled	Pass percentage
UG	2011-12	62	34	30	100%
UG	2012-13	75	50	33	100%
UG	2013-14	307	47	38	100%
UG	2014-15	392	55	35	100%

27. Diversity of students:

Name of the course/programme	Year	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
------------------------------	------	--	--	------------------------------------

VICTORIA INSTITUTION (COLLEGE)

Undergraduate Honours	2011-2012	100%	x	x
	2012-2013	100%	x	x
	2013-2014	100%	x	x
	2014-2015	100%	x	x

28. How many students have cleared National and State competitive examinations such as NET/SLET/GATE/Civil Services/Defence Services etc.?: **Nil**

29. Student progression:

Student progression	Against % enrolled
UG to PG	30%
PG to M.Phil	
PG to PhD	
PhD to Post Doctoral	
Employed	
Campus selection	
Other than campus recruitment	
Entrepreneurship and self employment	x

30. Details of Infrastructural facilities:

- a. Library – Small departmental library
- b. Internet facilities for staff and student: Yes
- c. Class Rooms with ICT facilities: **Nil**
- d. Laboratories: Yes

31. Number of students receiving financial assistance from college, university, government or other agencies: Centrally distributed from college.

32. Details on Student enrichment programmes (special lectures/workshops/seminar) with external experts: **Nil**

33. Teaching methods adopted to improve student learning: Discussion, class-room interactions

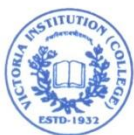
34. Participation in institutional social responsibility (ISR) and extension activities Many of our students are members of NCC and NSS, thereby taking part in community work.

35. SWOC analysis of the department and future plans:

VICTORIA INSTITUTION (COLLEGE)

- a. **Strength:** Psychology as a subject is in high demand so there is an ever growing students. New opportunities are available that attracts students, especially girls. A very peaceful atmosphere,I deal for teaching.
- b. **Weaknesses:** Students generally come from suburbs so they take long time to open up. More journals and books for departmental library will be helpful.

DECLARATION CERTIFICATE



VICTORIA INSTITUTION (COLLEGE)

78-B, Acharya Prafulla Chandra Road, Kolkata-700 009

Phone : 91-33-2350 1959 ■ Fax : 91-33-2360 0046

Website : www.victoriacollege.co.in

Ref. No.....

Date 29/12/15

DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Principal
Victoria Institution
(College)

Signature of the Head of the institution with seal

Place: Kolkata

Date: 29/12/15

CERTIFICATE OF COMPLIANCE



VICTORIA INSTITUTION (COLLEGE)

78-B, Acharya Prafulla Chandra Road, Kolkata-700 009

Phone : 91-33-2350 1959 ■ Fax : 91-33-2360 0046

Website : www.victoriacollege.co.in

Ref. No.....

Date... 29/12/15

CERTIFICATE OF COMPLIANCE

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that Victoria Institution (College) fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website (www.victoriacollege.co.in).

Principal
Victoria Institution
(College)

VICTORIA INSTITUTION (COLLEGE)

ANNEXURE 1A (Affiliation):

INSPECTOR OF COLLEGES



CALCUTTA UNIVERSITY

CENTENARY BUILDING

KOLKATA -700 073

No. C/688/62-Affl.

Dated, the 13.06.2011, 20

To
The Principal
Victoria Institution (College)
78B, A.P.C. Road
Kolkata - 700 009

Sub: College affiliation to the University of Calcutta

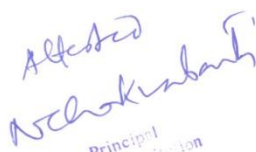
Madam,

With reference to your letter dated 10.06.2011 in connection with the above subject, I am to inform you that as per available University records, the years of affiliation of your college to the University of Calcutta are as follows :

I. A. : 1932
I. Sc. : 1932
B. A. : 1935

Yours faithfully,


Inspector of Colleges


Principal
Victoria Institution
(College)

VICTORIA INSTITUTION (COLLEGE)

ANNEXURE 1B (Affiliation):



UNIVERSITY OF CALCUTTA

SENATE HOUSE

87/1, College Street, Kolkata - 700 073

Prof. (Dr.) Basab Chaudhuri

Registrar

Phone : 2241-0071/4984

Fax : 91-033-2241-3222

E-mail : registrar@caluniv.ac.in

basabc@vsnl.net

অধ্যাপক (ডঃ) বাসব চৌধুরী

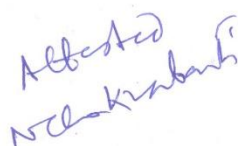
নিবন্ধক

TO WHOM IT MAY CONCERN

This is to certify that Victoria Institution is included under Section 2(f) and 12(B) of the UGC Act, Vide "UGC 2004, Directory of Colleges under Section 2(f) and 12(B) of UGC Act," Serial No. 153.


22.09.10

(Basab Chaudhuri)
Registrar,
University of Calcutta.



Prince
Victoria Institution
(College)

ANNEXURE 2 (Accreditation Certificate):


राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Victoria Institution (College)*

Acharya Prafulla Chandra Road, Kolkata, affiliated to University of Calcutta, West Bengal as

Accredited

at the B level.

Attested
N. Chakrabarti
Principal
Victoria Institution
(College)

Urmasid
Director

Date : May 03, 2004



• This certification is valid for a period of Five years with effect from May 03, 2004
• An institutional score (%) in the range of 55-60 denotes C grade, 60-65 - C* grade, 65-70 - C** grade, 70-75 - B grade, 75-80 - B* grade, 80-85 - B** grade, 85-90 - A grade, 90-95 - A* grade, 95-100 - A** grade (upper limits exclusive).

ANNEXURE 3 (Peer Team Report):**Quality Profile**

Name of the Institution : Victoria Institution (College)

Place : Acharya Prafulla Chandra Road, Kolkata, West Bengal

Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	80	10	800
II. Teaching-learning and Evaluation	78	40	3120
III. Research, Consultancy and Extension	61	05	305
IV. Infrastructure and Learning Resources	65	15	975
V. Student Support and Progression	70	10	700
VI. Organisation and Management	70	10	700
VII. Healthy Practices	70	10	700
		100	$\Sigma C_i W_i = 7300$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{7300}{100} = 73.00$$


Attested
N. Chakrabarti
 Principal
 Victoria Institution
 (College)

Anwarad
 Director

EC/32/250

VICTORIA INSTITUTION (COLLEGE)

ANNEXURE 4A (XIth Plan Sanction Letter):



UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

11/4/14

No. WC2-154/12-13 (ERO) ID No. WC2-154 Date: 28-Mar-14
S.No. 222015

The Accounts Officer
University Grants Commission
Eastern Regional Office, Kolkata 700 098

Sub : Release of Grant-in-Aid during the Current financial year (2013-14), during XIth Plan, to
Victoria Institution (College)

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs. **1066893** towards the scheme **XIth Plan College Development** to the Principal, **Victoria Institution (College)** for the Plan expenditure to be incurred during the current financial year as per details given below:

Purpose of the grant	Approved allocation (Rs.)	Amount already sanctioned (Rs.)	Amount being sanctioned now (Rs.)	Total grant including the grant now being sanctioned (Rs.)
Undergraduate				
Plan Block Grant				
Plan Block Grant-Head-31	723447	0	289378	289378
Plan Block Grant-Head-35	2893788	380000	777515	1157515
Total			1066893	

The College is requested to note:

- SC concentrated district: SC-15%, ST-7.5%, General (including Minorities)-77.5%
- ST concentrated district: ST-15%, SC-7.5%, General (including Minorities)-77.5%
- General district: General-77.5%, SC-15% and ST-7.5%
- No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

- The sanctioned amount is debit to Head 1.B-(i)b and valid for payment during the financial year 2013-14 only.
- The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following details:
 - Details (Name & Address) of Account Holder:
Principal,
Victoria Institution (College)
78B A P C Road, Kolkata
West Bengal 700009
 - Account No.: 05310110017647
 - Name & Address of Branch: UCO Bank, Raza Bazar Branch
 - MICR Code of Branch: 700028075
 - IFSC Code: UCBA0000531
 - Type of Account: SB/Current/Cash Credit
- The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the University/College/Institution.
- The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on approved items of expenditure.
- The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time to time.
- The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year.
- The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.
- A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.
- The grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization, the simple interest @10% per annum as amended from time to time on unutilized amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.

ANNEXURE 4B (XIIth Plan Sanction Letter):



C.GHOSH & ASSOCIATES
Chartered Accountants

TO WHOM IT MAY CONCERN

This is to certify that the University Grant Commission has approved the XII th College Development Undergraduate Plan to Victoria Institution (College), 78-B, A.P.C. Road, Kolkata-700 009, vide Memo No. WC2-154/12-13 dated 28th March, 2014 for a total allocation of Rs. 10,66,893/- (Rupees Ten lakhs sixty six thousand eight hundred and ninety three only). Out of which Rs. 2,89,378 and Rs. 7,77,515 had been approved for the purpose of Plan Block Grant under Head-31 and under Head-35 respectively.

Out of the aforesaid Grant Rs. 2,98,930 (Rupees Two lakhs ninety eight thousand nine hundred and thirty only) and Rs. 7,98,336 (Rupees Seven lakhs ninety eight thousand three hundred and thirty six only) under Plan Block Grant-Head 31 and Plan Block Grant-Head 35 have been utilized by the Victoria Institution (College) for the purposes for which it was sanctioned as per the detailed annexed statements attached herewith in accordance with the terms and conditions as laid down by the University Grant Commission by the aforesaid Memo.

Dated : **17 AUG 2015**
Place : 27/3 , G.T.Road (s),
Howrah – 711 101.

For C.GHOSH & ASSOCIATES,
Chartered Accountants.


(C.GHOSH)
Partner



Membership No. 051302
Firm Reg. No. 313172E

DULAL SEN MARKET, 4TH FLOOR 27/3 G.T. ROAD (S) HOWRAH-711 101
PHONES: 2641-2306/5785 MOBILE: 9830768291
e-mail: chittaghoshranjan@gmail.com

VICTORIA INSTITUTION (COLLEGE)



M. Mukerjee & Co.
CHARTERED ACCOUNTANTS

AUDITOR'S REPORT

We have examined the Balance Sheet as at 31st March, 2011, Receipts & Payments Account and Income and Expenditure Account for the year ended on that date attached herewith of Victoria Institution (College), 78B, A.P.C. Road, Kolkata – 700009. Our responsibility is to express an opinion on these financial statement based on our audit on test check basis.

We report that :

- (a) We have obtained all the information and explanation which to the best of our knowledge and belief were necessary for the purpose of the audit.
- (b) In our opinion proper books of account have been kept so far as appears from our examination of books & records.
- (c) In our opinion and to the best of our information and according to the explanations furnished to us the said accounts read with notes thereon if any give a true and fair view :
 - (i) In the case of balance sheet of the state of the affairs as at 31st March 2011 and
 - (ii) In the case of the Income and Expenditure Account of the Excess of Income over Expenditure for the year ended on that date.

Place : Kolkata – 700001
Date : 5th December, 2011

For M.Mukerjee & Co.
Chartered Accountants
FRN No. 303013E



Ganes Chandra Chandra
Partner
Membership No.009265

Office

NETAJI SUBHAS ROAD, 2ND FLOOR, ROOM NO. 24, KOLKATA - 700 001, TEL : (033) 2230-1882/4886
D. : A, 303 CLASSIC CENTRE, OFF MAHAKALI CAVES ROAD, ANDHERI (EAST), MUMBAI - 400 093
LL : 09903151425 / 09820196998, e-mail : mmukerjee_company@rediffmail.com / mmukerjee.company@gmail.com
bsite : www.mmca.in

VICTORIA INSTITUTION (COLLEGE)

VICTORIA INSTITUTION (COLLEGE)
78B, A.P.C. ROAD, KOL - 700009
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST, MARCH, 2011

EXPENDITURE	CURRENT YEAR, RS.	INCOME	CURRENT YEAR, RS.
TO Audit fees	3,500.00	BY Tuition fees	23,80,985.00
" Bank Charges	3,867.00	" Admission fees and Transfer fees	1,13,800.00
" Conveyance	11,844.00	" Sales of Admission Forms & Prospecturs	3,41,084.00
" Electricity Charges	1,54,430.00	" Electric Equipment Fees	3,62,695.00
" (Educational) Excursion	18,000.00	" C.U Registration fees	14,880.00
" Postage and Stamps	210.00	" I.T Fees	42,250.00
" Printing and Stationery	46,477.25	" Dep on assets acquired out of grant written back	2,54,067.05
" Telephone Charges	48,681.00	" C.U Scrutinee Fees	780.00
" Repairing and Maintenance Charges	11,111.00	" C.U Certificate Fees	500.00
" Contingency	40,686.50	" College Exam. Fees	2,23,182.00
" Gas Charges	6,069.00	" Interest of Fixed Deposit	2,01,204.00
" Advertisement	1,550.00	" Misc. from savings A/C (Sources)	3,985.00
" Morning Allowances of N.T Staff	75,120.00	" Sale of I.Card	17,320.00
" News Paper and Periodicals	2,712.00	" Casual Fees	13,350.00
" Internet & Xerox running Exp.	46,819.00	" Laboratory upgradation Fees (PSYA)	1,72,798.00
" Allowances of Security Guard	82,333.00	" Migration Fees	200.00
" Allowances of Guest Lecturer	10,84,524.00	" Other Income from Brainware	70,381.25
" Allowances of Part time (N.T. Staff)	70,600.00	" Other Income from Misc.	700.00
" Allowances of Bursar	3,600.00	" Other Income from N.S.O.U	31,508.00
" Gardening	22,962.00	" Other Income from outside Exam.	1,09,501.00
" Filing Fees	10,701.00	" Self funded (CMEV)	1,45,856.00
" Consultancy Fees	10,000.00	" Self funded (JORG)	2,38,160.00
" Municipality Tax	40,274.00	" Self funded (TTMV)	89,560.00
" H.S Examination Fees	10.00		
" Exgratia (For part time N.T.)	6,500.00		
" N.C.C.	6,000.00		
" Depreciation (as per schedule - A)	5,07,949.97		
" Excess of income over Expenditure transferred to capital Fund	25,12,215.58		
Total	48,28,746.30	Total	48,28,746.30



N. Lakshminarayanan
Principal
VICTORIA INSTITUTION
(College)

B. S. R.
BURSAR
VICTORIA INSTITUTION (COLLEGE)

VICTORIA INSTITUTION (COLLEGE)



M. Mukerjee & Co.

CHARTERED ACCOUNTANTS

AUDITOR'S REPORT

We have examined the Balance Sheet as at 31st March, 2012, Receipts & Payments Account and Income and Expenditure Account for the year ended on that date attached herewith of Victoria Institution (College), 78B, Acharya Prafulla Chandra Road, Kolkata – 700009. Our responsibility is to express an opinion on these financial statements based on our audit on test check basis.

We report that :

- (a) We have obtained all the information and explanation which to the best of our knowledge and belief were necessary for the purpose of the audit.
- (b) In our opinion proper books of account have been kept so far as appears from our examination of books & records.
- (c) In our opinion and to the best of our information and according to the explanations furnished to us the said accounts read with notes thereon if any give a true and fair view :
 - (i) In the case of balance sheet of the state of the affairs as at 31st March 2012
and
 - (ii) In the case of the Income and Expenditure Account, surplus for the year ended on that date.

Place : Kolkata
Date : 22nd December, 2012



For M. Mukerjee & Co.
Chartered Accountants
FRN: 303013E

SPANDAN SENGUPTA
Partner
Membership No.135833

Office

ETAJI SUBHAS ROAD, 2ND FLOOR, ROOM NO. 24, KOLKATA - 700 001, TEL : (033) 2230-1882, Telefax : (033) 2230 4886
: A, 303 CLASSIC CENTRE, OFF MAHAKALI CAVES ROAD, ANDHERI (EAST), MUMBAI - 400 093
: 09903151425 / 09820196998. e-mail : mmukerjee_company@rediffmail.com / mmukerjee_company@gmail.com
ite : www.mmca.in

VICTORIA INSTITUTION (COLLEGE)

VICTORIA INSTITUTION (COLLEGE)
78B, A.P.C. ROAD, KOL - 700009
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST, MARCH, 2012

EXPENDITURE	CURRENT YEAR, RS.	INCOME	CURRENT YEAR, RS.
TO Audit fees	3,500.00	BY Tuition fees	23,93,305.00
" Bank Charges	3,940.00	" Admission Fees	1,12,500.00
" Conveyance	10,052.00	" Sales Proceeds (I card)	16,760.00
" Electricity Charges	1,42,340.00	" Electric Equipment Fees	4,51,645.00
" Educational Excursion (Lab-students)	26,000.00	" C.U Registration fees	15,360.00
" Postage and Stamps	340.00	" I.T Fees	43,254.00
" Printing and Stationery	54,392.50	" Dep on assets/acquired out of grant written back	3,73,590.88
" Telephone Charges	40,956.00	" C.U Scrutinee Fees	1,625.00
" Repairing and Maintenance Charges	8,980.00	" C.U Certificate Fees	1,350.00
" Contingency	35,853.00	" Casual Fees	15,870.00
" Gas Charges	4,795.00	" College Exam. Fees	2,11,695.00
" Advertisement	744.00	" Interest from Fixed Deposit	18,55,802.00
" Morning Allowances of N.T Staff	1,01,520.00	" Interest of savings A/C	17,977.00
" News Paper and Periodicals	2,909.00	" Laboratory upgradation Fees (PSYA)	1,99,311.00
" Internet/Comp./Xerox Expenses	36,356.00	" Other Income from Brainware	1,21,921.00
" Allowances of Guest Lecturer	11,00,454.00	" Misc	8,800.00
" Allowances of Non-teaching staff	72,560.00	" N.S.O.U	30,714.00
" Allowances of Bursar	3,600.00	" outside exam	1,07,441.00
" Gardening	23,850.00	" Sale of admission Form & Prospectus	4,42,734.00
" State Govt. Aid (SLAS)	270.00	" Self fund - CMEV	42,000.00
" Internal Audit Fees	827.00	" Self fund - JORG	1,59,518.00
" N.C.C	6,000.00	" Self fund - TTMV	16,120.00
" Municipality Tax	11,404.00		
" Exgratia (For part time N.T.)	7,300.00		
" Misc Exp.	300.00		
" Allowances of Security Guard	75,600.00		
" Consultancy Fees	11,500.00		
" Filling Fees	564.00		
" Depreciation (as per schedule - A)	6,04,706.60		
" Excess of income over Expenditure transferred to capital Fund	42,47,679.78		
TOTAL	66,39,292.88	TOTAL	66,39,292.88



N. Chakrabarti
Principal
VICTORIA INSTITUTION
(COLLEGE)

[Signature]

VICTORIA INSTITUTION (COLLEGE)

S. Pal & Associates **Chartered Accountants**

Regd. Office : Opp. Tapaswini House
P.O. & Vill : Gopinathpur
Durgapur - 713201, Dist - Burdwan
Ph. : (0343) 2553717, Mob. : 9831261136
e-mail : spal_asso_ca@rediffmail.com
City Address : 241, Lake Town, Block - 'B'
Kolkata - 700 089
Ph. : (033) 25340191, Mob. : 09331085881

AUDITOR'S REPORT

We have examined the Balance Sheet as at 31st March, 2013, Receipts & Payments Account and Income and Expenditure Account for the year ended on that date attached herewith of Victoria Institution (College) Hostel, 70B, Acharya Prafulla Chandra Road, Kolkata-700009. Our responsibility is to express an opinion on these financial statements based on our audit on test check basis.

We report that :

- (a) We have obtained all information and explanations which to the best of our knowledge and belief were necessary for the purpose of the audit.
- (b) In our opinion proper books of account have been kept so far as it appears from our examination of books & records.
- (c) In our opinion and to the best of our information and according to the explanations furnished with us the said accounts read with notes thereon if any, give a true and fair view :
 - (i) In the case of balance sheet of the state of affairs as on 31st March 2013
 - And
 - (ii) In the case of the Income and Expenditure Account, excess of income over expenditure for the year ended on that date.

Place: Kolkata

Date: 26.03.2014



S. PAL & ASSOCIATES
Chartered Accountants

Proprietor
M.No. 051582

VICTORIA INSTITUTION (COLLEGE)

VICTORIA INSTITUTION (COLLEGE)
78.B.A.P.C. Road, Kolkata-700009

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2013

SL. NO.	Details	Schedule	Current year	Last year
A	I N C O M E			
1	Fees from Student			
(a)	Tution		2179605.00	2393305.00
(b)	Admission		140400.00	112500.00
(c)	Electrical Equipment usage		496713.00	451645.00
(d)	C.U. Registration		17200.00	15360.00
(e)	Information Technology		30600.00	43254.00
(f)	C.U. Scrutinee		11170.00	1625.00
(g)	C.U. Certificate		410.00	1350.00
(h)	Casual		13510.00	15870.00
(i)	College Exam		280238.00	211695.00
(j)	Lab Upgradation(PSYA)		142298.00	199311.00
(k)	Lab Upgradation(JORG)		172279.00	0.00
			<u>3484423.00</u>	<u>3445915.00</u>
2	Interest Income			
(a)	From Fixed Deposit		2234135.00	1855802.00
(b)	On Savings A/C		1489.00	17977.00
			<u>2235624.00</u>	<u>1873779.00</u>
3	Other Income			
(a)	Sale Proceeds of I Cards		37345.00	16760.00
(b)	Sale of Admission Forms & Prospectus		448125.00	442734.00
(c)	Self Fund/CMEV		20230.00	42000.00
(d)	Self Fund-JORG		0.00	159518.00
(e)	Self Fund-TTMV		0.00	16120.00
(f)	Brainware		147143.25	121921.00
(g)	Miscellenious		24501.00	8800.00
(h)	Outside Exam		170439.00	107441.00
(i)	N.S.O.U.		0.00	30714.00
			<u>847783.25</u>	<u>946008.00</u>
	TOTAL : (1+2+3)		<u>6567830.25</u>	<u>6265702.00</u>



Contd....2 S. PAL & ASSOCIATES
Chartered Accountants.

N.N. 051582

VICTORIA INSTITUTION (COLLEGE)



S. Pal & Associates
Chartered Accountants

AUDITOR'S REPORT

We have examined the Balance Sheet as on 31st March, 2014, Receipts & Payments Account and Income and Expenditure Account for the year ended on that date attached herewith of Victoria Institution (College), 78-B, Acharya Prafulla Chandra Road, Kolkata-700009. Our responsibility is to express an opinion on these financial statements based on our audit on test check basis.

We report that:

- (a) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of the audit.
- (b) In the opinion proper books of account have been kept so far as it appears from our examination of books & records.
- (c) In our opinion and to the best of our information and according to the explanations furnished to us the said accounts read with notes thereon if any, give a true and fair view :
 - (i) In the case of balance sheet of the state of the affairs of the institution as on 31st March 2014.
 - (ii) In the case of the Income and Expenditure Account, surplus for the year ended on that date.
 - (iii) In the case of the Receipts and Payments Accounts the receipts and payments during the said period.

S. PAL & ASSOCIATES
Chartered Accountants

(S. PAL)
Proprietor



Place: Kolkata
Date: 19.03.2015

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Durgapur - 713201, Dist.- Burdwan (W.B.)
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Salt Lake, Sector-II
Kolkata-700091
e-mail : spalca42@gmail.com

VICTORIA INSTITUTION (COLLEGE)

VICTORIA INSTITUTION (COLLEGE)

78.B,A.P.C. Road, Kolkata-700009

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2014

Sl. No.	Details	Schedule	Current year	Last year
A	INCOME			
1	Fees from Student			
(a)	Tuition		2404930.00	2179605.00
(b)	Admission		141100.00	140400.00
(c)	Electrical Equipment usage		479910.00	496713.00
(d)	C.U. Registration		29480.00	17200.00
(e)	Information Technology		59250.00	30600.00
(f)	C.U. Scrutinee		10445.00	11170.00
(g)	C.U. Certificate		350.00	410.00
(h)	Casual		9300.00	13510.00
(i)	College Exam		380200.00	280238.00
(j)	Lab Upgradation(PSYA)		122600.00	142298.00
(k)	Lab Upgradation(JORG)		127000.00	172279.00
(l)	C.U. Zonal Examination		1902.00	0.00
(m)	Migration		500.00	0.00
			<u>3766967.00</u>	<u>3484423.00</u>
2	Interest Income			
(a)	From Fixed Deposit		2795277.00	2234135.00
(b)	On Savings A/C		22832.00	1489.00
			<u>2818109.00</u>	<u>2235624.00</u>
3	Other Income			
(a)	Sale Proceeds of I Cards		42540.00	37345.00
(b)	Prospectus		594325.00	448125.00
(c)	Brainware		150985.00	147143.25
(d)	Miscellaneous		9100.00	24501.00
(e)	Outside Exam		194650.00	170439.00
(f)	Self Fund/CMEV		0.00	20230.00
(g)	N.S.O.U.		39620.00	0.00
(h)	Platinum Jubilee		600.00	0.00
			<u>1031820.00</u>	<u>847783.25</u>
	TOTAL : (1+2+3)		<u>7616896.00</u>	<u>6567830.25</u>

S PAL & ASSOCIATES
Chartered Accountants

h c

S. PAL &
Proprietor

Contd....2

