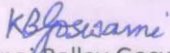





VIVEKANANDA COLLEGE, ALIPURDUAR

P.O- ALIPURDUAR, P.S- ALIPURDUAR, DIST- ALIPURDUAR, PIN- 736121, WEST BENGAL



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

| | | | |
|--|---|---|--|
|  (Kanoj Ballav Goswami) President Governing Body Vivekananda College Alipurduar President, G.B Vivekananda College Alipurduar |  (Gobinda Rajbanshi) Vice-Principal Vivekananda College Alipurduar Vice-Principal Vivekananda College P.O. & Dist: Alipurduar |  (Jali Biswas) Co-ordinator IQAC Vivekananda College Alipurduar CO-ORDINATOR IQAC-NAAC VEVEKANANDA COLLEGE ALIPURDUAR |  (Pradip Kr. Mohanta) Secretary Teacher's Council Vivekananda College Alipurduar |
|--|---|---|--|

Purpose of the Academic and Administrative Audit

Academic and Administrative Audit has been conducted by the college internally to evaluate the performance of various departments of study and overall development in the spheres of administration, curricular and extra curricular activities.

Objectives of AAA are—

- Designing effective teaching and learning process.
- Developing student assessment.
- Evaluation of course and programme outcomes.

AAA Methodology—

The Institution has a committee to conduct and review activities of the department and institution with the following composition—

1. President, Governing Body
2. Vice- Principal
3. IQAC Co-ordinator
4. Secretary Teacher's Council

The college also has completed Academic Administrative Audit by A.G Bengal, Kolkata cumulatively on last five years data.

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT: English ACADEMIC YEAR: 2017-2018
NAME OF THE TEACHER: PROF. JALI BISWAS PROGRAMME: B.A. HONS. & GEN.

1. TEACHER PROFILE

| | |
|-----------------------|--|
| RESPONSIBILITIES HOLD | IQAC COORDINATOR, HOD OF ALL SUBJECTS OF STUDY, VICE PRINCIPAL, SECRETARY OF THE TEACHERS' COUNCIL |
| CLASS ENGAGED | HONOURS, GENERAL, COMPULSORY ADDITIONAL |
| YEAR OF JOINING | 1992 |
| LENGTH OF SERVICE | 27 yrs. |

2. TEACHER TIME TABLE

| DAY ORDER | PERIOD | | | | | | TUTORIAL/ENRICHMENT |
|-----------|-----------|-----------|-----------|------------|----------|---|----------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| I | EH-1st yr | EH-2nd yr | EG-2nd yr | EG-1st yr | | | EXTRA CLASS - 18 hrs |
| II | EH-3rd yr | EH-1st yr | EH-2nd yr | EG-3rd yr | | | |
| III | EH-2nd yr | EH-3rd yr | EH-1st yr | EH-3rd yr | Tutorial | | TUTORIAL - 15 hrs. |
| IV | EH-3rd yr | EG-1st yr | EG-2nd yr | | | | |
| V | EH-1st yr | EG-3rd yr | EH-3rd yr | ENG-2nd yr | | | |

3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

| CLASS | NUMBER OF HOURS ENGAGED | NUMBER OF HOURS LOST | NUMBER OF HOURS COMPENSATED | METHOD OF COMPENSATION |
|----------------------------------|-------------------------|----------------------|-----------------------------|------------------------|
| HONS/CC (1 st year) | 78 | 15 | 10 | EXTRA CLASS |
| HONS/CC (2 nd year) | 60 | 11 | 08 | EXTRA CLASS |
| HONS/CC (3 rd year) | 78 | 15 | 15 | TUTORIAL CLASS |
| ELT/DSC (P) 1 st year | 39 | 06 | NIL | |
| ELT/DSC (P) 2 nd year | 39 | 06 | NIL | |
| ELT/DSC (P) 3 rd year | 39 | 08 | NIL | |
| GE/ENG (2nd yr) | 19 | 04 | NIL | |
| LCC | / | / | / | |
| AECC | / | / | / | |

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

| DATE | NAME OF THE PROGRAMME | NUMBER OF PARTICIPANTS | EXPERT DETAIL | REMARKS |
|------|-----------------------|------------------------|---------------|---------|
| NIL | NIL | NIL | NIL | NIL |

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

| CLASS | Number of Students | Examination/Internal Assessment | Whether enhancement programme conducted |
|--------------------------|--------------------|---------------------------------|--|
| 1 st yr Hons. | 84 | 1. UNIT TEST 2. TEST EXAM. | YES. Students are allowed to see their evaluated answerscripts and the concerned teacher corrected them and suggested remedial measures. |
| 1 st yr. Gen | 11 | | |
| 2 nd yr. | 47 | | |
| 2 nd yr. Gen | 07 | | |
| 3 rd yr. | 54 | | |
| 3 rd yr. Gen | 04 | | |

6. EXTENDED PROGRAMME OF THE DEPARTMENT

| CLASS | DATE | NAME OF THE PROGRAMME | NUMBER OF PARTICIPANTS | GUEST SPEAKER/ SPEAKER |
|--|------|-----------------------|------------------------|--|
| B.A. Hons. & Gen. 1st, 2nd, and 3rd year | | STUDENTS' SEMINAR | 128 | Prof. Ratul Nandi Prof. Jali Biswas |


7. Any Other: Quiz on Eng. Literature (beginning to 16th Century)

Jali Biswas

Signature of the Teacher

Designation: Associate Professor

H. O. S.

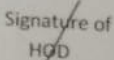


Signature of
Vice Principal

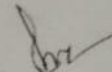
Vice-Principal
Vivekananda College
BOSTON



Signature of
Secretary, T.C.



Signature of
HOD



Signature of
IQAC coordinator

Details of the Institution

1.1 Name of the Institution:

Vivekananda College, Alipurduar

Address:

Vivekananda College, P.O. - Alipurduar, Dist. Alipurduar, WB- 736121

City/Town:

Alipurduar

State:

West Bengal

Pin Code:

736121

Institution e-mail address:

vcalipurduar@gmail.com

Contact Nos.:

03564274705, 09832486024, 9733196187

Website:

www.vivekanandacollegealipurduar.in

Name of the Affiliating University:

**University of
North Bengal**

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the programme | Number of existing programmes | Number of programmes added during the year | Number of self financing programmes | Number of value added/ career Oriented programmes | Total |
|------------------------|-------------------------------|--|-------------------------------------|---|--------------|
| UG | 15 | 03 | 01 | 00 | 19 |

Pattern of programmes:

| Pattern | Number of programmes |
|----------------|-----------------------------|
| Semester | 19 |
| Trimester | NiL |
| Annual | 16 |

Criterion- II**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 08 | 04 | 04 | Nil | Nil |

2.2 No. of permanent faculty with Ph.D.

02

2.3 No. of Faculty Position Recruited(R) and Vacant (V) during the year

| Asst. Professors | | Associate Professor | | Professor | | Others | | Total | |
|------------------|----|---------------------|----|-----------|----|--------|----|-------|----|
| R | V | R | V | R | V | R | V | R | V |
| 04 | 03 | 04 | -- | -- | -- | -- | 00 | 08 | 03 |

2.4 No of Guest and Visiting faculty and Temporary faculty

| Guest | Visiting | Temporary |
|-------|----------|-----------|
| 18 | 00 | 00 |

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 04 | 06 | 04 |
| Presented papers | 03 | 06 | 00 |
| Resource Persons | 00 | 01 | 00 |

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

1. The Academic Calendar of the college is modeled after the academic calendar provide by the affiliating university (University of north Bengal) and eventually IQAC of the institution drive right from the very beginning of each academic session and prepares the academic calendar. The different event of Academic calendar displayed on the college notice board time to time to aware the students and staffs of the college.
2. The departmental meetings are held prior to the beginning of next academic session in order to discuss and confirm lesson planning, syllabus distribution. The syllabus is allotted to teachers by the Head of the Department.
3. Both the theory and practical classes of different subjects are conducted as per the class routine which is prepared is the beginning of every academic year by the Routine Committee and is published in student's and professor's Notice Board
4. The college has a well –functioning library with OPAC facility with access to INFLIBNET, book, journal and e-resources. Audio visual aids are employed in making curriculum traction effective.
5. The college is credited with having a well-structured teaching strategy to facilitate optimum learning. The teaching activity is recorded in individual teacher's academic diary year wise.
6. The theory classes for the academic session often includes in addition to classes taken by the regular faculties, special invited lectures by teachers from away colleges, departmental paper presentation by the students. These apart, projects, assignments etc are regularly conducted as per the university guidance.
7. The assessment of the students is carried out in the form of Unit Test, Test Examination Internal Assessment Examination thoroughly the session and remedial discussions are organized students after evaluation. Tutorial classes also are arranged for the students to meet their academic success.
8. Each and every department of the college offer example number of student's seminar, national seminar, special lecture by various subject experts etc. which are pertinent to the course of study of the students.

2.7 Average percentage of attendance of students

70 – 80%

2.8 Course / Programme wise distribution of pass percentage:

Under Graduation:

| Sl. No | Courses | Semester | Pass % |
|--------|--------------|-----------|--------|
| 1 | B.A. (Hons.) | I sem | 72.72 |
| | | II sem | 68.15 |
| | | III sem | 71.42 |
| | | Part | Pass % |
| | | Part- I | 95 |
| | | Part- II | 94.11 |
| | | Part- III | 77.67 |

| Sl. No | Courses | Semester | Pass % |
|--------|---------------|----------|--------|
| 2 | B.A.(General) | I sem | 40.49 |
| | | II sem | 14.61 |
| | | III sem | 41.34 |
| | | Part | Pass % |
| | | Part I | 61.38 |
| | | Part II | 70.52 |
| | | Part III | 47.37 |

2.13 Initiatives undertaken towards faculty development

| <i>Faculty/ Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 08 |
| UGC- Faculty Improvement Programme | Nil |
| HRD programmes | Nil |
| Orientation Programmes | 08 |
| Faculty exchange programme | 06 |
| Staff training conducted by the university | Nil |
| Staff training conducted by the other institutions | Nil |
| Summer/ Winter school, Workshops, etc. | 08 |
| Others | Nil |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Position | Number of permanent position filled during the year | Number of position filled temporarily |
|----------------------|-------------------------------|---------------------------|---|---------------------------------------|
| Administrative Staff | 04 | 09 | 00 | 07 |
| Technical Staff | 00 | 00 | 00 | 00 |

Criterion- III

3. Research, Consultancy and Extension

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

The IQAC of the college along with Governing Body and Vice- Principal encourages teaching faculty to undertake Major and Minor Research project under UGC and individual research work in the form of faculty development programme (FDP) under UGC. The Institution has initiated staff and students to publish research papers in national and international journals. Primarily being an undergraduate institution, the college has nevertheless been a centre a active research. But to promote research as an integral part of curriculum the college in collaboration with other colleges and Universities has organized 4 national and 2 International seminars during last five years. Five of our faculty members were awarded Ph.D and two Faculty members have registered themselves for Ph.D work after the completion of their course work as per UGC norms. Departmental students' seminars have been organized by the Department of English, Department of Education, Department of Political Science and by the Department of Bengali, Department of History to motivate and encourage the students to build their writing skill and enlighten them about different topics of their subject. Faculties of the college frequently participated and presented papers in seminars and conferences. Most of the faculties have a good number of publications in reputed national and international journals to their credit. Three minor projects under UGC have been completed by three faculties of the Department of History and Bengali consecutively.

3.2 Details regarding major projects: Nil

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | ---- | ---- | ---- | ---- |
| Outlay in Rs. Lakhs | ---- | ---- | ---- | ---- |

3.3 Details regarding minor projects: Nil

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | ---- | ---- | ---- | ---- |
| Outlay in Rs. Lakhs | ---- | ---- | ---- | ---- |

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

Teachers of the college incessantly put their effective efforts towards the development of the students not only through teaching their subjects but also developing personality of the students through co- curricular activities, Seminars, Health Programmes and social extension programmes initiated under the guidance of NSS unit-I and unit-II of the college. Students are always encouraged to participate in the extension activities like plantation of saplings. Blood Donation Camp. Yoga training camp. Eye checkup camp. Campus cleaning programme etc. The NSS Units of the college initiated awareness programmes on Health and Hygiene, AIDS, Laws relating to anti – ragging and domestic violence, women trafficking. The students under NSS unit have taken an active part in survey work in the nearest villages regarding education, economy, Women empowerment, child labour, early marriage etc. Besides students are always encouraged to participate enthusiastically in educational tour in the Department of Geography, and in the running session as per curriculum of CBCS the students of the fourth semester Hist. Hons. visited Cooch Behar Museum, in scholarly and field works, preparing subject oriented seminar papers and projects, assignments etc.

Criterion- IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|--|-------------------|---------------|---|-------------------|
| Campus are | 20252.86 Sq. mts. | Nil | Ramakrishna Ashrama, Alipurdua, Development fund of the college. | 20252.86 Sq. mts. |
| Class rooms | 16 | | Late Debesh Maitra, Uttar Banga Unnayan Parishad, B. C. W, UGC, MP Zilaparishad- Alipurduar, Higher Education W.B | 16 |
| Laboratories | 03 | Self | | 03 |
| Seminar Halls | 01 | 00 | Self | 01 |
| No. of important equipments purchased (≥ 1 -0 lakh) during the current year. | ---- | 15 | Self | 15 |
| Value of the equipments purchased during the year (Rs. In Lakhs) | ----- | 10,60000/- | Self | 10, 60000/- |
| Others | ----- | ----- | ----- | ----- |

4.2 Computerization of administration and library

Library, which is the principal and most important learning resource of the college, it has internet facility. Library automation process is going on by using library software SOUL. There are 5 computers in the library, connected LAN and Wi –Fi facility is available. Maintenance and utilization of library of resources are done through Strictly following the Library rules. Library is now making Database of knowledge resources by using library software SOUL2.0. The library in the college also puts at the disposal of students a repository of career guidance books. Internet facilities are available to students and staff. The college is registered with national digital Library and has subscribed to Inflibnet-NLIST programme to ensure remote access to e-resources. Through access to the NLIST the Library can provide its reader to access to more than 6000 e-journals and more than 31,35,000 e-books.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|-------------------------|--------------------------------------|-------------|-------------|----------|--------|-------------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 10,639 | 12,76,025/- | 386 | 83,835/- | 11,025 | 13,59,860/- |
| Reference Books | 1176 | 2,91,565/- | 03 | 969.00/- | 1179 | 2,92,534/- |
| e- Books and e-journals | Nlist- Inflibnet membership | | | | | 5,900/- |
| Journals | 08 | 1,07,000/- | -- | 12,825/- | 08 | 1,19,825/- |
| Digital Database | Preparation of data base is going on | | | | | |
| CD & Video | -- | -- | -- | -- | -- | -- |
| Others(specify) | -- | -- | -- | -- | -- | -- |

4.4 Technology up gradation(overall)

| | Total Computers | Computer Labs | Internet | Browsing centers | Computer Centers | Office | Departments | Others |
|-------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Total | 24 | 00 | <50 Mbps | 00 | 00 | 05 | 11 | 08 |

4.5 Computer, Internet access, training to teachers and students and any others programme for technology up gradation (Networking, e- Governance etc.)

- ✓ Internet is accessible to all the student and staff
- ✓ College subscribed two connection of Rail wire Net having the band with <50 MBPS- each. One connection for the library and another for the office administration. College is now having the free Wi-Fi zone for the students.
- ✓ As IT infrastructure development the college installed 24 computer sets having internet facility. Library is now making Database of knowledge resources by using library software SOUL2.0. Now college is the member of NLIST of Inflibnet, Ahmadabad which provides access to e-journal and e-book.

4.6 Amount spent on maintenance in lakhs:

| | |
|--|--------------------|
| i) Campus Infrastructure and facilities Including ITC and Equipments (2014 – 2019) | 75, 88146/- |
| ii) Others | 00 |
| Total - | 75, 88146/- |

Criterion- V

5. Students Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The IQAC plays a pivotal role facilitating constant engagement in academic activities by students and teachers and actively taking initiative to solve the problems arises in academic and other matters of the college.
2. The management and IQAC assess the performance of teachers and administration of the college based on the evaluation and feedbacks from the students and corrective measure have been suggested.
3. The students are encouraged to participate in non-govt. inter-college Athletic Meet and Mock- Youth Parliament competition and quiz competition on Democracy and Freedom movement of India initiated by State Govt. and organized by Vivekananda College. The progression report shows that the students remained successful to some extent in each and every field along with their education.
4. Teachers of the college incessantly put their effective efforts towards the development of the students not only through teaching their subjects but also developing personality of the students through co-curricular activities, seminars, health programmes and social extension programmes initiated under the guidance of NSS Unit-I and NSS Unit-II of the college.

5.2 Efforts made by the institution for tracking the progression

The academic support to the students consists of arranging tutorial classes, Unit- Test, seminars and workshops etc. To address the issues related to career, placement grievance etc. there is Career Counseling cell, Anti-ragging cell, Grievance Redressal cell and women cell in the college in order to provide proper guidance to the students. All information about the activities of the college and specially student related issues like admission, registration, examination, several scholarship, career guidance programme, Special lecturer programme etc. have been notified in the college notice board and in the college Website-www.vcapd.org.in giving enough of time. To provide student support students' Union have been formed as per govt. order and the statute of the University of North Bengal.

5.3 (a) Total Number of students

| UG | | PG | Ph.D. | Others |
|----------------------|--------|------|-------|--------|
| Male | Female | ---- | ---- | ---- |
| 842 | 1601 | | | |
| Total= 2, 443 | | | | |

(b) No. of students outside the state

| Male | Female |
|------|--------|
| 00 | 00 |

(c) No. of international students

| No | % |
|----|----|
| 00 | 00 |

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

In the long run of our attempts there are number of selected career motivation programme been held in our college with the details deliberation of IPS. Rabindra Avaru and BDO Shreyasi Ghosh the participants are enriched. Speaker Arnab Bhattacharya, Youth officer, Block-1 discusses the critical course structure of WBCS Examination. He suggested the name of book to seat for WBCS Examination and The Method by which students get themselves success.

5.5 Details of student counseling and career guidance

Though we have neither any counseling cell nor any counseling committee but during the time of admission, admission committee used to counsel every honours and pass students. Besides of this in our class hours we the teachers always wish to channel the student to possible subject oriented service.

5.6 No. of students benefitted

56

5.7 Details of campus placement

| On campus | | | Off campus |
|--------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of organization Visited | Number of students Participated | Number of students placed | Number of students placed |
| 05 | 361 | 00 | 06 |

5.8 Details of gender sensitization programmes

In the session 2017-2018 a workshop regarding gender sensitization had been conducted by NSS unit-I and unit-II in collaboration with CMOH, APD with the banner of "Save the girl child". In the day of International Women (8th March, 2018) a seminar was organized by the NSS unit-I and unit-II. The theme of the seminar was "Feminism, Ideologies and social movement. In 8th March, 2019 NSS unit-I and unit-II in the collaboration with Department of History another seminar was arranged with the theme of "Women through the Ages".

5.10 Scholarship and financial support

| | Number of students | Amount |
|---|--------------------|--------------------------|
| Financial support from institution | 00 | 00 |
| Financial support from government | 1294 | 6,521,760(Aprox.) |
| Financial support from other sources | 00 | 00 |
| Number of students who received International/ National recognition | 00 | 00 |

Criterion- VI

6. **Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision of the college: To help students internalize the underlying essence of the life advocate by Swami Vivekananda to facilitate them in order to become a self governed being complete in all respect. Our vision of education aims at producing intellectually competent, morally upright, socially committed and spiritually inspired men and women inculcating in them a genuine love of God and man and deep respect for the cultural and spiritual heritage of India. Constant encouragement and motivation for excellence are the principles we aim to inculcate in our students to help them become the ideal persons with all round personality.

Mission of the college:

- To achieve academic excellence.
- To prepare the students of this century by promoting international brotherhood, environmental conscience and sense of harmony.
- To ensure that students get their due opportunities.
- To equip students with knowledge and education to face impediments and obstacle.

6.2 Does the Institution has a management Information System

Yes, the college frequently updating IT facility as and when required. Online admission of the students starts partially since the academic session 2015- 16 which has been converted into fully online admission process. Now University of North Bengal examination supporting process is also going on in online mode. Teachers are uploading the award list of internal assessment through University portal. Account section of the college is now working PFMS (cashless mode) salary of the staff is provided through NEFT transaction mode. College subscribed two connection of rail wire net having the band with <50 MBPS- each. One connection for the library and another for the office administration. College is now having the free Wi-Fi zone for the students.

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

6.3.1 Curriculum Development

The College Prospectus is placed in the College Website in order to familiar the new students and stakeholders with the vision, mission, and objective of the college to a large extent to impart higher education among the students basically belonging to backward class and economically weaker class. Strong efforts are incessantly made by the Professors of individual departments to through seminars, invited lectures, assignments and projects to complement the curriculum and keep abreast with the current events. Lesson plans are prepared to ensure high quality of lectures and the use of learner-centric methods are meticulously planned and executed. Tutorial classes are offered to the students based on their academic performance which is assessed through Unit test, academic counseling, Test examination etc. The IQAC of the college facilitates the organization of various extension activities such as Beautician course, Karataka course and Co-curricular activities in order to ensure self-development and environment awareness.

6.3.2 Teaching, Learning and Evaluation

The teaching learning and evaluation process of the college follows the academic Calendar prepared by the IQAC of this institution. An orientation programme is offered to the newly admitted students in the beginning of the session in order to acquaint them with the syllabus and systems and programmes of the college and evaluation process. Each department of the institution prepares teaching modules to impart optimum experiential learning to the students. The Vibrant interaction between teachers and learners and between strong learners and slow learners creates an academic atmosphere to enhance knowledge and broadens outlook. ICT enabled audio-visual modules have been used to make learning much more effective and attractive Unit Test and Test Examination have been arranged by the Teacher's Council of the college for evaluation of the students. Besides, a formative evaluation of the learners is done through procedures inclusive of assignments, seminars, projects, field work and educational field tour etc. PTA Meeting is conducted to brief the performance of the student to the parents. The IQAC plays a pivotal role facilitating constant engagement in academic activities by students and teachers and actively taking initiative to solve the problems arises in academic and other matters of the college.

6.3.3 Examination and Evaluation

Being an affiliated college, the institution meticulously follows the examination and evaluation system implemented by the university. The evaluation reforms made by the university are communicated to the college prior to its implementation and training programmes are arranged for the same. Internal examination is scheduled as per Institutional Level of continuous Internal Assessment after consultation with all teachers in the Teachers Council meeting. CIA-I and CIA-II are scheduled in the first half and second half respectively of every semester. It is conducted in the same pattern as that of University examination. Scripts are evaluated and performance of the students is put up in the college notice board. Question papers for internal examination are prepared based on the norms and marks break up specified by the university. With the introduction of the choice based credit system, students are specifically informed about the new evaluation pattern during the orientation programme on the first day of college for the newly admitted students. Student progress and understanding is monitored not only through examination but also through activities like seminars and their written assignment. The examination committee ensures that the university norms are not flouted.

6.3.4 Research and Development

Primarily being an undergraduate institution, the college has nevertheless been a centre of active research. But to promote research as an integral part of curriculum the college in collaboration with other colleges and Universities has organized 4 national and 2 International seminars during last five years. Five of our faculty members were awarded Ph.D and two Faculty members have registered themselves for Ph.D work after the completion of their Course work as per UGC norms. Departmental student's Seminars have been organized by the Department of English, Department of education, Department of Political Science and by the Department of Bengali to motivate and encourage the students to build their writing skill and enlighten them about different topics of their subject. Faculties of the college frequently participated and presented papers in seminars and conferences. Most of the faculties have a good number of publications in reputed national and international journals to their credit three minor research projects under UGC have been completed by three faculties of the Department of History and Bengali consecutively.

Students are always encouraged to participate in the extension activities like plantation of Trees, Blood Donation Camp, Yoga training camp, Campus Cleaning programme etc. The NSS UNITS of the college initiated awareness programmes on Health and Hygiene, AIDS Laws relating to anti-ragging and domestic violence, women trafficking. The students under NSS unit have taken an active part in survey work in the nearest villages regarding education, economy. Women empowerment, child labour, early marriage etc. Besides students are always encouraged to participate enthusiastically in educational tour in the Department of Geography, in scholarly and field works, preparing subject oriented seminar papers and projects, assignments etc.

6.3.5 Library, ICT and Physical Infrastructure/ instrumentation

The facilities available in the campus library:

1. National and International journals
2. News papers and reports of previous year projects.
3. Department wise previous year question papers.
4. E- Resources of the INFLIBNET N-LIST to access the text books.

The library of the college has already been shifted to newly create Building to provide best academic facility. There are more than 20 computers in the college, connected to LAN and Wi-Fi facility is available.

6.3.6 Faculty and Staff recruitment

The substantive teachers of this college are recruited through West Bengal College Service Commission; they will get very healthy salary. Temporary teacher of this college are recruited through college management committee. Although they are now under the government, they will get very healthy salary in this new way. The permanent non-teaching staffs of this college are recruited through Govt. of West Bengal and Casual non- teaching staff of this college are recruited by the Governing Body of the college.

6.3.7 Industry Interaction/ Collaboration

NIL

6.3.8 Admission of Students

The college frequently updating IT facility as and when required. Online admission of the students starts partially since the academic session 2015- 16 which has been converted into fully online admission process. Now University of North Bengal admission supporting process is also going on in online mode. All students are admitted on the basis of the marks. They are awarded in their X+II examination. 73.59% students have been admitted during the last five years. 974 students are admitted out of 1600 sanctioned seats in 2018-19 academic sessions.

6.4 Welfare scheme for teaching, non- teaching and other employees

The college provided a lot of effective welfare measures for teaching and non-teaching staff. 15 Days casual leave are available to the teaching and non-teaching staff that have done their service against substantive posts. 12 days casual leave for P.T.T and others. 20 days half-pay leave or 10 days full pay leave(medical) can be commuted every year maximum to 120 days during who be service period of a permanent staff. Duty leave are also provided to the staff members of the college for attending training programme and official works. Festival advance for all the staff. Provident fund, pension, and other such Govt. Welfare schemes and measure are given to the staff. Faculty enhancement programmes are periodically arranged to motivate on teaching and knowledge updating. Lady teacher can avail 6 months maternity leaves as per Govt. Rules. The institution has initialed WB health scheme. The institution motivates the staff to attend various programmes to enhance their skill. Canteens- subsidized food, First Aid facility, Parking facility, Grievance Redressal cell are also with the welfare scheme.

6.5 Total corpus fund generated

| |
|-----|
| NIL |
|-----|

6.6 Whether annual financial audit has been done.

| | |
|-----|----|
| Yes | No |
| √ | |

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|----------------|----------|---------------------|----------|--------------------------------|
| | Yes/No | Agency | Yes/No | Agency |
| Academic | Yes | A.G Bengal, Kolkata | Yes | Audit Committee of the college |
| Administrative | Yes | A.G Bengal, Kolkata | Yes | Audit Committee of the college |

6.8 Activities and support from the Alumni Association

There is a vibrant and active Alumni Association who gives constructive advice. Besides there is feedback system for different stake-holders of the college which is greatly valuable to enhance different future plans of the college. Alumni members are invited to visit the Institution and share their experience to guide the students to prepare them for their career.

6.9 Activities and support from the Parent- Teacher Association

Parent- Teacher meetings are held at certain time of the year at this college to improve the future progression of students. Here the parents give their own opinion and teachers value those opinion. Parents are told that their sons and daughters should think constructively about their studies at home, out side the college. Parents give their own views to improve the quality of study. This college looks after the special communication that teachers and parents need to have in order to improve the learning of students.

6.10 Development programmes for support staff

1. Refresher Programme
2. Orientation programme
3. Workshop on NAAC & CBCS System
4. Short term course by HRDC, NBU.

6.11 Initiatives taken by the institution to make the campus eco-friendly

Growing one's sensibility toward the Environment is one of the most important best practices that an institution can help inculcate in students. And Vivekananda College takes pride to do that and successfully able to grow consciousness about environment based activities among the students and staffs. The initiative has been undertaken by the institution to do away with the use of plastic all together in the campus. The college also plans to go partially paperless in coming future. Besides the college have two active NSS units as part of social extension programme. Identification of E-Waste Corner and Green campus project for the renovation and beautification of college campus to preserve greenery have been generated effectively. This college is now a plastic discarded area and tobacco free zone. New electrical machines have been installed here for small power consumption. The college plans to install solar power in the future. This college avoids toxic chemicals and arranges for the disposal of solid as well as liquid chemicals separately from the chemistry laboratory.

Criterion- VII

7. Innovation and Best Practices

7.1 Innovation introduced during this academic year which have created a positive impact on the functioning of the institution. Give details

1. To initiate tutorial classes in order to supplement students' requirements beyond the classroom teaching.
2. To set up a spoken English course for the students to encourage and help them to meet up their shortcomings in English communication.
3. To start a faculty exchange programme with the help of the nearby college in order to enlighten the students in their course of study and associated matters.
4. To start skill-oriented courses to make the students employable.
5. Positive response in the case of coaching for various competitive exams opens up visits for further motivation.
6. Ample scope for providing consultancy services to the students.
7. NSS units of the colleges adopt villages and take measures to uplift them as part of social commitment.
8. To appoint fresh permanent recruitment of teaching faculty and non-teaching staff in the college.

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

The plan of action executed during the beginning of the academic year 2014-15 has been successfully achieved.

1. UGC sponsored seminar by the Department of History.
2. Faculty participation in refresher/ orientation courses.
3. Faculty exchange programme.
4. Grievance drop Box introduced.
5. Anti ragging declaration collection during the time of student admission.

7.3 Give two Best Practices of the institution

1. No smoking zone and
2. Plastic free campus
3. Mentoring for weak students in education.

