



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**VIVEKANANDA COLLEGE ALIPURDUAR**

VILL- BIRPARA, P.O- ALIPURDUAR, DIST- ALIPURDUAR, STATE- WEST  
BENGAL, PIN-736121  
736121

[www.vivekanandacollegealipurduar.ac.in](http://www.vivekanandacollegealipurduar.ac.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**June 2023**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Vivekananda College, Alipurduar, was established in 3rd October 1985 as a part of an initiative by the Government of West Bengal to provide quality education to the people of the backward class, who are primarily the first generation learners and the people who are displaced during for the partition of the country. The college is located in the city of Alipurduar which lies at the foothills of Darjeeling. This city which is a newly formed district is rapidly expanding as a commercial and tourist centre. Even though the college has a humble beginning, today the college serves as vibrant academic community comprising of two thousand and five hundred students and twenty seven teachers. Students from Alipurduar city and its adjacent sub urban and countryside areas get their admission in the college and the college tries to take special call of the students who are coming from these sub urban areas and the estates. The college offers 19 undergraduate programs including science departments. The college is also equipped with laboratories, smart classrooms, mini indoor stadium, gymnasium and expert teachers, who provide the students with unparalleled educational expertise. Students are also encouraged to participate in add on courses, field works and social outreach programs through different departmental endeavours and the two NSS units of the college. The college also has a sprawling and beautiful campus with the multifaceted sports fields where students participate in different sports and physical activities. The college is also conscious of its commitment towards creating a socially responsible and cultural aware citizens with unity in diversity and hence a lot of efforts is put to celebrate and observe important events and festivals in the college campus. Students are also imbued with a democratic attitude and national festivities in the college campus. The students of the college also participate in the youth parliament competition and quiz competition. The priority of the college is to provide the students with academic excellence irrespective of class, caste, creed etc. Every year the college produces a lot of successful graduates who are shining in the different sections of the society. Our college is a hub of cultural diversity and academic excellence.

### **Vision**

To keep up with the rich heritage of the institution, we are trying to help students internalize a learning environment, both in personal and intellectual world and also to imbibe the underlying essence of life advocated by Swami Vivekananda. Our vision is to develop a personality that can serve a better centre of decision making. We envision a world where students can emerge as a whole some person intellectually, emotionally, physically and spiritually - and also embraces academic excellence, communal equality and fostering universal value of humanity. Our motto is to support the career and personal development of our students and our curriculum and teaching aptly supports in career and personal development of our students. The institution also provides an affordable quality education while students with skill and knowledge thereby including value, identifying hidden talents and providing opportunities to the students for realising their skills and potential. The vision of education aims at producing intellectually competent, morally upright, socially committed and spiritually inspired men and women which will inspire them to grow a community at large. As an institution, we are committed to provide significant contributions to the students with skills and resources to achieve success in a wide range of careers in a way that inspires them to make their own marks as well as significant contribution to the society. We inspire our students to explore their interest, talent, unique potentials and rich vibrant community of students.

## Mission

- To serve an institution committed to providing quality, innovative and stimulative learning environment.
- To achieve academic and cultural excellence meeting the economic needs of diverse communities.
- To create a sustainable and unparalleled educational journey.
- To prepare the students of the college to promote international brotherhood, environmental conscience and sense of harmony.
- To ensure a due opportunities to all the students.
- To cultivate a caring and respectful culture that celebrates diversity.
- To provide an ambience free from all types of prejudice.
- To empower students in heterogeneous socio-economic ethnic backgrounds to fulfill their educational goals.
- To create a holistic education institute to develop the qualities of mind, spirit and body necessary for students.
- To form a proper educational value.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The institution provides excellent and outcome best education in multiple program.
- E-automated governance in administration and examination.
- A well secured college campus with strong peripheral wall, CCTV surveillance and security guards.
- College imparts education among the large number of students coming from rural and backward areas generationally.
- Filtered and cold water stations are installed in different corner of the college.
- There is a sprawling canteen in the college campus providing food at cheaper cost to the college students and teachers.
- The college also offers 'Kanyashree Project' ever since its inception by West Bengal Government.
- The college also facilitates multiple number of scholarships to students-

1. SC, ST, OBC scholarship
2. Minority scholarship
3. Swami Vivekananda scholarship
4. Jindal scholarship (private)

- Providing a smart classroom with modern technologic facilities enabling the students to take interest in them.
- Regular tests/assignments/group discussions/quizzes are conducted for students as part of their continuous evaluation programme.
- Eco friendly and gender friendly campus.
- Student welfare aids are provided to the needy and impoverished student to allow them to complete their education.
- Several active cells such as two active NSS units, magazine committee, sports and games committee, cultural committee which ensure active standard of all round education for students and steady academic development for facilities.

- Well activated excellent students support systems.
- Alumni Association is also kept active to gather feedback and inputs from former students.
- College equipped with different sports facility, mini-indoor stadium and multi-purpose gymnasium.
- Installed an active biometric attendance system for teaching and non teaching staff.
- The college is also equipped for the physically handicapped.

### **Institutional Weakness**

- The lack of required fund from the government thinks the inception of the institution.
- Being a college under state university, success in attracting students from other states is limited.
- The college is situated in the lowlands of Kaljani River which makes it flood prone.
- Infrastructure inconvenience like lack of classroom etc.
- Lack of permanent teaching and non teaching staff due to government policies.
- The college has no hostel or quarter facilities for the students and teachers.

### **Institutional Opportunity**

- To incept tutorial classes in order to supplement students requirement beyond the classroom teaching.
- The institution aspires to organise more seminars, conferences, add-on courses for the benefit of the students and faculty members.
- The institution also aspires to increase faculty exchange program with the help of nearby college.
- To introduce diploma course, certificate course and skill oriented courses for making the students employable.
- To equip the entire campus with Wi-Fi support and 1gbps internet speed.
- The college wants to avail more funding opportunities as to encourage diverse academic and research programmes in the college.
- NSS units of the colleges adopt villages and take measures to left them up as part of social commitment.
- Scope for enhanced engagement with the alumni for various academy research projects which could be beneficial to the inter College community.
- To appoint fresh permanent recruitment of teaching faculty and non teaching staff in the college.

### **Institutional Challenge**

- Attracting the best students across the state and even neighbouring States.
- College located in Ecologically sensitive area, that is, surrounded by rivers and forests, hence the monsoons often hamper the class regularities.
- Systematic documentation of all academic and non academic activities in the college campus.
- Providing e-journals and e-books in the library.
- Using more alternative energy based resources.

- Resuming the remedial coaching classes in the college once again.
- Enhancing and updating the college library.
- Delay in sanctioning teaching and non teaching posts.
- The first generation learners who are from agrarian background are less oriented for higher education.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Being an affiliated college, the institution has scrupulously implemented the curriculum prescribed by the affiliating University (NBU). The College Prospectus is uploaded in the College Website to familiarize the new students and stakeholders with the vision, mission, and objective of the college and precisely to impart higher education among the students belonging to backward class and to economically weaker section. Strong efforts are incessantly made by the Professors of individual departments through seminars, invited lectures, assignments and projects to complement the curriculum and Keep at par with the current events. Academic Calendars, Lesson plans, syllabi distribution are duly prepared to ensure high quality of lectures and the use of learner-centric methods are meticulously planned and executed.

Currently, the college offers 6 U.G Honours Programme and 13 U.G General Programme and all of them are regular courses. The college also offers 5 P.G Programmes under distance mode offered by Rabindra Bharati University. Of late, the institution, as directed by the West Bengal Higher Education and the University of North Bengal, is also planning to implement the NEP soon but at present the CBCS System has been implemented in U.G courses by North Bengal University since 2018-19 session. Tutorial classes are offered to the weak students based on their academic performance which is assessed through Unit test, academic counseling, Test examination etc. The IQAC of the college facilitates the organisation with various extension activities such as Beautician course and also with MOUs for the overall development of the students and Co-curricular activities in order to ensure self-development and environment awareness. The college also conduct Add on Courses for the students so that they can earn certificates for their future development in the professional world.

### 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 by each department 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. The institution is also working hard to introduce a common induction program for all the newly admitted students at the beginning of the session. Each department of the institution prepares teaching modules, field works, etc to impart optimum experiential learning to the students. The Vibrant interaction between teachers and learners and between strong learners and slow learners create 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 there are also formative evaluation inclusive of assignments, seminars, projects, field work and educational tour etc. PTA Meeting is conducted to brief the performance of the student to the parents. Special lectures and different extra curricular activities like quiz competition are conducted for the overall skill development of the students. The IQAC plays a pivotal role in facilitating constant engagement with the academic activities by students and teachers and

active initiatives are taken to solve the problems arising in academic and other matter of the college.

### **Research, Innovations and Extension**

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 different national and International seminars during last five years. Five of our faculty members were awarded Ph.D, 4 are awarded with M.Phil degrees and 7 of our Faculty members are already pursuing their Ph.D course. Departmental student's Seminars have been organised by the Department 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, international journals, Peer reviewed and UGC Care Listed Journals to their credits.

Students are always encouraged to participate in the extension activities like plantation of Trees, Blood Donation Camp, Yoga training camp, Campus Cleaning programme. Both the NSS UNITS of the college initiate 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 different departments like the Department of Geography, History, Education in scholarly assignments and field works, preparing subject oriented seminar papers and projects, assignments etc.

### **Infrastructure and Learning Resources**

The IQAC and Teachers' Council take the initiative and put forward the requirement of Infrastructure facilities to the Governing Body. The campus Beautification committee of the college development of Infrastructure and eco-friendly situation in the Campus to the Vice-Principal of the college. Presently the Vice Principal along with the Governing Body have taken several initiatives the considerable growth and development not only in infrastructure but also in academic fields during past few years. Now there is 13 classrooms, one ICT enabled room, 2 smart class room, one Store room, one room each for Staff Room, IQAC, Vice-Principal, office staffs, in the college campus. There is well-equipped laboratory for geography, and also new laboratories have been built for B.Sc programme in the college. The Library with Reading Room and Librarian's Chamber is the most important learning resource of the college, and it is fully automated through OPAC with high speed internet facility. There are more than 30 computers in the college, connected to LAN and Wi-Fi facility is available. The administrative works, admission works have been completely done using online system. Efforts have been taken to pool funds from UGC, State Government, MP FUND, MLA FUND, Panchayet Samiti Alipurduar Block-I, Uttar Banga Unnayan Parsad to meet the increasing demand for basic recruitments like sufficient water Supply, clean toilet, drinking water and food facility in the campus. After receiving Funds from several segments separate toilet for Girls and Boys Students, one separate toilet for faculties (Both Male and Female), And one toilet for office Staffs, multiple water purifiers with coolers and one canteen have been built with a cycle and scooter/Bike stands for the students at the entry of the college campus. One multi-gymnasium is provided for maintaining better health both for students and staffs of the college. The office of the college has undergone extensive renovation and up-gradation to facilitate administrative work. A generator have been

installed to ensure uninterrupted power supply in the campus. Ramps are built for differently-abled students and persons. To ensure smooth implementation of numerous co-curricular activities the college always provides a number of supportive facilities.

### **Student Support and Progression**

From its very inception the college is running in a healthy teacher-learner and other workers relationship. In this mutual bonding Education along with other progressive matters have become a saved commitment between expert-dedicated teachers and motivated-enthusiastic students. 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. Besides the professors tried their best to inculcate the spirit of creativity, environmental conscience, moral leadership and a great sense of social responsibility among the students. 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.vivekanandacollegealipurduar.ac.in](http://www.vivekanandacollegealipurduar.ac.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. The students are encouraged to participate in non-govt. inter-college Athletic Meet and Mock-Parliament competition initiated by State govt. The progression report shows that the students remained successful to some extent in each and every field along with their education. There is vibrant and active Alumni Association and Parent-teacher Association who give constructive advice. Besides there is feedback system for different state holders of the college which is greatly valuable to enhance different future plans of the college.

### **Governance, Leadership and Management**

The Management i.e. The Governing Body of the college, the highest authority, takes the role of leadership along with the Vice-Principal for the effective implementation of the decision and policies taken regarding academic and co-curricular activities of the college, student support programmes, infrastructure development and other administrative functioning of the college. The governing Body of the college also creates many sub-committee such as Library committee, P.F. committee etc. for proper functioning of those section. The IQAC and the Teacher's council incessantly endeavours in close co-operation with the Vice Principal to regulate, promote and maintain an amicable and healthy scholastic environment in the campus. The institutional governance and management always democratically attempts to ensure all round development of the college through an excellent and efficient co-ordination in formulating and implementing plans and policies effectively. Besides the IQAC of the college along with Governing Body and Vice Principal encourages not only 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 but also co-operate the non-teaching staffs of the college to orient them as the use of the software's. like COSA, Tally for accounts and with the help of Internet mechanism the admission has been done completely in online process. 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 measures have been suggested. The students Union of the college has several student leaders with various professions and it functions in proper co-ordination with the staff advisor and in consultation with the

Vice Principal and Governing Body of the college. NSS UNITS, counseling cell, women cell, anti-ragging and sexual Harassment cell, Grievance cell etc have been set up to promote proper functioning of several state holders of the college and also to ensure healthy administration. The IQAC also plays the pivotal role in planning, implementing and executing the quality improvement of the college. The Institution is also working hard to implement the NEP soon.

### **Institutional Values and Best Practices**

As the college is situated in the rural backdrop, the students are mostly first generation learners and the college promote the education of the economically backward students and the girls for their future emancipation. Growing one's sensibility toward the Environment is also promoted by the institution for inculcating among the students. Vivekananda College successfully able to grow consciousness about environment based activities among the students and staffs through different audits like Green Audit, Environment Audit and Energy Audit. The institution is a no plastic and no tobacco zone with pathways for walking to avoid using vehicles. The college also plans to go paperless in future. Besides the college has two active NSS units as part of social extension programme who regularly arranges camp for Blood Donation which is considered not Just as an act of altruism but a process of social sensitization has been institutionalized and developed into another best practice of the college.

Women empowerment and the issues of safety and security of the students, teacher and office staffs of the college are two things the institution attempts desperately to adopt. The women cell of the college undertakes regular workshops and self-defence training programmes to help our students both boys and girls to develop awareness among them and help them to be self-dependant through Beautification courses, Computer and Mobile repairing courses etc. In addition, the NSS UNITS of the institution hold year-wise awareness programme for the students. New initiatives include online admission, students feedback, use of ICT, Tutorial classes, physical exercise in mini Gymnasium, practice of yoga, Identification of E-Waste Corner and Green campus project for the renovation and beautification of college campus to preserve greenery have been generated effectively. Besides maintenance of Visitors's attendance, CCTV surveillance campus, grievance redressal box for students, internal complaint cell for addressing issue on sexual harassment within the campus, First-aid medical facility etc. services exist in the college.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	VIVEKANANDA COLLEGE ALIPURDUAR
Address	VILL- BIRPARA, P.O- ALIPURDUAR, DIST- ALIPURDUAR, STATE- WEST BENGAL, PIN-736121
City	ALIPURDUAR
State	West Bengal
Pin	736121
Website	<a href="http://www.vivekanandacollegealipurduar.ac.in">www.vivekanandacollegealipurduar.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Gobinda Rajbanshi	03564-274705		-	
IQAC / CIQA coordinator	Neha Chatterjee	-	7001960015	-	nneehaa5555@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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State	University name	Document
West Bengal	University of North Bengal	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	13-04-1992	<a href="#">View Document</a>
12B of UGC	13-04-1992	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	VILL- BIRPARA, P.O- ALIPURDUAR, DIST- ALIPURDUAR, STATE- WEST BENGAL, PIN-736121	Rural	5	20252.86

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/ Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Bengali	36	H.S. OR EQUIVALENT EXAM	Bengali	170	165
UG	BA,Bengali	36	H.S. OR EQUIVALENT EXAM	Bengali	113	43
UG	BA,English	36	H.S. OR EQUIVALENT EXAM	English	113	60
UG	BA,English	36	H.S. OR EQUIVALENT EXAM	English	50	18
UG	BA,History	36	H.S. OR EQUIVALENT EXAM	English,Bengali	165	155
UG	BA,History	36	H.S. OR EQUIVALENT EXAM	English,Bengali	113	37
UG	BA,Education	36	H.S. OR EQUIVALENT EXAM	English,Bengali	400	362
UG	BA,Education	36	H.S. OR EQUIVALENT EXAM	English,Bengali	50	12
UG	BA,Political Science	36	H.S. OR EQUIVALENT EXAM	English,Bengali	100	95
UG	BA,Political Science	36	H.S. OR EQUIVALENT EXAM	English,Bengali	113	18
UG	BA,Philosophy	36	H.S. OR EQUIVALENT EXAM	English,Bengali	40	8
UG	BA,Philosophy	36	H.S. OR EQUIVALENT EXAM	English,Bengali	100	90

			EXAM			
UG	BA,Sanskrit	36	H.S. OR EQ UIVALENT EXAM	Bengali,Sans krit	45	30
UG	BA,Sociolog y	36	H.S. OR EQ UIVALENT EXAM	English,Beng ali	15	2
UG	BA,Geograp hy	36	H.S. OR EQ UIVALENT EXAM	English,Beng ali	15	3
UG	BA,Physical Education	36	H.S. OR EQ UIVALENT EXAM	English,Beng ali	15	7
UG	BSc,Physics	36	H.S. OR EQ UIVALENT EXAM	English,Beng ali	15	3
UG	BSc,Chemist ry	36	H.S. OR EQ UIVALENT EXAM	English,Beng ali	15	3
UG	BSc,Mathem atics	36	H.S. OR EQ UIVALENT EXAM	English,Beng ali	15	3

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				4				23			
Recruited	0	0	0	0	1	3	0	4	16	7	0	23
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						0
Recruited	1		1		0	2
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	1	0	0	3
M.Phil.	0	0	0	0	1	0	1	2	0	4
PG	0	0	0	0	1	0	14	5	0	20
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1096	0	0	0	1096
	Female	1567	0	0	0	1567
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	89	124	137	133
	Female	113	185	210	148
	Others	0	0	0	0
ST	Male	31	15	46	46
	Female	26	26	14	28
	Others	0	0	0	0
OBC	Male	67	48	55	68
	Female	113	85	38	75
	Others	0	0	0	0
General	Male	259	234	236	258
	Female	276	343	352	352
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		974	1060	1088	1108

### Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution is affiliated under the University of North Bengal and as directed by the higher education department of West Bengal and the University Authority, the college is also working hard to
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	<p>implement the NEP soon anytime in the upcoming sessions. For that purpose the University has already proposed the curriculum with diverse programs and courses which will be apt for the NEP. The college is also trying hard to introduce new professional subjects and diploma courses to make a healthy interdisciplinary space for the students. We often engage students from multiple departments in interdisciplinary special lectures, Add on courses etc. so that they can broaden their.</p>
2. Academic bank of credits (ABC):	<p>The Academic bank of Credits is already implemented by the College as it is directed by the University of North Bengal . It is mandatory for the students of our college to open their account in ABC and the college authority is promoting it in war footing among the students so that they can enroll for their Credit bank. Even most of our students have already enrolled in it.</p>
3. Skill development:	<p>The College has a Skill Development Cell and the Cell actively organizes multiple programs and seminars for the development of the students. Even the teacher of the college promote extra curricular skill development through different Add on Courses and certificate Courses. Even the Skill development cell organizes multiple special lectures and programs for students so that they can grow their strength even beyond the curriculum.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>As the College is situated in a rural area, the teachers' mode of imparting education is bilingual so that the students that understand the diversity of the college. The college students with the help of the Teachers and college authority often organizes programs to observe different days of National and Regional importance. As the college is situated in the rural corner of the country, we find diverse students from multiple folk cultures who promote the importance of their unique culture.</p>
5. Focus on Outcome based education (OBE):	<p>The departments of the college always try to maintain a proper outcome based education and as the curriculum is following the CBCS system therefore it is easier for the teachers to keep the performance of the students under check. The teacher always tents to set a goal for themselves and the students in such a way that they can have a vision about the future goal. College also promotes education related to the real</p>

	<p>life incidents because at the end of the every course has to achieve the identity of a good citizen. The college try to counsel the students for an effective career choice and the career counselling cell of the college does that job successfully through different seminars and collaborations. Even the women cell of the college conduct different certificate courses for the female students so that they can generate their own livelihood.</p>
6. Distance education/online education:	<p>The College has the facility of Distance Mode of Education affiliated under the Rabindra Bharati University for pursuing Masters in Five subjects--Bengali, History, Political Science, English, and Sanskrit. During the lockdown period all the classes were shifted to online mode of education and even at present the teachers work hard to update the students about their studies through WhatsApp groups and emails.</p>

### Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	<p>The Governing Body of the College has already set an Electoral Club on Feb 2020 with four Nodal officers-- Mrs. Shelley Das, Assistant Professor, Department of Bengali, Mr. Rajib Acharjee, SACT, Department of Political Science, Mr. Subhankar Paul, SACT, Department of Sociology, and Mr. Sushanta Paul, SACT, Department of Physics and twenty students from the Political Science Department.</p>
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	<p>The Students' Coordinator and the coordinating faculty members are appointed by the college and it is very functional in educating the students and the communities nearby about the importance of their voting rights and fundamental rights. This cell is even more effective and active when the elections happen in the state on different levels. The ELC is formed in such a way that the member can represent the diversity of the students in the college like males and female, the minority communities etc.</p>
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of	<p>The ELC does organize awareness campaigns on the first day of the new sessions and on the National Voters, Day so that the students and the nearby people can understand the importance of voting rights</p>

<p>students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>and they also get aware of the other facilities of the government. We also aware the participants about the issues related to voter id, importance of fundamental rights etc.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The college has conducted Add on Courses on Human rights and Human Values in collaboration with the ELC and the Department of Philosophy and Sociology History and Political Science. More than one-third pf the students have participated in these Add On courses.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Most of the students of the college are already voters and those who are not yet enlisted voters for them the club promotes the education and knowledge related to doing that. They are informed with the steps for the application at the very time of admission verification so that they can do it easily and at the earliest.</p>

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2663	02434	2445	974	1016

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 32

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
27	28	26	22	22

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
38.79715	58.21959	121.96844	56.87786	69.63766

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

Vivekananda College, Alipurduar is affiliated to the University of North Bengal, Darjeeling and by virtue of this, the institution follows the curriculum prescribed by the University and guided by the UGC.

The institution with its different departments always takes up different effective steps to ensure perpetration of the curriculum in a well-planned and documented process and these steps are as follows:-

1. The Academic Calendar of the college is prepared in coherence with the academic calendar provided by the affiliating university (University of north Bengal) and eventually IQAC of the institution from the very beginning of each academic session prepares the academic calendar. The different events of Academic calendar are also displayed on the college website in notice section for the students and staffs of the college. The calendar incorporates academic and non-academic activities including cultural events and sports events. The examination (internal and external), and class routines are conducted according to this Academic Calendar. The IQAC awares the teachers and students about important dates-driven information.

2. The departmental meetings are held at the beginning of every academic session in order to discuss and confirm syllabus distribution and lesson plans respectively. The syllabus is assigned to teachers by the Head of the Department in compliance with all the other teachers.

3. Both the theory and practical classes of different subjects are conducted as per the class routine which is prepared at the beginning of every academic year by the Routine Committee and is published in the students' and teachers' Notice Board

4. The college has an equipped library with OPAC facility and it also has an access to INFLIBNET, latest version of books, journals and e-resources. Audio visual aids are employed for effective curriculum traction.

5. The college and the teachers have teaching strategy to facilitate optimum learning and it is recorded in the individual teacher's academic diary annually.

6. The theory classes for the academic session includes the classes taken by the regular faculties, and special invited lectures by teachers from other nearby corresponding colleges. The departmental paper presentation by the students are also organised on a regular basis to identify the quality of the students'. Apart from these, projects, examinations assignments etc are regularly conducted as guided by the university.

7. The assessment of the students is done in the form of Unit Test, Test Examination, Internal Assessment Examination thoroughly in every semester. The remedial discussions are also organized for weak students after evaluation. Application of mentor-mentee system is also there in the honours subjects to help the weak students. Tutorial classes are also arranged for the students.

8. Each and every department of the college offer the opportunity of student's seminar, national seminar, special lecture guided by various subject experts etc. which are pertinent to the course of study of the students.

9. The curriculum system does try to achieve an overall growth of the students' of the college by keeping a balance among every sections of the students irrespective of gender, class, caste, religion etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response: 3**

File Description	Document
List of students and the attendance sheet for the above mentioned programs	<a href="#">View Document</a>
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc. Apart from the above:	<a href="#">View Document</a>

### 1.2.2

***Percentage of students enrolled in Certificate/ Value added courses and also completed online courses***

*of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years*

**Response:** 15.74

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1500	00	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1

*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

**Response:**

- The curriculum, that the college follows, is prescribed by the University of North Bengal and it is sensitive to issues relevant to professional ethics, gender, human values, environment and sustainability and has integrated them into the curriculum in order to sensitize students to issues ensuring student's growth and forming sensitized citizens of the country.
- Besides the inclusion of awareness of issues relevant to Professional Ethics, Gender, Human values, Environment and Sustainability in the core papers, options offered in Generic Elective papers also integrated these issues. A brief list of such papers (**Core, AECC, Environment Course and Generic Electives**) is attached in the link given.
- All the first semester students of the college study a compulsory course on Environmental Studies (AECC1) at the Undergraduate level which **“aims to train students to catch to the need for ecological citizenship through development of a strong foundation on the critical linkages between ecology-society-economy”**. This helps students to **“evolve into ecologically, environmentally, and socially informed and responsible citizens who are empowered to protect the natural resources while ensuring sustainable lifestyle and developmental model”**.
- **Professional Ethics-** Each and every core papers and courses aim to make a holistic development in students apart from academic knowledge in their core areas.
- **Gender-** Gender sensitization is integral to the overall growth and development of students. Awareness of gender issues makes them more sensitive as a citizen. Papers like **“Feminism:**



**Theory and Practice”, “Gender and Violence”, “Gender and Sexuality”, “Women writing”, “Feminism: Literacy theory and Criticism”, and “Gender (CC)”** help to focus on gender issues and there are also many texts in the women’s struggle and gender inequity.

- **Human Values-** Making students aware of intrinsic human values are integrated in several papers like **“Human Rights”, “Social Stratification”, “Basic Concept of Human Rights”, “United Nations and Human Rights”, “Human Geography”** etc.
- **Environment and Sustainability-** Enhancing awareness about the environment and sustainability is important for every student. The **AECC/ENVS** paper is mandatory for all students. Amongst other papers there are papers like **“British Romantic Literature”, “Introduction to International Relation”, “Contemporary issues: Environmental”** etc.

Therefore, all efforts are made to augment the curriculum with respect to increasing the students’ understanding of different ethics by ways of **Special Lectures, Add on courses, Seminars** et al.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 1.3.2

**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 45.17

**1.3.2.1 Number of students undertaking project work/field work / internships**

**Response:** 1203

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1

*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

**Response:** A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

<b>File Description</b>	<b>Document</b>
Feedback analysis report submitted to appropriate bodies	<a href="#">View Document</a>
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Action taken report on the feedback analysis	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 63.05

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
1108	1078	1061	920	1016

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
01617	1642	1654	1654	1654

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

#### 2.1.2

*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:** 71.98

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
0498	490	483	556	673

### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
746	746	746	762	751

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1

**Student – Full time Teacher Ratio  
(Data for the latest completed academic year)**

**Response:** 98.63

## 2.3 Teaching- Learning Process

### 2.3.1

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

For enhancing learning experiences in the true sense, institution practices various student centric learning methods, to cater to heterogeneous student community having different socio economic and linguistic backgrounds. The faculty members adopt many ways for example, lecture method, interactive method, project and field work method, computer assisted method, experiment method etc. In interactive method the faculty members make learning interactive with students by motivating student participation in group discussion, subject quiz discussion and questions and answer on the current affairs. The department conducts innovative programs which stimulate the creative ability of students and provide them with a platform to nurture the problem solving skills to ensure participative learning.

### **Experiential learning:**

Departments conduct add-on programs and Industry visit, Yoga center visit, museum and palace visit to support students in their experience learning. To improve creativity and cognitive levels of the students the departments communicates the experiential learning practices. Laboratory method is used in science subject to acquaint the students with the fact through direct experience individually.

### **Participatory learning:**

In this type of learning students participate in different activities such as student seminars, group discussions, quizzes, wallpapers, wall magazine, projects, model making and skill based on courses. Students are encouraged to participate in activities where they can use their specialized technical and management skills. Annual cultural program in organized every year for the students of the college to give an opening to their creativity.

### **Problem solving methods:**

Department encourages students to acquire problem solving skills. The institution has initiated a highly effective and integrated mentoring system for all honours students providing the meticulous assessment of the problem faced by the students. Mentorship program helps students to improve academic performance minimizing student dropout rates and provide career guidance. The department organizes expert lectures on different topics; participate in different technical tests and other competitions. Apart from these, class presentation and debates are being doing.

### **Use of ICT Tools :**

ICT has become as integral part of education. ICT has revolutionized knowledge. In this learning environment the roles of teacher and student can take new shapes. The academic session of 2020-21 was extremely challenging as teaching learning has shifted to a digital mode due to Covid Pandemic. New assessment and grading patterns were also devised like Google-form based multiple choice question based assignments. The new methods used by the college also improved the digital literacy of a large section of the students.

The institution follows ICT enabled classroom in addition to traditional classroom education. ICT enabled with projectors installed and the campus is enabled with high speed Wi-Fi connection. Due to lockdown, teaching was fully conducted in an online mode.

- The faculty members used many interactive methods for effective teaching such as PPT presentation, Video clippings, use of online resources from YouTube, What's App etc. to make announcement and communications.
- Online tests are conducted and students' e-assignments are submitted through their email id.
- The research journals and e-books are available on online library for faculty and students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1

**Percentage of full-time teachers against sanctioned posts during the last five years**

**Response:** 80.65

**2.4.1.1 Number of sanctioned posts year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
32	32	32	32	27

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>

### 2.4.2

***Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)***

**Response:** 42.4

**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	10	10	9

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

**Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:**

The yearly examination system of our college is governed by the norms of the affiliating University. Guideline for the continuous and comprehensive evaluation is divided into internal and external assessment. The Internal Assessment forms a part of a continuous evaluation system conducted through Class Test, Assignment submission and Project Presentation. Date, time and venue of the test will be notified in our college website and on the Departmental Notice Board. Marks will be deposited to the respected HoDs for documentation purpose and a public display of students performance is done. The class-test scripts or assignments or projects are marked and then gave them back to the students with detailed suggestions for improvement. An indignant student can approach HoDs regarding a teachers mode of assessments, if he/she is not satisfied with the teachers' explanation. The HoD , in-turn will talk to the teacher concerned and get back to the students. If dissatisfaction persists, the matter is placed to the Examination Committee. Aggrieved students can meet the examiner to clarify his/her doubts in one to one situation. Before uploading the final assessment marks to the University, each department organizes a meeting to review the internal assessment marks where all inconsistencies or errors in marking are taken care of. During the Pandemic the college encouraged teachers to devise innovative strategies for assessing students. Teachers are encouraged by the college to share their comments and suggestions with the students concerned so as to enable them to improve their performances in the future. These evaluative measures serve as a good indicator to differentiate the slow learners from the advanced learners. Guardian meeting also had been arranged to keep the parents informed about the academic development of their children.

For both modes of examinations we have an Examination Committee comprising of Centre in Charge,

three teachers members, Secretary Teachers Council and a non-teaching staff. Before final examination question paper send to the colleges. University published results in their website first and then authority sends progress report to the college. External examiners are appointed by the University for conducting various practical examinations ,viva-voce students. any student have any grievance with the marks given to them, the college helps the students to apply for reassessment. filling up the. During the pandemic when students gave their examinations online the college had a dedicated team of faculty members who as part of the examination committee tried to seek redressal for the grievances of the students. All these instances are demonstrative of the fact that the college has always employed are robust multi-tiered mechanism to ensure accuracy, transparency and objectivity in dealing with student grievances related to internal as well as external examinations.

The college has a grievance cell which look after grievances or problem of the students by consistently checking and forwarding the grievances dropped in the grievance box installed in the college premises. The cell conducts its meeting and deal with various grievances registered by the students. The mechanism took is transparent, time bound and efficient.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

*Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

#### Response:

The institution follows the curricular designed by the University of North Bengal in different programs. Through a combination of formative and summative evaluation method college faculty members monitored the implementation of syllabi that advantages the students. At the very beginning of every semester the students are imparted the course objectives, marking scheme, evaluation process through an orientation programme by the departmental teachers. Student's attainment of course outcomes program outcomes and programs specific outcomes are assessed by customized evaluation pattern to suits the course and its course outcomes. Evaluation process entitles seminar presentation, home assignments, quiz competition, tutorials etc .College measures the attainment of the outcomes through a continuous internal assessment with practice test class test. Besides this innovative CIE methods prescribed semester examination pattern are also followed by the institution. The college follows participative, experiential and student centric methods in order to attend the course outcomes. The teachers members surprise they are own keenness and depth of perception in delineating and executing the evolution reforms in regard to the attainment of course outcomes and program outcomes. It is not an aim to represent the nature of the relationship between how proficient people are at a task and the amount of experience they have. The institution adopts outcome waste education and different methods of the successful implementation of



the same. Learning outcomes of the program and courses are stated and displayed on the institution website for reference. Hard copy of the syllabus and learning outcomes are made available in the respective departments and library.

While informing the students about the scope and outcomes of a particular subject offered by the college. We the teachers focus on two significant factors namely intrinsic value and extrinsic value of the subject on derivative value of the subject. The POs and COs is enable the students to achieve the goals i.e. discipline specific domain knowledge. POs and Cos prepare students to correspond adequately and make them aware towards various social issues, human approach and behavior on environment and sustainable development as whole be good citizen.

The POs and COs in relation to various disciplines under B.A Honours and General, Masters Degree, Add-on courses are briefly presented as under:

- Encourage the students to conceptually understand the various subject matters under different courses.
- The various disciplines intent to sensitize the students in the methodology of the course.
- Aims to widen the prospect of students of students in terms of better understanding of the course, improving communication skills and building self esteem.
- Career Oriented programmes helps to acquire and enhance skills need to discover productive capacity and career path.
- Add-on courses enable the students to build self- confidence. It increases students' chance of getting job and lucrative career. Along with improving students professional skills and knowledge, students confident gets boosted and it reflects in students' personality.

The furtherance of the POs and COs are ceaselessly evaluated through subsequent mechanism:

- IQAC meetings.
- Principal interaction with students.
- Departmental committee meeting.
- Student – teachers interaction.
- Mentor-mentee meetings
- Parent- teachers meeting.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6.2

*Attainment of POs and COs are evaluated.*

**Explain with evidence in a maximum of 500 words**

**Response:**

The college level evaluation of attainment of program outcomes (POs) and Course Outcomes (COs) through direct method (result analysis) and indirect method (students' feedback) which supports to enhance the education quality of the college and graduates.

**Direct method:**

The set program outcomes, course outcomes are gathered for different courses, and then calculations are done for measuring attainment of the outcomes and represented in result analysis of every department. Other ways are also used to measure attainment of the outcomes such as collecting evidence on students learning directly, work submitted by students, skills ,demonstrations attitude etc. The attainment of outcomes is calculated by using the following formula.

Attainment Pos, COs of Honours course and programme course at UG level:

Attainment level in University                      80 %

Attainment level in internal examination    20 %

**Indirect Method:**

All college level evaluation of attainment of Program outcomes and Course outcomes is done through indirect method like collecting feedback from the students' parents and alumni during meet. The alumni survey also conducted towards the achievement of POs and COs.

The semester examination conducted by the affiliating University allowed the college to measure whether the desired levels of programme outcomes and course outcomes has been achieved or not. The internal assessment provided by the departments to the students is mostly aligned with the programme outcomes in the respective subject.

Internal assignment are given to the students are mostly aligned with programme outcomes of the respective subject. External assessment is evaluated by the external experts for the practical examination appointed by the university through Viva-Voce and practical files.

Students are assessed and evaluated throughout the year at institutional level through unit test, class test

and the performance of the students is analyzed for assessing the attainment level of programme outcome and programme specific outcomes.

Institution tries to attain the programme outcomes and course outcomes by encouraging students to take up projects, fieldwork etc. This enables them to obtain necessary skills and practical experiences in their chosen discipline thus fulfilling many of the programme and course outcomes. The college makes efforts to help students prepare for competitive examinations by providing them the rightful counseling and skillful guidance. Many of our students are placed in different sectors which indicate the success levels of the Programme and Course out comes.

Another variable to measure attainment of programme outcomes and course outcomes is through programme of students towards higher education and a large number of our students pursue higher education at the end of their graduation in different educational institutions across the country, a testimony of successful attainment of the programme and course outcomes outlined by the different departments of the institution.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 2.6.3

#### Pass percentage of Students during last five years (excluding backlog students)

**Response:** 74.96

#### 2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0460	672	510	489	560

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
505	717	545	697	1126

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<p><b>2.7.1</b></p> <p><b>Online student satisfaction survey regarding teaching learning process</b></p> <p><b>Response: 3</b></p>	
<b>File Description</b>	<b>Document</b>
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1

*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

**Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

The institute acknowledges the need of knowledge among the faculty and the students. Different Department of Vivekananda college arranged Special classes and some dignities delivered their valuable speech. On the other hand teachers of Vivekananda College are invited to delivered their valuable lectures by the other colleges.

Keeping focus in mind Prof. Dr. Sukanta Mukhopadhyay, Dept. of Bengali, Vivekananda College delivered two special lectures on 10.01.2019 at Alipurduar Mahila Mahavidyalaya and on 01.03.2019 at Alipurduar College. The topics were (i) “Bhasha Tatwa: Bangla Bhasha”, (ii) “The role of Volunteers of N.S.S. Prof. Dr. Gobinda Rajbanshi, Dept. of Bengali and vice Principal of Vivekananda College imparted eight lecture to different colleges, Such as , Pijus Kanti Mukharjee Mahavidyalaya, Nani bhattachariya smarak Mahavidyalaya, Ghoksadanga Birendra Mahavidyalaya, Shamuktala Shidhu Kanhu College. Prof. Dayal Chand Sarder, Department of Bengali, Shibani Mandal Mahavidyalaya also invited

to give special lecture on 16th March, 2022 and 12th May, 2022.

The department of Political Science organized two special lectures on 7th March 2019, one for the students of department of political science on Nation building in India : its problem and way to overcome and other for the students of B.A 3rd year (Hons.) on comparative public administration: origin and approach. Dr. Pritha Pandit (Roy Chowdhury) Professor, Dept. of Political Science, Coochbehar College delivered valuable lecture among the students. Dr. Jyoti Bikash Nath Prof of political science, Alipurduar University gives a special lecture to students of department of Political Science, Vivekananda College on 7th April, 2022. His topic was Indian Nationalism and Constitution making.

Prof. Utpal Roy, Dept. of History, Shahid Khudiram College and Prof. Joydeep Singh, Dept. Of History, Alipurduar Mahila Mahavidyalaya delivered their valuable lecture on ‘History, Historicity and Challenges’ and ‘History and its stories’ respectively on the days of 19th November, 2019 and 3rd February, 2022. Students of department of history of Vivekananda College enriched themselves by this special class.

Department of English, Vivekananda College also arranged special class to improve students knowledge on Western literature. On the days 2nd December, 2021 Prof. Purba Chakraborti, Dept. of English, Pijus Kanti Mukharjee Mahavidyalaya delivered two classes on The Glass Menagerie-Tennessee Willium and Poetry of W B Yeats.

Prof. Sutapa Das, Dept. of Education, Alipurduar Mahila Mahavidyalaya delivered a special lecture to students of Education Dept, Vivekananda College on 8th March, 2022. Her topics was ‘Problem of Women’s Empowerment’, that motivates the girls to achieved their goals.

Department of Philosophy arranged a special lecture on 14th November, 2019. On that day Prof. Sraban kr. Mandal, dept. Philosophy, Alipurduar College delivered his lecture to enrich our students.

The college does not have any IPR cell or IKS Cell as the college has arts department mostly as honours. We are working on it and we will soon form IPR cell and IKS cell.

### 3.2.2

*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

**Response:** 8

**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
03	0	1	3	1

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1

**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response:** 1.25

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
03	8	1	11	17

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### 3.3.2

**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 0.69

**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	7	2	4	7

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1

**Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.**

**Response:**

#### 3.4.1 Extension Activities :

Year	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Number	02	NIL	01	01	NIL

#### Details of Programme

Sl No	Name of Programme	Nature of programme	Year of commencement	Date/session	Number of Students Participates	Number of teachers Participate
1	Extension Activities (Social work)	Spraying bleaching powder, phenyl and insecticides	2022	09.06.2022 (one day)	25	4
	Covid19 Vaccination			24.09.2021		



2	Programme	Vaccination camp	2021	And	292	18
				27th - 29th sept. 2021		
3	Kanyasree	Welfare programme for girl students	2020	2019-2020		
4	Kanyasree	Welfare programme for girl students	2019	2018-2019		

Students of **Vivekananda College** get exposed to the social and economic problems of less privileged section of the society in the neighbour hood community through the extension activities conducted by the college. This leads to their holistic development.

In each and every session (2017-18, 2018-19, 2019-20, 2020-21, 2021-22) extension activities and other activities organized by NSS units of Vivekananda College collaboration with some organization. Some teachers Volunteers of N.S.S. Unit were involved to run the programme. Such as awareness of women education, help to teach slum dwellers children. This programme also aim is to aware on sex education. Through this programme they learnt some basic values and importance about women education, social work, health issues and other activities.

Many programs like voluntary blood donation camp were held in collaboration with Alipurduar district hospital. The aim of this programme is to make aware among the students.

Some blood donation camp collaboration with Blood Bank of Alipurduar District Hospital held on 8th September, 2017, 30th August, 2018 and 24th January, 2020. In this year also another activities such as **safe drive and safe life and cyber crime, cyber security** held on this year. Health related and awareness programme held on this year such as **Dengue and**

**Chikenguniya, World AIDS day.** A motivational programme held towards Civil service on 1st December 2017.

On 27th 2018 of September, The NSS units organized one day free '**Eye check-up Camp**' in our college campus in collaboration with Lions club eye hospital, Alipurduar. A Seminar on '**Anti Tobacco**' was also organized by the NSS units in collaboration with health and family welfare dept. of the Govt of West Bengal. Our Students attended the workshop on '**Save the Girl Child**', '**Swachhata Avijan** of the central Government.

In the year 2020 some activities were held in college premises such as **Eye checkup camp and Eye donation Awareness** collaboration with Red Cross Alipurduar and Awareness program on gender discrimination collaboration with C.M.O.H of Alipurduar District.

In the session n 2020-2021 extension and outreach program could not be conducted by the institute due to COVID19.

Observation of **World AIDS Day** held on 3rd December 2021, Collaboration with CMOH, Alipurduar District Hospital. Another health related **programme on Thalassemia** held on 17th December 2021, with the help of Nilkanta Mukharjee welfare society, Alipurduar District

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.4.2

#### **Awards and recognitions received for extension activities from government / government recognised bodies**

##### **Response:**

Vivekananda College and some Students of Vivekananda College awarded by government office in last five years for different events and curriculum activities.

For better performance on 'Kanyashree Prakalpa' Vivekananda college awarded from district magistrate office, Alipurduar in the session of 2018-2019 and 2019-2020. This award encourages the members who directly join to this project. The students who awarded by this project were also benefit for her education.

In the session 2019-2020 a district level Youth Parliament competition Programme arranged in Vivevekananda College by Departmentary of Parliamentary affairs, W.B.S.G, West Bengal Government. In this competition students of Political Science department, Vivekananda College won prizes on quiz competition, character building and extempore. Vivekananda College awarded 3rd prize for performance in the district level Youth Parliament Competition.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.3

#### ***Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.***

**Response:** 13

#### **3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	3	3	5

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1

*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

**Response:** 01

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	<a href="#">View Document</a>
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

**Response:**

**Classroom:-** The college has 16 (sixteen) fully functional classrooms/seminar hall well equipped with stage, black board, etc. Teaching aids like maps, charts etc. are available for classroom. Out of 16 classrooms one is fully equipped with short throw digital projectors (ICT facilities) having the capacity of 150 seats. College has the movable projector set which be used in all classrooms with assistance of laptop as and when required by the concerned teacher. Among the classrooms two class rooms are used as smart classroom. In addition with the classrooms IQAC room is also used as conference room.

**Laboratories:-** College has three laboratories with adequate equipments in the departments namely chemistry, Physics and Geography. In addition for practical classes of physical education necessary sports equipments are available in the college.

**Library Facility:-** College has rich collection of text and reference books, hard copies of Journals both national and international, career guidance books and bound volume of Journals. . Internet facility with 80 MBPS broadband is available for students and staff to access the digital resources through Web OPAC. The library is a member of N-LIST (a project funded by the MHRD through INFLIBNET) which provides electronic access to huge number of e-journals and e-books. The library holds Newspapers, previous years question papers, periodical related to environment awareness and competitive examination .

**Computing equipments and Internet facilities:-** Now the college has 54 computer sets having internet connection displayed in different sections. Among these 32 computers are installed in last 5 years

**Facilities of cultural activities :-** As facilities of cultural activities college has harmonium, Tabla and microphone set for performing cultural activities by the students in different occasion like annual cultural competition, Teachers' Day, College Foundation Day, Republic Day, Independence Day, Rabindra Jayanti and some other programs organized by the college.

**Sports facilities:-** College has adequate set up for sports activities since the establishment of the college. Sport materials like High jump stand and bar, Javelin, Discuss, shot put, Measuring Tap, Starting Block, relay button, Marker cone etc. available in the college. Sports activities are organized in the college playground measuring the area of 3936 sq metre.

**Gymnasium/Yoga centre:-** College has the gymnasium established in the financial year 2016 - 17 . Equipment like Manual Treadmill, Twister with stand, Weighting machine, Gym ball etc. are available in gymnasium.

**Yoga:-**There is no separate yoga centre in the college. Student can perform yoga activity in Gymnasium since its establishment. Gymnasium has yoga mats for the activities of yoga. Students have actively participated in yoga also.

**Indoor and Outdoor Games:-** College has necessary set up of indoor games like Carom, Badminton etc. College has the Mini indoor Stadium from the session 2019-20 having the area 1500 sq ft. to provide indoor games facilities to students. College has also necessary set up for outdoor games like football, volleyball, Hand ball, kho kho, Cricket etc in which our students have been involved throughout the year. These activities are happened in the college playground.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 4.1.2

**Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years**

**Response:** 33.85

**4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
3.08365	14.53254	62.28634	14.39382	22.67008

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1

*Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

#### **Response:**

Integrated Library Management System SOUL 2.0 (Limited Edition) introduced in the college library vide Invoice No. 4246, dated 27/02/2019. The SOUL 2.0 software has been designed and developed by INFLIBNET centre (a set up of MHRD). After installation of SOUL 2.0 the library automation process was going on with this software which has been interrupted by the nationwide lockdown on account of covid-19 pandemic. But considering the demand of cloud version of ILMS which allows the students to access in library catalogue from their mobile set through Web OPAC the ILMS KOHA (version 21.11.10 and above) has been subscribed on 30/08/2022 for the library and the processed data has been migrated to ILMS KOHA software. Now the Library is fully automated with KOHA cloud version 21.11.10.

With KOHA ILMS students and staff of the college can easily access to the catalogue of books and other library materials through Web OPAC (Online Public Access Catalogue). Library provides some links to access digital resources through the cloud version of KOHA. Library provides digital access to six daily newspapers namely The Statesmen, Anandabazar, Times of India, Employment News, Telegraph India, Business India through KOHA software provider. Library has its book database. Book database of library holds 12685 entries. Number of titles in book database is 6499.

Library also provides Web OPAC QR Code which is displayed in different places of college for providing students and Teachers to access Library through Web OPAC. Internet facility with 80 MBPS broadband is available for students and staff to access the digital resources through Web OPAC.

College has rich collection of book, some rare which no longer in print and hard copies of Journals both national and international. The Library in the college also puts at the disposal of students a repository of career guidance books.

The library is a member of N-LIST (a project funded by the MHRD through INFLIBNET) from the academic session 2019-20 which provides electronic access to huge number of e-journals and e-books and for this subscription on regular basis . College Library provides remote access through its Web OPAC. Library subscribes five hard copies of Journals and three periodicals. For hard copies of journal subscription also made without any interruption.

College Library also has very good collection of reference books and bound volume of Journals. In addition to wide repository of text and reference books, the library holds Newspapers; previous years question papers and periodical related to environment awareness and competitive examination.

Library is optimally used by the Teachers and students. In average 13(thirteen) Teachers and 64(sixty four) students are using the library per day. Among them 2(two) Teachers and 3(three) students are using digital access room per day in average.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

### 4.3.1

**Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

*Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

College frequently updates its IT facilities as and when required. As IT infrastructure development the college installed 32 computer sets having internet facility during last five years. In 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22 session four, three, thirteen, ten and two computer sets have been purchased respectively along with printer and other accessories. In the session 2017-18 Human Resource Management Software (HRMS) has been introduced for making payment of salary of staff in online mode (cash less mode) by replacing previous e-billing software. Admission and Examination Software of Aidni Infotech Private Limited have been modified under maintenance in the session 2017-18. The periphery of CCTV Camera system has been increased in the session 2017-18. The domain of CCTV Camera footage area has also been increased in the session 2019-20. Biometric attendance machine (system) has been arranged on 05.01.2018.

In the session 2018-19 the college updates its admission software and CBCS Software of Aidni Infotech Private Limited has been introduced on 11.07.2018 to fill up the requirement. College installed Library Management Software SOUL 2.0 on 27.02.2019.

College subscribed one Internet Connection (Wi-Fi) having bandwidth 80 MBPS for the Library with effect from 11.03.2020 and another Internet Connection (Wi-Fi) having the bandwidth 80 MBPS for office administration with effect from 03.02.2020 according to two separate agreement signed between College Authority and Network World, ANP of Rail Wire Broadband, Alipurduar. Previously the speed was less than 80 MBPS.

College has the free Wi-Fi zone for the students till 22-09-2024 which starts since 22-09-2015 according to an agreement signed between College Authority and Reliance Jio Infocomm Limited.

College has got the member of the N-LIST of INFLIBNET on 19.06.2019 which provides access to e-journal and e-books and membership is being renewed every year.

In the College subscribes Library Management Software KOHA cloud version 21.11.10 on 30.08.2022

i.e. in the session 2022-23. Library has made the database of books and journals using the library software.

In the session 2022-23 new Admission Software CAS7.0 has been introduced on 26.05.2022 as updates of IT infrastructure which covers the requirement regarding admission of new curriculum under NEP.

Library also provides Web OPAC QR Code which is displayed in different places of college for providing students and Teachers to access Library through Web OPAC.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 4.3.2

**Student – Computer ratio (Data for the latest completed academic year)**

**Response:** 147.94

**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

**Response:** 18

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

### 4.4.1

*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

**Response:** 61.61

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**



2021-22	2020-21	2019-20	2018-19	2017-18
34.38876	39.28551	56.0497	42.39659	40.73403

  

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**Response:** 71.63

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1814	1311	1713	974	1016

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 5.1.2

*Following capacity development and skills enhancement activities are organised for improving students' capability*

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

**Response:** C. 2 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Report with photographs on ICT/computing skills enhancement programs	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.3

**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 4.99

**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
224	0	0	176	76

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.4

*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Proof related to Mechanisms for submission of online/offline students' grievances	<a href="#">View Document</a>
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 3.9

**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	14	15	0	61

**5.2.1.2 Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
460	672	510	489	560

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.2.2

*Percentage of students qualifying in state/national/ international level examinations during the last five years*

**Response:** 0.12

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	1	1	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1

**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

**Response: 2**

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	1	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
list and links to e-copies of award letters and certificates	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.3.2**

**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response: 96.4**

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
117	7	111	122	125

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.4 Alumni Engagement****5.4.1**

**There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

**Response:**

The alumni association of Vivekananda College was formed and entitled as ‘ Amra Pashe Achhi ? under the chairmanship of Vice Principal Prof. Gobinda Rajbanshi and convener Prof. Surajit Dey on the very day of 28th Sep, 2018. The Registration was obtained under the WB Society Registration Act of 1961 and the association was certified to be registered on the 15th of Jan, 2021.

The association primarily focused and ensured all round supply of potable water in the campus, and renovated Classrooms and field of the College. It was a go to facilitate learning by means of extending elements of comfort to the students, to make learning a joyous experience rather than a rote one. Additionally an act of Welfare was done by ‘Amra Pasche Acchi?’ on 5th of Oct, 2021, by arranging a Cloth distribution Programme for the Sex workers of ward no.13 of Alipurduar district. That programme was graced by the presence of Honorable Chairman, Alipurduar Municipality Sri. Prasenjit Kar, Honorable Secretary, Alipurduar, Sri.Manotosh Ranjan Bose and the alumni members. About 100 sarees, flowers, tiffins, Chocolates were distributed among the aforementioned ones in this camp. And a sum total of Rs. 24,600 was spent to realize it successfully. The alumnus also participates keenly in conducting free classes for the students and help in smooth conduction of Semester exams. We are optimistic that our institution shall make endeavors to arrange such more camps and programmes to make contributions to societal welfare and all round development of our institution on a whole.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

#### Response:

The governance of the institution is effectively reflective in tune with the vision and mission of our institution and the idea of decentralization and participative management are two primary guiding parameters of the institution's management. Vivekananda College primarily aims to promote a free spirited healthy teaching and learning procedure in the campus and to inculcate a steady current of higher education amongst the majority of students hailing from the rural background areas, tea-gardens and forest villages surrounding Alipurduar District of West Bengal. The education imparted by the Professors has produced an educated leadership in society and in governance. The Teacher's Council always invests collective effort bringing in a conducive academic atmosphere in the college.

#### Our Vision:

- To help students internalize the underlying essence of the life advocated by Swami Vivekananda to facilitate them in order to become a self-governed being complete in all respect.
- To promote and encourage a spirit of harmony across diverse threads of division to help activate a healthy educational atmosphere.
- To fulfill the educational ambition of a populace having 70% percent Scheduled Caste, Scheduled Tribes and Other Backward Classes in the district of Alipurduar.

#### Our Mission:

- To help students achieve all-round developments and adoptable personality.
- To equip students with knowledge and education to face impediments and obstacles.
- To promote gender equality and environmental awareness.
- To provide quality education to the students irrespective of caste, creed, religion and diverse socio-economic status.
- To inculcate and furnish educational spark among the majority of students from rural-agrarian backgrounds.
- To become a centre of excellence in Higher education as well as aspire to develop students' sound intellectual caliber and sense of harmony.
- To initiate more job-oriented/vocational programmes in future.



The College practices decentralization and participative management in both academic and administrative issues with the following policies, means and methods:

- The IQAC of the College, actively backed by the Teacher's Council, effectively look into the areas in which improvement is required and then bring it to the notice of Governing Body for instant addressal of the problem.
- The institution has a full-fledged Admission Committee and Examination Committee to coordinate the admission and Examination process completely through online mode as per Government norms and NBU generated online system.
- The Parent-Teacher meetings are held annually to keep the parents update about the progress of their siblings. Parents also give constructive advice and are considered as valued stake holders of the college for future development.
- Encouraging the students to participate in Inter College Athletic Meet, Inter College Youth Parliament Competition etc in order to enhance their skill and efficiency.
- Functioning of P.F. Sub-Committee effectively examples the spirit of cooperation and participative management in all the cases through prompt consideration of prayers of employees as per Govt. norms as and when it is urgent.
- Implementation of the objectives of NEP 2020.
- Incorporating multiple avenues of teaching-learning interface since Covid-19 Pandemic.

After all there is an effective internal co-ordination and monitoring mechanism to carry out various extension activities for the enhancement of the quality of the institution.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

#### Response:

Vivekananda College, an aided college, affiliated to the University of North Bengal, is managed by the Governing Body. The IQAC, Teacher's Council and Non-teaching Staff Council shoulders the responsibility to prepare strategic plan for academic and infrastructural development of the college and

bring into notice of Governing Body all the plans and policies for implementation and deployment of action plan. The decisions, plans and approval of IQAC proposals made by Governing Body are carried out by cells and sub committees. Implementation of action plans during last five years are as follows:-

- B.Sc programmes with Mathematics, Physics and Chemistry gets sanctioned as new programmes from the academic session 2019-2020 onwards.
- Complete online admission system has been implemented from the academic session 2017-2018.
- Examination system is conducted through e-filling system and fully digitized since 2019.
- The institution sets up Wi-fi zone, digitized Library, ICT based classroom, mini gymnasium, mini Indoor Stadium.
- Renovation works and Separate labs have been arranged for Physics, Chemistry and Geography.
- 5 Solar Posts and 2 PHE drinking water system have been set up.
- CCTV surveillance has been arranged.
- The central library of the college has been shifted to the newly constructed 1st floor of the South West Building
- Appointment and Service rules have been strictly maintained as per Statute of North Bengal University and West Bengal Govt. norms.

The Governing Body is the highest body which is responsible for all kinds of academic and administrative decision-making. To regulate and maintain the organizational structure of the college, the Governing Body is in constant dialogue with the Vice-Principal. The composition of the Governing Body as per Govt. order and North Bengal University is as follows:-

<b>2017-2020</b>	1.
1. President -01	1. President -01
1. Principal/Vice Principal(Secretary) – 01	1. Principal/Vice Principal(Secretary) – 01
1. Government Nominee – 02	1. Government Nominee – 02
1. University Nominee -02	1. University Nominee -02
1. Teacher's representative – 04	1. Teacher's representative – 03
1. Non-teaching representative – 02	1. Non-teaching representative – 01
1. Student's representative(G.S of student Union) – 01	

- |                                                                   |  |
|-------------------------------------------------------------------|--|
| 1. Donor member of Ramakrishna Ashram,<br>Alipurduar Junction -01 |  |
|-------------------------------------------------------------------|--|

**The Governing Body has several functions-**

- 1.To provide financial direction and accountability.
- 2.To frame strategic plans, principals and policies.
- 3.To recommend the appointment of teaching and non-teaching staff.
- 4.To prepare and implement Code of Conduct for Students, Teachers, Administrator and Non-teaching staff.
- 5.To ensure approval of the proposals of IQAC and TC.

The decisions and plans made by Governing Body are executed systematically along with members of Teaching and Non-teaching staffs and various bodies, cells and sub-committees of the institution as follows:-

1. <b>Teachers' Council</b>	16. <b>Rain water harvesting management Committee</b>
1. <b>IQAC Cell</b>	17. Research Advisory Committee
1. <b>Internal Complaint Cell</b>	18. Sexual harassment Committee
1. <b>Building Committee</b>	19. Women Cell
1. <b>Purchase Committee</b>	20. Minority Cell
1. <b>P.F. Committee</b>	21. OBC Cell
1. <b>Library committee</b>	22. Sc/St Cell
1. <b>Admission Committee</b>	23. Anti-ragging Cell
1. <b>Examination Committee</b>	24. Grievance Redressal Cell
1. <b>Routine Committee</b>	25. Skill Development Cell
1. <b>Green Audit Committee</b>	26. Student's Welfare Cell
1. <b>Gardening Committee</b>	27. Parent- Teacher association
1. <b>Games and Sports Committee</b>	28. Alumni association
1. <b>Cultural Committee</b>	29. NSS Unit-I & Unit-II
1. <b>Magazine Committee</b>	

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**6.2.2**

***Institution implements e-governance in its operations***

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:** D. 1 of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**6.3 Faculty Empowerment Strategies****6.3.1**

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

Our institution has pledged to impart quality education and thus encouraged all the faculty members and motivated the staffs to actively participate in education-oriented programmes, seminars, workshops, special lectures, conferences for which the leave needed be granted timely and release order be provided.

The institution has three-tire mechanism for performance Appraisal System for teaching staff and the evaluation of the non-teaching-staff has been initiated as and when necessary as per Govt. of West Bengal rules.

**1. TEACHER'S SELF APPRAISAL**

The institution subscribes to UGC regulated PBAS (Performance Based Appraisal System) for its teaching staff at a regular basis. Teachers who are due for promotion and on conditional fulfillment of minimum API score are, can offer themselves up for assessment for promotion and the matter after

proper verification be placed before Government Authority for evaluation and kind perusal.

### **1. TEACHER'S ACADEMIC DIARY**

It is prepared by the individual teacher for each academic session which sheds light on the activities pertinent to the dissemination of knowledge along with Teaching-learning process.

The teacher also furnishes Teaching plans for their subject of teaching. This is an assessment mechanism which is handed over to the HOD who transfers it to the IQAC.

### **1. TEACHER'S EVALUATION BY STUDENTS & EMPLOYER FEEDBACK –**

The Co-Ordinator IQAC has taken the initiative to prepare Questionnaire and collected all the feedback and the reports are prepared and approved by the concerned authority.

### **EVALUATION OF NON-TEACHING STAFF**

The non-teaching staffs of the institution are not required to go through any such career advancement system like teaching-staff. They are subject to promotion in their respective fields after a period of service not less than 10 years and in each and every case proper verification has been done. The IQAC in its own initiated a feedback among the students about the service, punctuality, promptness and relationship sharing provided by the college office and IQAC informed the office about the matter for betterment after analyzing the feedback.

The College provided a lot of effective welfare measures to its teaching and non-teaching staffs and has been availed when its needed. These are :-

#### **1. Leave Facilities**

2. 14 days Casual Leave for full time teaching, SACT(State Aided College Teacher) and non-teaching staff.
3. 20 days half-pay leave or 10 days full pay leave i.e. Medical Leave.
4. Earned Leave is sanctioned to the teachers as and when it is needed and as admissible as per Govt. norms.
5. Lady teachers can avail 6 months maternity leave as per Govt. rule.
6. Duty leave is provided both for teaching and non-teaching staff as and when it is needed.
7. Child Care Leave

#### **1. Financial Facilities**

1. Festival Advance for teaching and non-teaching employees, Extra-temporary non-teaching staff.
2. Ex-gratia, Bonus for SACT.
3. Provident fund, Gratuity, Pension and other such Govt. welfare Scheme.
4. W.B. Govt. Health Scheme for SACT.

**Support facilities**

1. Canteens-subsidized food
2. First-Aid facility
3. Parking facility
4. Clean Drinking Water facility
5. Use of Wi-Fi facility
6. Physical fitness facility (gymnasium)

**1. Recreational Facilities**

1. One-day annual Picnic facility
2. Indoor games facility
3. Celebrations of important festivals
4. Cricket Match playing between Students and Teachers.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**6.3.2**

**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response: 0**

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 6.3.3

*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

**Response:** 10.4

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	0	1	4

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

The institution administration seriously emphasizes to all the financial affairs related to the college functioning. Each and every financial transaction is performed in concurrence with the decisions and approval of the Governing Body and is completed maintaining proper process as per norms through the Purchase/Finance Committee of the College.

Two types of audits are conducted usually in each financial year after the preparation of Accounts Ledger Book and Balance Sheet by the Accountant. The initial stage of the Internal Audit is carried out by the College Accountant who scrutinizes and verifies the financial data as per College Budget approved by the Governing Body in the beginning of every financial year for the financial accuracy. The College maintains Cash Book Ledger, Voucher File properly to keep accuracy in financial matter of the institution. The institution makes it mandatory to have its all kind of accounts verified by the competent audit team for every financial year internally.

The Governing Body of the institution deposes such internal audit team. The audit wing inspects all the files pertaining to the financial matters that the college has availed of and the receipts and payments in the college. If the internal auditor raises any question during the process, the Vice Principal resolves the issues in consultation with the Accountant, Cashier and Head clerk of the college. Utilization Certificates are prepared according to the allowed expenditure under various heads as per the sanction of any grants received from Govt. sources and U.G.C.

However, for the assessment of external audit, the college has a visit from CAG (Comptroller and Auditor General) of India. The report of the CAG is submitted to the Director of Public Instruction (College Audit Cell), Government of West Bengal after the completion of their visit in each and every financial year.

(The College is securing funding through the following channels during last five years-

1. Moderating Students' fees structure
2. Funding from West Bengal Government Higher Education Department.
3. Financial Assistance from MP/MLA LAD
4. Funds from NBDD
5. Fees collected from Self-financing Courses.

All monetary transaction of the college are monitored and mobilized through the Governing Body, Building Committee, and Purchase Committee etc of the College. In matters of optional utilization of funds in the forms of various grants, the purchase committee monitors and the Vice Principal in his turn prepares the utilization Certificate, which is then, sanctioned by the Governing Body. The sanctioned utilization certificate is automatically preserved in the archive of the institution. The College also maintains an Annual Budget System and internal-external audit for the effective and efficient utilization of available financial resources.



File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

#### Response:

The Internal Quality Assurance Cell (IQAC) has been constituted in Vivekananda College in the year 2012 with the sole objective of guiding and assessing both the Academic and Administrative activities of the college. The IQAC initiates the following academic activities,

1. Individual Teacher's Academic Diary.
2. Arrangement of Special Lecture in different departments
3. Departmental Students' Seminars.
4. Annual Teaching plans are prepared by Individual teachers to enhance teaching-learning strategies.
5. Encourages the teachers to participate in seminars, workshops, and conferences.
6. Motivating the teachers to actively participate in Orientation programme, Refresher Course, FDP programmes to enhance their quality and elevating their self.
7. Educational tour for the students.
8. Initiation of Mentor-Mentee cell for educational upliftment.

The IQAC also looks after the up-gradation of the College in the segments of office Management, administrative, and infrastructure in the areas as follows:

#### 1. Infrastructure

1. Up-gradation of College website.
2. Initiating Green Campus along with green Audit.
3. Provision of Computers for each Honours Department.
4. Provision for Departmental Library.
5. Up-gradation of classrooms, Central Library, ICT facility and sports equipments.

## **1. Office Management**

1. Completely Online Oriented Admission.
2. Maintain Computerized Student's data.
3. E-filling system in Examination form.
4. Keeping Computerized records of various students' scholarship.

The IQAC also tries its best to encourage and motive the teachers, students and non-teaching staffs to actively participate in education-oriented and training-oriented programmes, Co-curricular activities, Extension activities and different awareness programme in order to uplift the quality of the institution.

## **1. Co-curricular Activities**

1. Students are trained by the physical Education teacher for different games and sports and in the Athletic field.
2. There are 2 NSS Unit in the college who actively play vital role in organizing community services.

## **1. Extension Activities**

- 1. All the Stakeholders of the College togetherly and collectively organize and participate in several campaigns and awareness programmes as follows-**

1. Thalasemia Awareness programme
2. AIDS awareness programme
3. Anti-tobacco Campaign
4. No Plastic Zone Campaign
5. Cleanliness Drive
6. Tree plantation
7. Gardening along with Medicinal hub
8. Seminar on anti-ragging

- 1. Women Cell of the College organized 3 courses for the students keeping in view of their future prospects:**

1. One Week Self-defense Course (Karnataka)
2. Three months Beautician Course
3. Ten days Mushroom Cultivation Course

**1. Socio-economic Survey was conducted by the students of the department of Education and Geography collaboration.**

**1. Some performance and achievements of the Teacher's and students' of the Institution are noted below:**

1. Three (03) of our faculty members have been awarded PhD Degree during last five years (2019-2022).
2. Four (04) of our faculty members have completed Course Work for pursuing PhD work (2017-2022).
3. Students achieved many positions in games and sports.
4. The performances of the students in YPC are remarkable.

The IQAC reviews the teaching-learning process and methodologies of operations and learning outcomes at periodic intervals through the evaluation of the semester-wise performance report from the departments. The College also has been conducted Academic and Administrative Audit to evaluate the performance of various departments of study and over-all development of the college in the sphere of administration.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.5.2

**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

*Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

**Response:**

Being an institution of higher education, Vivekananda College of Alipurduar cannot ignore its responsibilities towards removing gender discriminations and inequalities, in this connection prevalent in the society. So the college has initiated Gender audit and various measures for the promotion of gender equality and equal justice towards its students and staffs of all kinds. The college takes sincere efforts to initiate different types of seminars, workshops, career counseling programs and skill development programs for sensitization and orientation of the students as well as the staff of the college to establish gender equality and social justice and to generate employment opportunities for making the students especially the women students economically stable and self dependent. The college organized seminar on The Women's day in the past years to discuss on the issues of gender discrimination and inequalities prevalent in the society. The renowned Resource persons, Teachers and Scholars from various fields participated in the seminar very sincerely and they collectively offered remedial measures and solutions for the redressal of those prevalent inequalities and injustice for gender discrimination and exploitation. The college authority has taken serious efforts to provide a few special facilities to its women students. There are sufficient number of toilets and washrooms for the ladies students and staff of the college. There is a good quality common room for the women students of the college. There are also two active Sanitary Pad vending machines in the college premises-one in the women students' common room and one in the toilet for the women students. The women students of the college get equal opportunities and equal treatment in connection with selecting the subjects and courses of study in the college. There is a gate keeper for the security and safety of the students. The college campus is totally under the surveillance of sufficient number of close circuit cameras and the recordings are being displayed in the chamber of the Principal. No person is allowed to enter the College premises without proper or valid identity card. This system provides a good security to the women students of the institution and this makes them feel free and secure in the college premises.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 7.1.2

**The Institution has facilities and initiatives for**

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

**Response:** A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>

### 7.1.3

**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

**Response:** A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>

### 7.1.4

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities**

**of citizens (Within 500 words)****Response:**

Vivekananda College, Alipurduar, is established on 3rd of October in the year 1985. Since the very beginning, the college gives utmost sincerity to maintain some of the best practices within the college campus. The students of this college come from various sections of the society. Some of the students are first generation learners who came from adjacent rural areas and tea gardens. The Student also belongs to different socio cultural and religious background. So the college gives utmost priority to maintain communal harmony in the college campus. The motto of our college is to pure the way for equality for all students. Student's welfare: - There is a students' welfare fund of the college to help the poor and meritorious students of the college. The college provides financial help to the poor and meritorious students every year as the application received from the students. The economically poor students gate huge help and relief due to list practice of the college. It is no doubt a good practice. Carrier counseling and vocational courses another best practice of this college is that the college organizes various carrier counseling programmes and vocational courses round the year. The college organizes various types of carriers counseling programmes in collaborations with renewal departmental offices and NGOs. In the last year programmes had been held with the Indian Air Force and different renowned NGOs. The college also organizes technical and mushroom cultivation and beautician courses for the direct benefit of the students. Moreover, the college also organizes programmes of Judo and Karate also.

The beautiful state of West Bengal is known for its diversity and various folk cultural and to promote that our college organizes different cultural programs to commence different national days of importance our students are also very well versed in different folk and through these promotions we my to maintain a harmony between different communities of our college. The curriculum of the college is also formulated in such a way that tends to represent the voice of the marginalized and the divers communities of our Nation state our classroom environment always promotes gender equally and communal equality such and every state of students are promoted with equal enthusiasm. Another best practice of the College is that, the College maintains a no vehicle day in the College campus on each Saturday round the year. The College does not allow any vehicle inside the campus. All staffs and students come to the College using public vehicle or cycle on each Saturday. The guests and visitors also are requested to keep their vehicles outside the campus.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**7.2 Best Practices****7.2.1**

**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual**

**Response:**

**TITLE OF THE PRACTICE**

? PLASTIC FREE ZONE

? NO VEHICLE DAY

? KEYWORDS ABOUT THE BEST PRACTICES OF THE COLLEGE

Vivekananda College tries to keep the campus neat and clean and free from any kind of pollution. The college cannot deny its social responsibilities. For keeping up a clean environment within the college campus, the college authority took necessary initiative for making the college campus a plastic free zone. Besides the college authority has declared the Saturdays as the "NO VEHICLE DAY". On the Saturdays the students as well as teaching and non-teaching staff do not use personal vehicles for coming to the college. The effort helps to reduce environmental pollution to some extent.

**?OBJECTIVES OF THE PRACTICE**

? To make the students, staff and all connected with the college aware about their social responsibilities and cleanliness.

? To keep the campus neat and clean.

? To reduce environmental pollution.

? To keep up a proper educational environment.

? To protect the balance of the ecosystem within the college campus.

**?THE CONTEXT**

In earlier days it was found that different plastic materials and polythene bags were rampantly scattering at every corner in the college campus. Because some of the students throw plastic coverings of the chocolate, foil paper of tiffin, abandoned pens etc. So the campus looked rather untidy. So the college authority decided to make an end to such practices. The college authority made the concerned students aware through proper notification in this connection. The authority also arranged for sufficient number of dustbins at various corners at the college. Besides plastic material, the playground of the college gets untidy due to the dead and dry leaves of the trees within the college campus. These things are to be cleaned regularly, so the college authority arranged for necessary sweepers for the purpose.

**?The Practice**

The students of the college are generally made aware through various camps and programmes about cleanliness, health and hygiene in their daily life. The college authority also made them aware through



proper notification in this connection. The students are directed to keep their waste materials, used pens, plastic coverings and foils of their tiffin, biscuits into the dustbins placed at various corners of the college. Now the students of our college are very much conscious about the issue and they do not throw away anything of the above materials which might be the cause of untidiness in the college campus. As per the agreement with the Alipurduar municipality, the municipality authority send dumping trucks to the college campus for collecting all kinds of solid waste materials from the college. They take those materials to the dumping ground. In this way we keep the college campus neat and clean and free from any kind of plastic materials. That is why, we call it a "Plastic free zone". As apart of our social duty it is an earnest effort of us to reduce the environmental pollution to some extent. That is why we observe all Saturdays as "No vehicle day". On those days they use public vehicles to reach our working place. The students of our college also abstain themselves from using bikes or motorcycles, they are only allowed to use bicycles to reach the college. Otherwise they can use public transportation system. This practice helps to reduce the use of petroleum fuel to some extent. The purpose of this practice is to make aware about the side effects of environmental pollution. This practice is successfully carried on by all students and staff of the college.

### ? EVIDENCE OF SUCCESS

An evidence of success of the practice we can say that our college campus is a plastic free zone. You can find no plastic materials as well as solid waste particles scattering in the college campus. None of the students and staff throws away any kind of plastic materials or solid waste particles at any place other than the dustbins. Even if somebody is found to throw any kind of such materials in the college campus it is collected by the engaged staff in this connection for picking the material up and put it into the dustbin. The effort has put to be successful for keeping our campus neat and clean. On the Saturdays the students and staff of the college do not use personal cars or vehicles which are run by fuel. Only bicycles are allowed in the college campus on the Saturdays. The Saturdays are observed as no vehicle day in our college campus. All concerned of our college obey this practice willingly as a social responsibility on their part. It is clearly evident that this kind of practice can reduce a lot of the use of extra fuel and it is also can help to reduce environmental pollution to some extent.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

Vivekananda college is an institution of higher education which is established on 3rd October, 1985. Since then the college is imparting knowledge and education among the students of the college. Many of the

students of this college come from the rural areas of Alipurduar district around the college and some others come from tea gardens adjacent to the Alipurduar district town. The students belong to different caste and communities and religious beliefs. Most of the students belong to poor families which are included in the BPL category. They come from various socio –religious and economic background. Most of them do not have sound financial support. That is why some of them find it very difficult to carry on their higher studies. Some of the students are first generation learners who cannot find out the real purpose and opportunities of higher education. So we give much more priorities to encourage the students to carry on their studies. We also take great cares to arrange for the financial support for the students to various schemes of the Government of West Bengal. There are many Government schemes and provisions of stipend and scholarships for the students . Our office staff take utmost care to look after the needs of the students and they also help them to fill up the necessary form of various scholarship and stipend to secure that the students get financial support from the government through various existing schemes.

Through the kind help and guidelines of the office staff our students get financial support from the Government schemes like kanyasree Prakalpa, Rupasree Prakalpa, Aikyasree Prakalpa, Swami Vivekananda merit cum means scholarship, S.C. , S.T and O.B.C welfare scheme , Minority welfare scheme , Bidi –shramik welfare scheme etc. The college also strictly take care to protect the interests of the students . The college organizes special camps , seminars, workshops and awareness programmes to drive away the causes and biases of gender discrimination , ragging , child marriage , witch hunting, dowry system, drug addiction and superstitious beliefs and to create a general awareness among the students against those social evils. The students also are made aware about the causes and effects of some diseases like Aids , Malaria, Dengue etc. They also are given proper suggestions to avoid and prevent such diseases from the society by renowned doctors and medical staff. The college also takes great care to keep up communal harmony social co-existence among the students. As the students come from various religious groups like the Hindu , Muslim, Christian ,Buddhist etc, they are to be especially taught to keep up the ideology of unity in diversity. It is also an earnest endeavour of the college to create a sense of National integration and Patriotism among the students.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

The College has already started working on the process of NEP, as directed the affiliating University and the Higher Education of West Bengal, so that we can provide the students with the benefit of New Education Policy at the earliest. The College also works hard to provide the students with different extra curricular knowledge so that the students can have a successful future. The college is also trying to introduce a new diploma course on Tea Science as the college is situated in the foot of the hills with multiple tea gardens and factories. These kind of initiatives not only promote services after the completion of the degree but also promotes the local small scale industries which are representative of the Indian Culture and diversity. We try to keep our students updated through different skill development seminars, courses and career counseling programs.

### **Concluding Remarks :**

Thus, The college even though it is situated in the rural area with a lot of challenges is trying hard to combat all the challenges and evolve themselves as an important institution for imparting education among the backward sections of the society with proper sensitization and work facilities.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p><b>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</b></p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :03</p> <p>Remark : Some provided documents are not visible kindly provide visible documents</p>																				
1.2.2	<p><b><i>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</i></b></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1500</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1500</td> <td>00</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Provide authenticated Year-wise List of the students enrolled in the Program as defined in 1.2.1</p>	2021-22	2020-21	2019-20	2018-19	2017-18	1500	0	0	0	0	2021-22	2020-21	2019-20	2018-19	2017-18	1500	00	0	0	0
2021-22	2020-21	2019-20	2018-19	2017-18																	
1500	0	0	0	0																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
1500	00	0	0	0																	
1.3.2	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p>1.3.2.1. <b>Number of students undertaking project work/field work / internships</b></p> <p>Answer before DVV Verification : 1204</p> <p>Answer after DVV Verification: 1203</p> <p>Remark : 1) Provided documents will not be considered as they are in regional language 2) Provide authenticated List of students along with the details of title, place of work, duration etc., 3) Provide Internship completion certificate / project work completion certificate from the organization where internship / project was completed. 4) Provide Link to report of the field work/sample photographs of the field work / permission letter only for field work from the competent authority</p>																				
2.1.1	<b>Enrolment percentage</b>																				

**2.1.1.1. Number of seats filled year wise during last five years (Only first year admissions to be considered)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1108	1088	1060	974	1016

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1108	1078	1061	920	1016

**2.1.1.2. Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1654	1654	1654	1642	1617

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
01617	1642	1654	1654	1654

Remark : Provided documents are not authenticated Kindly provide authenticated documents

**2.1.2*****Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*****2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
498	490	483	673	439

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0498	490	483	556	673

**2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
746	746	746	762	751

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
746	746	746	762	751

Remark : HEI has not Provided Approval of additional intake of students has to be submitted for the claim.

### 2.6.3 Pass percentage of Students during last five years (excluding backlog students)

#### 2.6.3.1. Number of final year students who passed the university examination year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
460	672	510	489	560

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0460	672	510	489	560

#### 2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
505	717	545	697	1126

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
505	717	545	697	1126

Remark : HEI has not provided Certified report from Head of the institution / Controller of Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program wise / year-wise

### 3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

#### 3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
3	0	1	3	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
03	0	1	3	1

Remark : HEI has not provided geo-tagged photographs Kindly provide the same

**3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
3	8	1	11	17

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
03	8	1	11	17

Remark : Provided documents are not visible Kindly provide visible documents

**3.5.1 *Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.***

Answer before DVV Verification :

Answer After DVV Verification :01

Remark : Observation accepted as Functional MoU's are one.

**5.1.1 *Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years***

**5.1.1.1. Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1814	1311	1713	1275	1901

Answer After DVV Verification :

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2021-22	2020-21	2019-20	2018-19	2017-18
1814	1311	1713	974	1016

5.1.2 **Following capacity development and skills enhancement activities are organised for improving students' capability**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : Observation accepted as per the supporting documents

5.1.3 **Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**5.1.3.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
224	0	0	158	121

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
224	0	0	176	76

Remark : Input edited as per the supporting documents

5.2.1 **Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
16	14	20	9	61

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
15	14	15	0	61



**5.2.1.2. Number of outgoing students year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
460	672	510	489	560

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
460	672	510	489	560

Remark : Input edited as per the supporting documents

6.2.2

***Institution implements e-governance in its operations***

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. 1 of the above

Remark : Input edited as per the supporting documents

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.1	<p><b>Number of students year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>2663</td> <td>2434</td> <td>2464</td> <td>2103</td> <td>2065</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>2663</td> <td>02434</td> <td>2445</td> <td>974</td> <td>1016</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	2663	2434	2464	2103	2065	2021-22	2020-21	2019-20	2018-19	2017-18	2663	02434	2445	974	1016
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