

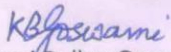
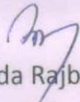


VIVEKANANDA COLLEGE, ALIPURDUAR

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



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

2018-2019

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

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

Objectives of AAA are—

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

AAA Methodology—

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

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

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

VIVEKANANDA COLLEGE, ALIPURDUAR

ACADEMIC AUDIT

DEPARTMENT: Philosophy ACADEMIC YEAR: 2018-2019
 NAME OF THE TEACHER: Sanku Barman PROGRAMME: B.A. (Hons + Gen)

1. TEACHER PROFILE

RESPONSIBILITIES HOLD.	IQAC COORDINATOR, HOD OF ALL SUBJECTS OF STUDY, VICE PRINCIPAL, SECRETARY OF THE TEACHERS' COUNCIL
CLASS ENGAGED	1st Sem, 2nd year & 3rd year (Hons & Gen. old)
YEAR OF JOINING	01-09-2012
LENGTH OF SERVICE	6 year 6 month

2. TEACHER TIME TABLE

DAY ORDER	PERIOD						TUTORIAL/ENRICHMENT
	1	2	3	4	5	6	
I	✓	✓	✓				
II	✓	✓					
III	✓	✓					
IV	✓	✓	✓				
V							

3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

CLASS	NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
HONS/CC (1 st year)	39 hours	3 hours		
HONS/CC (2 nd year)	39 hours	2 hours		
HONS/CC (3 rd year)	35 hours	9 hours		
ELT/DSC (P) 1 st year	25 hours	1 hours		
ELT/DSC (P) 2 nd year	18 hours	3 hours		
ELT/DSC (P) 3 rd year	20 hours	2 hours		
GE				
LCC				
AECC				

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	EXPERT DETAIL	REMARKS

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

CLASS	Number of Students	Examination/ Internal Assessment	Whether enhancement programme conducted
1 st yr. Hons.	05	Internal Assessment for Hons and Gen Students	
1 st yr. Gen	09		
2 nd yr. Gen			
2 nd yr. Gen			
3 rd yr. Gen			
3 rd yr. Gen			

6. EXTENDED PROGRAMME OF THE DEPARTMENT

CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER

7. Any Other:

Santosh Barman

Signature of the Teacher

Designation: *Guest Lecturer*

[Signature]
Signature of
Vice Principal

Vice Principal
Vivekananda College
P.O. & Dist. Alipurduar

[Signature]
Signature of
Secretary, T.C.

[Signature]
Signature of
HOD

[Signature]
Signature of
IQAC coordinator

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT: English ACADEMIC YEAR: 2018-2019
NAME OF THE TEACHER: Prof. Jali Biswas PROGRAMME: B.A. Honors & Gen.

1. TEACHER PROFILE

RESPONSIBILITIES HOLD	IQAC COORDINATOR, HOD OF ALL SUBJECTS OF STUDY, VICE PRINCIPAL, SECRETARY OF THE TEACHERS' COUNCIL
CLASS ENGAGED	<u>HONOURS & GENERAL</u>
YEAR OF JOINING	<u>1992</u>
LENGTH OF SERVICE	<u>27 years</u>

2. TEACHER TIME TABLE

DAY ORDER	PERIOD						TUTORIAL/ENRICHMENT
	1	2	3	4	5	6	
Mon I	EH-1st yr.	GE-1st yr.	EH-3rd yr.	EG-2nd yr.		EH(TU)	DEC, 18 - May, 2019
Tue II	GE-1st yr.	EH-2nd yr.	DSC(P)-1st yr.			EH(TU)	July, 18 - Nov. 2018
Wed III	EH-3rd yr.	EH-1st yr.	DSC(P)-1st yr.				
Thurs IV	ENG-2nd yr.	EH-2nd yr.	EH-3rd yr.				
Fri V	EH-3rd yr.	ENG-3rd yr.					

3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

CLASS	NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
HONS/CC (1 st year)	58	04	04	EXTRA CLASS
HONS/CC (2 nd year)	48	05	05	EXTRA CLASS
HONS/CC (3 rd year)	76	07	07	TUTORIAL
DSC (P) 1 st year	48	07		
ELT. ENG (P) (2 nd year)	17	02		
ELT. ENG (P) (3 rd year)	20	03		
GE (1 st YEAR)	36	03		
LCC (1 st YEAR)	13	01		
ENG COMP. ENG. (2 nd YEAR)	22	03		
ENG H (TU) (1 st year)	14	00		
ENG H (TU) (3 rd year)	10	10		

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	EXPERT DETAIL	REMARKS
N/A	N/A	N/A	N/A	N/A

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

CLASS	Number of Students	Examination/Internal Assessment	Whether enhancement programme conducted
1 st yr. Hons.	65	1. Unit Test	YES. Extra classes have been taken on the topics asked in the previous Exam. Discussions have been arranged on the problem topic to solve and clear the ideas.
1 st yr. Gen	10	2. Test Exam.	
2 nd yr. Hons.	85	3. Internal ASSESSMENT EXAM.	
2 nd yr. Gen	05		
3 rd yr. Hons.	45		
3 rd yr. Gen	04		

6. EXTENDED PROGRAMME OF THE DEPARTMENT

CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER/EVALUATOR
B.A. 1st Yr. Honours & GENERAL	19.11.2018 & 22.11.2018	Paper Presentation for Internal Assessment	75	Prof. J. Biswas Prof. K.K. Singha

7. Any Other: Quiz on English Literature : 17th & 18th century

CLASS	DATE	No. of Participants
B.A. 2 nd yr	20.12.2018	20
B.A. 3 rd yr.		20


Quiz Master: Prof. K.K. Singha
 Sec. Recorder: Prof. R. Nandi
 Arranger: Prof. J. Biswas


Jali Biswas.
 Signature of the Teacher

Designation: Assistant Professor
 & HOD


 Signature of
 Vice Principal


 Signature of
 Secretary, T.C.


 Signature of
 HOD


 Signature of
 IQAC coordinator

Vice Principal
 Vivekananda College
 P.O. & Dist. Alipore

Details of the Institution

1.1 Name of the Institution:

Vivekananda College, Alipurduar

Address:

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

City/Town:

Alipurduar

State:

West Bengal

Pin Code:

736121

Institution e-mail address:

vcalipurduar@gmail.com

Contact Nos.:

03564274705, 09832486024, 9733196187

Website:

www.vivekanandacollegealipurduar.in

Name of the Affiliating University:

**University of
North Bengal**

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the programme	Number of existing courses	Number of existing programmes	Number of programmes added during the year	Number of self financing programmes	Total
UG	16	02	00	00	16

Pattern of programmes:

Pattern	Number of programmes	No. of Courses
Semester	02	16
Trimester	NiL	NIL
Annual	02	16

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

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	06	04	Nil	Nil

No. of permanent faculty with Ph.D.

04

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

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

No of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
18	00	00

Faculty participation in conferences and symposia:

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

Innovative processes adopted by the institution in Teaching and Learning:

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

Average percentage of attendance of students

70 – 80%

Course / Programme wise distribution of pass percentage:

Under Graduation:

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

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

Initiatives undertaken towards faculty development

Faculty/ Staff Development Programmes	Number of faculty benefitted
Refresher courses	00
UGC- Faculty Improvement Programme	Nil
HRD Programmes	Nil
Orientation Programmes	00
Faculty exchange Programme	00
Staff training conducted by the university	Nil
Staff training conducted by the other institutions	Nil
Summer/ Winter school, Workshops, etc.	00
No. of teachers participated in various bodies of the institution such as BOS and Academic Council	01

Details of Administrative and Technical staff

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

Criterion- III

3. Research, Consultancy and Extension

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

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

Details regarding major projects: **Nil**

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

Details regarding minor projects: **Nil**

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

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

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

Criterion- IV

4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

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

Computerization of administration and library

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

Library services (2018-2019)

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

Technology up gradation(overall)

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

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

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

Amount spent on maintenance in lakhs:

i) Campus Infrastructure and facilities Including ICT and Equipments (2018 – 2019) (Excluding Salary)	39.14130/-
ii) Others	00
Total -	39.14130/-

Criterion- V

5. Students Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

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

Efforts made by the institution for tracking the progression

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

(a) Total Number of students

UG	PG	Ph.D.	Others
Total= 2, 290			

(b) No. of students outside the state

Male	Female
00	00

(c) No. of international students

No	%
00	00

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

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

Details of student counseling and career guidance

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

No. of students benefitted

56

Details of campus placement

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

Details of gender sensitization programmes

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

5.10 Scholarship and financial support

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

Criterion- VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

Mission of the college:

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

6.2 Does the Institution has a management Information System

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

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

Curriculum Development

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

Teaching, Learning and Evaluation

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

Examination and Evaluation

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

Research and Development

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

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

Library, ICT and Physical Infrastructure/ instrumentation

The facilities available in the campus library:

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

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

Faculty and Staff recruitment

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

Industry Interaction/ Collaboration

NIL

Admission of Students

Online admission of the students starts partially since the academic session 2015- 16 which has been converted into fully online admission process in 2018-2019. All students are admitted on the basis of the marks. They are awarded in their X+II examination. 2290 students were admitted in 2018-19 academic sessions.

Welfare scheme for teaching, non- teaching and other employees

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

Total corpus fund generated

NIL

Whether annual financial audit has been done.

Yes	No
√	

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

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

Activities and support from the Alumni Association

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

Activities and support from the Parent- Teacher Association

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

Development programmes for support staff

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

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

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

Criterion- VII

7. Innovation and Best Practices

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

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

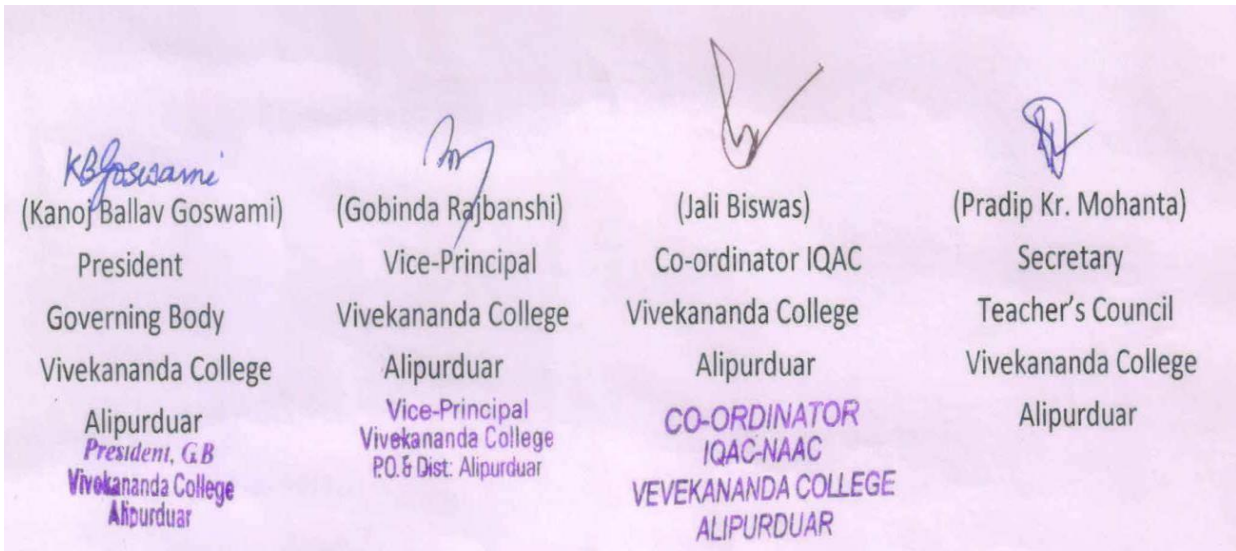
Provide the Action Taken Report(ATR) based on the plan of action decided upon at the beginning of the year

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

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

Give two Best Practices of the institution

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



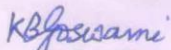



VIVEKANANDA COLLEGE, ALIPURDUAR

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



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

2017-2018

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

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

Objectives of AAA are—

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

AAA Methodology—

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

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

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

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

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

1. TEACHER PROFILE

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

2. TEACHER TIME TABLE

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

3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

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

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

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

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

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

6. EXTENDED PROGRAMME OF THE DEPARTMENT

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


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


Jali Biswas


Signature of the Teacher

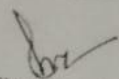
Designation: Associate Professor

H. O. S.


Signature of
Vice-Principal
Vivekanand C. Topp
PO 91-94


Signature of
Secretary, T.C.


Signature of
HOD


Signature of
IQAC coordinator

Details of the Institution

1.1 Name of the Institution:

Vivekananda College, Alipurduar

Address:

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

City/Town:

Alipurduar

State:

West Bengal

Pin Code:

736121

Institution e-mail address:

vcalipurduar@gmail.com

Contact Nos.:

03564274705, 09832486024, 9733196187

Website:

www.vivekanandacollegealipurduar.in

Name of the Affiliating University:

**University of
North Bengal**

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the programme	Number of existing courses	Number of existing programmes	Number of programmes added during the year	Number of self financing programmes	Total
UG	16	02	00	00	16

Pattern of programmes:

Pattern	Number of programmes	No. of Courses
Trimester	NiL	NIL
Annual	02	16

Criterion- II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	6	4	Nil	Nil

No. of permanent faculty with Ph.D.

03

No of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
12	00	00

Innovative processes adopted by the institution in Teaching and Learning:

1. The Academic Calendar of the college is modeled after the academic calendar provide by the affiliating university (University of north Bengal) and eventually IQAC of the institution drive right from the very beginning of each academic session and prepares the academic calendar. The different event of Academic calendar displayed on the college notice board time to time to aware the students and staffs of the college.
2. The departmental meetings are held prior to the beginning of next academic session in order to discuss and confirm lesson planning, syllabus distribution etc. The syllabus is allotted to teachers by the Head of the Department.
3. All the 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 students' and professor's Notice Board
4. The college has a well-functioning library.
5. The college is credited with having a well-structured teaching strategy to facilitate optimum learning. The teaching activity is recorded in individual teacher's academic diary yearwise.
6. The theory classes for the academic session often includes in addition to classes taken by the regular faculties, special invited lectures by teachers from other colleges, departmental paper presentation by the students.
7. The assessment of the students is carried out in the form of Unit Test, Test Examination thoroughly during the session and remedial discussions are organized students after evaluation. Tutorial classes also are arranged for the students to meet their academic success.

Average percentage of attendance of students

70 – 80%

Course / Programme wise distribution of pass percentage:

Under Graduation:

Sl No. 1	Courses	Part	Pass %
	B.A. (Hons.)	Part- I	66.75
		Part- II	67.09
		Part- III	79.89

Sl. No.	Courses	Part	Pass %
2	B.A.(General)	Part I	
		Part II	
		Part III	45.63

Initiatives undertaken towards faculty development

Faculty/ Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC- Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation Programmes	03
Faculty exchange programme	00
Staff training conducted by the university	Nil
Staff training conducted by the other institutions	Nil
Summer/ Winter school, Workshops, etc.	00
No. of teachers participated in various bodies of institution such as BOS and Academic council	01

Research, Consultancy and Extension

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

The IQAC of the college along with Governing Body and Vice- Principal encourages teaching faculty to undertake Major and Minor Research project under UGC and individual research work in the form of faculty development programme (FDP) under UGC. The Institution has initiated staff and students to publish research papers in national and international journals. Primarily being an undergraduate institution, the college has nevertheless been a centre an active research. Five of our faculty members were awarded Ph.D and two Faculty members have registered themselves for Ph.D work after the completion of their course work as per UGC norms. Teachers encourage the students to build their writing skill and enlighten them about different topics of their subject. Faculties of the college frequently participated and presented papers in seminars and conferences. Most of the faculties have a good number of publications in reputed national and international journals to their credit.

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

Teachers of the college continuously gives their effort towards the development of the students not only through teaching their subjects but also working on their personality development through co-curricular activities, Seminars, Health Programmes and social extension programmes initiated under the guidance of NSS unit-I and unit-II of the college. Students are always encouraged to participate in the extension activities like plantation of saplings, Blood Donation Camp, Yoga training camp, Eye checkup camp, Campus cleaning programme etc. The NSS Units of the college has initiated awareness programmes on Health and Hygiene, AIDS, Laws relating to anti – ragging and domestic violence, women trafficking. The students under NSS unit have taken an active part in different social work in the nearby villages regarding education, economy, women empowerment, child labour, early marriage etc. Besides, students are always encouraged to participate enthusiastically in educational tour conducted by the Department of Geography.

3. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus are	20252.86 Sq. mts.	Nil	Ramakrishna Ashrama, Alipurdua, Development fund of the college.	20252.86 Sq. mts.
Class rooms	14		Late Debesh Maitra, Uttar Banga Unnayan Parishad, B. C. W, UGC, MP Zilaparishad- Alipurduar, Higher Education W.B	14
Laboratories	01	Self		01
Seminar Halls	01	00	Self	01
Others	-----	-----	-----	-----

Computerization of administration and library

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

Library services(2017-18):

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10,904	12, ,88,272/-	96	19,529/-	10, 639	12, 76, 025/-
Reference Books	1170	2, 89, 685.00/-	100	1880/-	1176	2,91,565/-
Journals	08	88,850/-	--	18,150/-	08	1,07,000/-
Others(specify)	--	--	--	--	--	--

Amount spent on maintenance in lakhs:

i) Campus Infrastructure and facilities Including ICT and Equipments (2017-2018)
(Excluding Salary)

32.23192/-

ii) Others

00

Total -

32.23192/-

4. Students Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

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

Efforts made by the institution for tracking the progression

The academic support to the students consists of arranging tutorial classes, Unit- Test, seminars and workshops etc. To address the issues related to career, placement grievance etc. there is Career Counseling cell, Anti-ragging cell, Grievance Redressal cell and women cell in the college in order to provide proper guidance to the students. All information about the activities of the college and specially student related issues like admission, registration, examination, several scholarship, career guidance programme, Special lectur programme etc. have been notified in the college notice board and in the college Website- www.vivekanandacollegealipurduar.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.

(a) Total Number of students

UG	PG	Ph.D.	Others
Total= 2,065			

Details of student counseling and career guidance

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

Details of gender sensitization programmes

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

5. Governance, Leadership and Management

State the Vision and Mission of the institution

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

Mission of the college:

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

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

Curriculum Development

The College Prospectus is placed in the College Website in order to familiarize the new students and stakeholders with the vision, mission, and objective of the college i.e., to impart higher education among the students basically belonging to backward class and economically weaker class. Strong efforts are incessantly made by the Professors of every department through conducting seminars, invited lectures, assignments and projects to complement the curriculum. Lesson plans are prepared to ensure high quality of lectures and the use of learner-centric methods are meticulously planned and executed. Tutorial classes are offered to the students based on their academic performance which is assessed through Unit test, academic counseling, Test examination etc. The IQAC of the college facilitates the organization in various extension activities.

Teaching, Learning and Evaluation

The teaching learning and evaluation process of the college follows the academic Calendar prepared by the IQAC of this institution. An orientation programme is offered to the newly admitted students in the beginning of the session in order to acquaint them with the syllabus and systems and programmes of the college and evaluation process. Each department of the institution prepares teaching modules to impart optimum experiential learning to the students. The Vibrant interaction between teachers and learners and between strong learners and slow learners creates an academic atmosphere to enhance knowledge and broadens outlook. PTA Meeting is conducted to brief the performance of the student to the parents. The IQAC plays a pivotal role in facilitating constant engagement in academic activities by students and teachers and actively taking initiative to solve the problems arises in academic and other matters of the college.

Examination and Evaluation

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

Faculty and Staff recruitment

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

Admission of Students

All students are admitted on the basis of the marks. They are awarded in their X+II examination. 2065 students were in 2017-2018 academic sessions.

Welfare scheme for teaching, non- teaching and other employees

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

Whether annual financial audit has been done.

Yes	No
√	

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

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

Activities and support from the Alumni Association

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

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Development programmes for support staff

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

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

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

Innovation and Best Practices

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

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

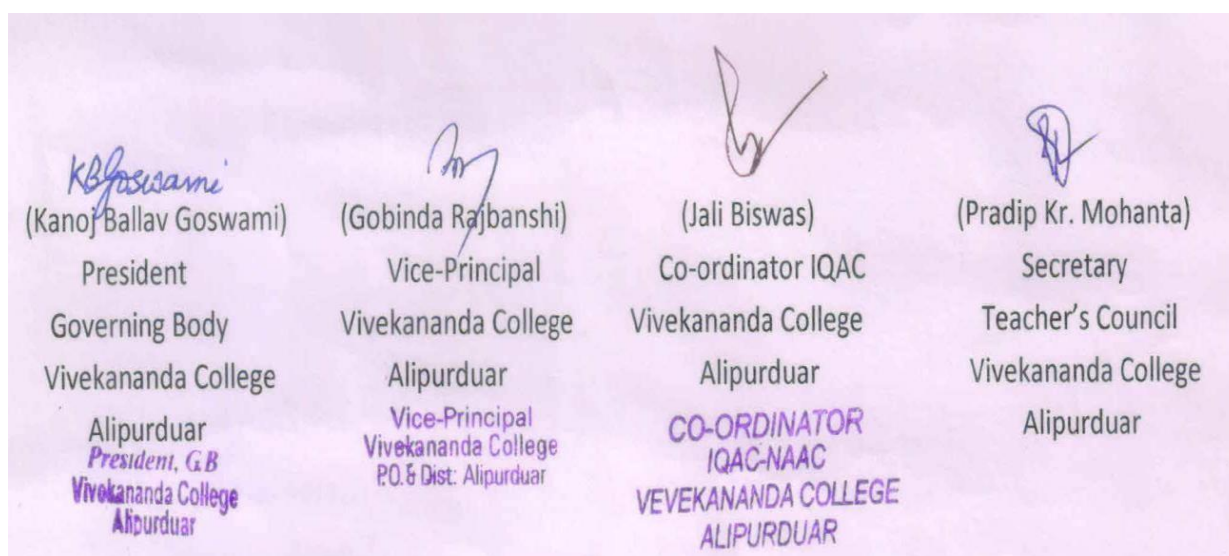
Provide the Action Taken Report(ATR) based on the plan of action decided upon at the beginning of the year

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

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

Give two Best Practices of the institution

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



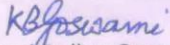
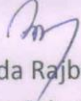


VIVEKANANDA COLLEGE, ALIPURDUAR

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



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

2016-2017

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

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

Objectives of AAA are—

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

AAA Methodology—

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

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

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

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT: GEOGRAPHY, ENVS ACADEMIC YEAR: 2016 - 2017
NAME OF THE TEACHER: SMRITY NANDI GOSWAMI PROGRAMME: B.A. General

1. TEACHER PROFILE

RESPONSIBILITIES HOLD	IQAC COORDINATOR, HOD OF ALL SUBJECTS OF STUDY, VICE PRINCIPAL, SECRETARY OF THE TEACHERS' COUNCIL
CLASS ENGAGED	<u>B-A Part I, II, III</u>
YEAR OF JOINING	<u>01-09-2016</u>
LENGTH OF SERVICE	<u>1 year</u>

2. TEACHER TIME TABLE

DAY ORDER	PERIOD						TUTORIAL/ENRICHMENT
	1	2	3	4	5	6	
I	✓	✓	✓				
II	✓	✓	✓	✓	~		
III	✓	✓	✓	✓			
IV	✓	✓	✓	✓			
V							

3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

CLASS	NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
HONS/CC (1 st year)				
HONS/CC (2 nd year)				
HONS/CC (3 rd year)				
ELT/DSC (P) 1 st year	<u>114 hours</u>	<u>3 hours</u>		
ELT/DSC (P) (2 nd year)	<u>89 hour 45 min</u>	<u>1 hour 30 min</u>		
ELT/DSC (P) (3 rd year)	<u>62 hours 15 min</u>	<u>1 hour 30 min</u>		
GE				
LCC				
AECC				

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	EXPERT DETAIL	REMARKS
08-02-2017 & 09-02-2017	Educational Tour	P.S.R & S.N.G 2 A.A Students of Geography		

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

CLASS	Number of Students	Examination/Internal Assessment	Whether enhancement programme conducted
1 st yr. Hons.			
1 st yr. Gen	4 (Geo) + 1248 (2+6) ENVS		
2 nd yr. Gen			
2 nd yr. Gen	2 (Geo)		
3 rd yr. Gen			
3 rd yr. Gen	11 (Geo) + 798 (2+6) ENVS		

6. EXTENDED PROGRAMME OF THE DEPARTMENT

CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER

7. Any Other:

Smiti Nandi Gomon
Signature of the Teacher
Designation: Guest Teacher

[Signature]
Signature of
Vice Principal

[Signature]
Signature of
Secretary

[Signature]
Signature of
HOD

[Signature]
Signature of
IQAC coordinator

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT: Sanskrit ACADEMIC YEAR: 2016-2017
NAME OF THE TEACHER: Soumya Paul. PROGRAMME: B.A General

1. TEACHER PROFILE

RESPONSIBILITIES HOLD	IQAC COORDINATOR, HOD OF ALL SUBJECTS OF STUDY, VICE PRINCIPAL, SECRETARY OF THE TEACHERS' COUNCIL
CLASS ENGAGED	<u>B.A Part-1 (General)</u>
YEAR OF JOINING	<u>2016</u>
LENGTH OF SERVICE	<u>1 year</u>

2. TEACHER TIME TABLE

DAY ORDER	PERIOD						TUTORIAL/ENRICHMENT
	1	2	3	4	5	6	
I	✓						
II	✓						
III	✓						
IV	✓						
V							

3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

CLASS	NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
HONS/CC (1 st year)	-	-	-	-
HONS/CC (2 nd year)	-	-	-	-
HONS/CC (3 rd year)	-	-	-	-
ELT/DSC (P) (1 st year)	<u>24 hrs 48 min</u>	<u>6 hours</u>	-	-
ELT/DSC (P) (2 nd year)	-	-	-	-
ELT/DSC (P) (3 rd year)	-	-	-	-
GE				
LCC				
AECC				

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	EXPERT DETAIL	REMARKS

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

CLASS	Number of Students	Examination/ Internal Assessment	Whether enhancement programme conducted
1 st yr Hons.			
1 st yr. Gen			
2 nd yr. Gen			
2 nd yr. Gen			
3 rd yr. Gen			
3 rd yr. Gen			

6. EXTENDED PROGRAMME OF THE DEPARTMENT

CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER

7. Any Other:

Soupar Paul.

Signature of the Teacher

Designation: Guest Teacher

[Signature]
Signature of
Vice Principal

[Signature]
Signature of
Secretary

[Signature]
Signature of
HOD

[Signature]
Signature of
IQAC coordinator

Details of the Institution

1.1 Name of the Institution: **Vivekananda College, Alipurduar**

Address: **Vivekananda College, P.O. - Alipurduar, Dist. Alipurduar, WB- 736121**

City/Town: **Alipurduar**

State: **West Bengal**

Pin Code: **736121**

Institution e-mail address: **vcalipurduar@gmail.com**

Contact Nos.: **03564274705, 09832486024, 9733196187**

Website: **www.vivekanandacollegealipurduar.in**

Name of the Affiliating University: **University of North Bengal**

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the programme	Number of existing courses	Number of existing programmes	Number of programmes added during the year	Number of self financing programmes	Total
UG	15	02	00	00	15

Pattern of programmes:

Pattern	Number of programmes	No. of Courses
Trimester	NiL	NIL
Annual	02	15

Criterion- II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	7	4	Nil	Nil

No. of permanent faculty with Ph.D.

04

No of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
11	00	00

Innovative processes adopted by the institution in Teaching and Learning:

1. The Academic Calendar of the college is modeled after the academic calendar provide by the affiliating university (University of north Bengal) and eventually IQAC of the institution drive right from the very beginning of each academic session and prepares the academic calendar. The different event of Academic calendar displayed on the college notice board time to time to aware the students and staffs of the college.
2. The departmental meetings are held prior to the beginning of next academic session in order to discuss and confirm lesson planning, syllabus distribution etc. The syllabus is allotted to teachers by the Head of the Department.
3. All the 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 students' and professor's Notice Board
4. The college has a well-functioning library.
5. The college is credited with having a well-structured teaching strategy to facilitate optimum learning. The teaching activity is recorded in individual teacher's academic diary year wise.
6. The theory classes for the academic session often includes in addition to classes taken by the regular faculties, special invited lectures by teachers from other colleges, departmental paper presentation by the students.
7. The assessment of the students is carried out in the form of Unit Test, Test Examination thoroughly during the session and remedial discussions are organized students after evaluation. Tutorial classes also are arranged for the students to meet their academic success.

Average percentage of attendance of students

70 – 80%

Course / Programme wise distribution of pass percentage:

Under Graduation:

Sl No. 1	Courses	Part	Pass %
	B.A. (Hons.)	Part- I	44.81
		Part- II	64.74
		Part- III	84.87

Sl. No.	Courses	Part	Pass %
2	B.A.(General)	Part I	33.41
		Part II	37.82
		Part III	40.60

Initiatives undertaken towards faculty development

Faculty/ Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC- Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation Programmes	02
Faculty exchange programme	00
Staff training conducted by the university	Nil
Staff training conducted by the other institutions	Nil
Summer/ Winter school, Workshops, etc.	00
NO. of teachers participated in various bodies of the institution such as BOS and Academic Council	02
No. of Awards and Recognition received for extension activities from government of W.B.	01

Criterion- III

3. Research, Consultancy and Extension

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

The IQAC of the college along with Governing Body and Vice- Principal encourages teaching faculty to undertake Major and Minor Research project under UGC and individual research work in the form of faculty development programme (FDP) under UGC. The Institution has initiated staff and students to publish research papers in national and international journals. Primarily being an undergraduate institution, the college has nevertheless been a centre an active research. Four of our faculty members were awarded Ph.D. Teachers encourage the students to build their writing skill and enlighten them about different topics of their subject. Faculties of the college frequently participated and presented papers in seminars and conferences. Most of the faculties have a good number of publications in reputed national and international journals to their credit.

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

Teachers of the college continuously gives their effort towards the development of the students not only through teaching their subjects but also working on their personality development through co-curricular activities, Seminars, Health Programmes and social extension programmes initiated under the guidance of NSS unit-I and unit-II of the college. Students are always encouraged to participate in the extension activities like plantation of saplings, Blood Donation Camp, Yoga training camp, Eye checkup camp, Campus cleaning programme etc. The NSS Units of the college has initiated awareness programmes on Health and Hygiene, AIDS, Laws relating to anti – ragging and domestic violence, women trafficking. The students under NSS unit have taken an active part in different social work in the nearby villages regarding education, economy, women empowerment, child labour, early marriage etc. Besides, students are always encouraged to participate enthusiastically in educational tour conducted by the Department of Geography.

4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus are	20252.86 Sq. mts.	Nil	Ramakrishna Ashrama, Alipurdua, Development fund of the college.	20252.86 Sq. mts.
Class rooms	13		Late Debesh Maitra, Uttar Banga Unnayan Parishad, B. C. W, UGC, MP Zilaparishad- Alipurduar, Higher Education W.B	13
Laboratories	01	Self		01
Seminar Halls	01	00	Self	01
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	----	15	Self	15

Value of the equipments purchased during the year (Rs. In Lakhs)	-----	10,60000/-	Self	10, 60000/-
Others	-----	-----	-----	-----

Administration and library

Library, which is the principle and most important learning resource of the college, has various facilities for lending books. Books were accessed through catalogue system and as they are systematically stacked in the library the students can easily get access to them according to their requirement. Print journals are also available for the students so that they can easily get hold of the updated sources and informations.

Library services(2016-17):

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10,780	12, 65, 304/-	123	22,968/-	10, 904/-	12, 88, 272/-
Reference Books	1151	2, 88,690/-	19	995/-	1170	2,89,685/-
Journals	08	59,240/-	--	29,610/-	08	88,850/-
Others(specify)	--	--	--	--	--	--

Amount spent on maintenance in lakhs:

i) Campus Infrastructure and facilities Including ICT and Equipments (2016 – 2017) (Excluding salary)	197.41598/-
ii) Others	00
Total -	197.41598/-

5. Students Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

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

Efforts made by the institution for tracking the progression

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

(a) Total Number of students

UG	PG	Ph.D.	Others
Total= 2,686			

Details of student counseling and career guidance

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

6. Governance, Leadership and Management

State the Vision and Mission of the institution

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

Mission of the college:

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

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

Curriculum Development

The College Prospectus is placed in the College Website in order to familiarize the new students and stakeholders with the vision, mission, and objective of the college i.e., to impart higher education among the students basically belonging to backward class and economically weaker class. Strong efforts are incessantly made by the Professors of every department through conducting seminars, invited lectures, assignments and projects to complement the curriculum. Lesson plans are prepared to ensure high quality of lectures and the use of learner-centric methods are meticulously planned and executed. Tutorial classes are offered to the students based on their academic performance which is assessed through Unit test, academic counseling, Test examination etc. The IQAC of the college facilitates the organization in various extension activities.

Teaching, Learning and Evaluation

The teaching learning and evaluation process of the college follows the academic Calendar prepared by the IQAC of this institution. An orientation programme is offered to the newly admitted students in the beginning of the session in order to acquaint them with the syllabus and systems and programmes of the college and evaluation process. Each department of the institution prepares teaching modules to impart optimum experiential learning to the students. The Vibrant interaction between teachers and learners and between strong learners and slow learners creates an academic atmosphere to enhance knowledge and broadens outlook. PTA Meeting is conducted to brief the performance of the student to the parents. The IQAC plays a pivotal role in facilitating constant engagement in academic activities by students and teachers and actively taking initiative to solve the problems arises in academic and other matters of the college.

Examination and Evaluation

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

Faculty and Staff recruitment

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

Admission of Students

All students are admitted on the basis of the marks. They are awarded in their X+II examination. 2686 students were admitted in 2016-17 academic sessions.

Welfare scheme for teaching, non- teaching and other employees

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

Whether annual financial audit has been done.

Yes	No
√	

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

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

Activities and support from the Alumni Association

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

Activities and support from the Parent- Teacher Association

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

Development programmes for support staff

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

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

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

Innovation and Best Practices

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

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

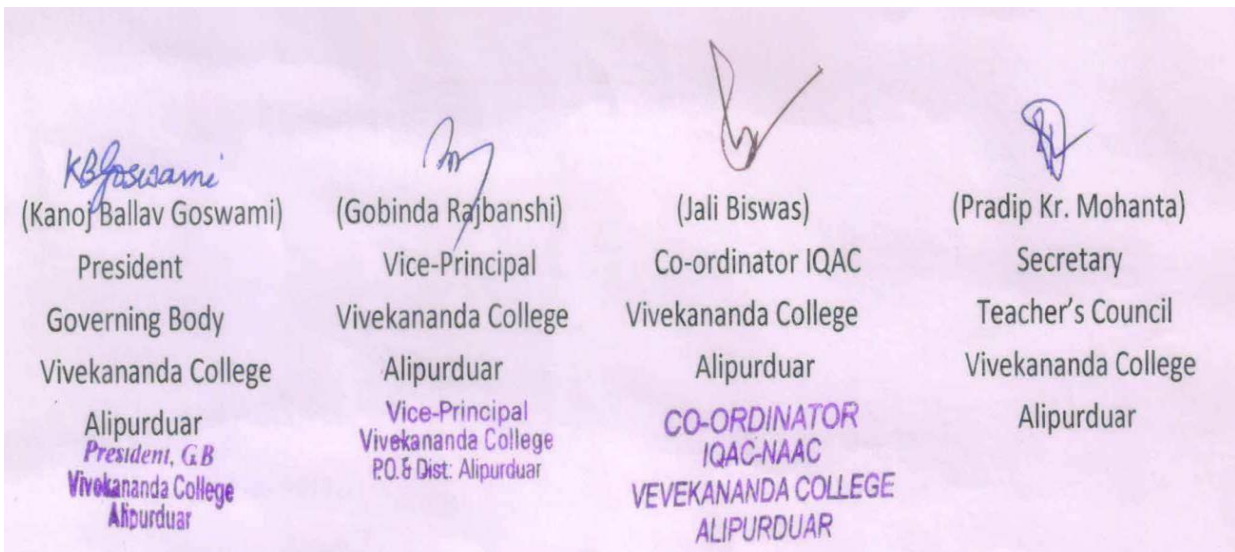
Provide the Action Taken Report(ATR) based on the plan of action decided upon at the beginning of the year

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

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

Give two Best Practices of the institution

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



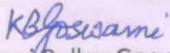

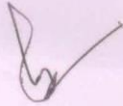

VIVEKANANDA COLLEGE, ALIPURDUAR

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



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

2015-2016

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

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

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2. Vice- Principal
3. IQAC Co-ordinator
4. Secretary Teacher's Council

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

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT: PHILOSOPHY ACADEMIC YEAR: 2015-2016
NAME OF THE TEACHER: NIRANJAN RAY PROGRAMME: B.A. HONS & Gen.

1. TEACHER PROFILE

RESPONSIBILITIES HOLD	IQAC COORDINATOR, HOD OF ALL SUBJECTS OF STUDY, VICE PRINCIPAL, SECRETARY OF THE TEACHERS' COUNCIL
CLASS ENGAGED	<u>B.A. 1st year, 2nd year, & 3rd year Hons & Gen.</u>
YEAR OF JOINING	<u>13-09-2011</u>
LENGTH OF SERVICE	<u>4 year only.</u>

2. TEACHER TIME TABLE

DAY ORDER	PERIOD						TUTORIAL/ENRICHMENT
	1	2	3	4	5	6	
I	✓	✓	✓	✓			
II	✓	✓	✓				
III	✓	✓	✓				
IV							
V							

3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

CLASS	NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
HONS/CC (1 st year)	<u>30</u>	<u>45 m.</u>		
HONS/ CC (2 nd year)	<u>33.75</u>	<u>1.30 m</u>	<u>Tutorial</u>	
HONS/ CC (3 rd year)	<u>33.75</u>	<u>45 m.</u>		
ELT/DSC (P) 1 st year)	<u>15</u>	<u>x</u>		
ELT/DSC (P) (2 nd year)	<u>33.75</u>	<u>45 m.</u>		
ELT/DSC (P) (3 rd year)	<u>17.25</u>	<u>45</u>		
GE				
LCC				
AECC				

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	EXPERT DETAIL	REMARKS

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

CLASS	Number of Students	Examination/ Internal Assessment	Whether enhancement programme conducted
1 st yr. Hons.	11	Unit Test Examination for Hons. Test Examination for Hons.	
1 st yr. Gen			
2 nd yr. Gen Hons	11		
2 nd yr. Gen			
3 rd yr. Gen Hons	04		
3 rd yr. Gen			

6. EXTENDED PROGRAMME OF THE DEPARTMENT

CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER

7. Any Other:

Niranjan Ray
Signature of the Teacher
Designation: *Guest Lecturer*

[Signature]
Signature of
Vice Principal

[Signature]
Signature of
Secretary

Signature of
HOD

[Signature]
Signature of
IQAC coordinator

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT: HISTORY ACADEMIC YEAR: 2015-16

NAME OF THE TEACHER: SHELLY DAS PROGRAMME: B.A

1. TEACHER PROFILE

RESPONSIBILITIES HOLD	IQAC COORDINATOR, HOD OF ALL SUBJECTS OF STUDY, VICE PRINCIPAL, SECRETARY OF THE TEACHERS' COUNCIL
CLASS ENGAGED	B.A 1st Year, 2nd, 3rd Year Hons and General
YEAR OF JOINING	16th January, 2007
LENGTH OF SERVICE	16 years 6 months

2. TEACHER TIME TABLE

DAY ORDER	PERIOD						TUTORIAL/ENRICHMENT
	1	2	3	4	5	6	
I Tues	2nd Hon	1st Hon	3rd Gen	1st Gen	2nd Gen		
II Wed	2nd Hon	2nd Gen	3rd Hon	1st Gen			
III Thurs	1st Hon	3rd Gen	3rd Hon	1st Gen			
IV Fri	2nd Hon	1st Hon	2nd Gen	3rd Hon			
V Sat	2nd Hon	3rd Hon	1st Hon	1st Gen			

3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

CLASS	NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
HONS/CC (1 st year)	61.30 hours	25.30 hours		
HONS/CC (2 nd year)	58.30 hours	8.15 hours	3 hours	Extra class (Tue)
HONS/CC (3 rd year)	56.15 hours	6 hours		
ELT/DSC (P) 1 st year	58.30 hours	7 hours		
ELT/DSC (P) (2 nd year)	42 hours	2.15 hours		
ELT/DSC (P) (3 rd year)	30 hours	3.45 hours		
GE				
LCC				
AECC				

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	EXPERT DETAIL	REMARKS

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR


CLASS	Number of Students	Examination/ Internal Assessment	Whether enhancement programme conducted
1 st yr. Hon.	56		Students are allowed to see their evaluated answerscripts and the concerned teachers discussed about their demerits and corrected them
1 st yr. Gen	400		
2 nd yr. Gen Hon	35		
2 nd yr. Gen	220		
3 rd yr. Gen Hon	23		
3 rd yr. Gen	175		

6. EXTENDED PROGRAMME OF THE DEPARTMENT

CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER

7. Any Other: NIL

Shelly Das
Signature of the Teacher
Assistant Professor
Designation:
Head of the Department


Signature of
Vice Principal

Signature of
Secretary, T.C.

Signature of
HOD


Signature of
IQAC coordinator

Details of the Institution

1.1 Name of the Institution: **Vivekananda College, Alipurduar**

Address: **Vivekananda College, P.O. - Alipurduar, Dist. Alipurduar, WB- 736121**

City/Town: **Alipurduar**

State: **West Bengal**

Pin Code: **736121**

Institution e-mail address: **vcalipurduar@gmail.com**

Contact Nos.: **03564274705, 09832486024, 9733196187**

Website: **www.vivekanandacollegealipurduar.in**

Name of the Affiliating University: **University of North Bengal**

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the programme	Number of existing courses	Number of existing programmes	Number of programmes added during the year	Number of self financing programmes	Total
UG	13	02	00	00	13

Pattern of programmes:

Pattern	Number of programmes	Number of courses
Trimester	NiL	NiL
Annual	2	13

Criterion- II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	7	4	Nil	Nil

No. of permanent faculty with Ph.D.

04

No of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
10	00	00

Innovative processes adopted by the institution in Teaching and Learning:

1. The Academic Calendar of the college is modeled after the academic calendar provide by the affiliating university (University of north Bengal) and eventually IQAC of the institution drive right from the very beginning of each academic session and prepares the academic calendar. The different event of Academic calendar displayed on the college notice board time to time to aware the students and staffs of the college.
2. The departmental meetings are held prior to the beginning of next academic session in order to discuss and confirm lesson planning, syllabus distribution etc. The syllabus is allotted to teachers by the Head of the Department.
3. All the 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 students' and professor's Notice Board
4. The college has a well-functioning library.
5. The college is credited with having a well-structured teaching strategy to facilitate optimum learning. The teaching activity is recorded in individual teacher's academic diary year wise.
6. The theory classes for the academic session often includes in addition to classes taken by the regular faculties, special invited lectures by teachers from other colleges, departmental paper presentation by the students.
7. The assessment of the students is carried out in the form of Unit Test, Test Examination thoroughly during the session and remedial discussions are organized students after evaluation. Tutorial classes also are arranged for the students to meet their academic success.

Average percentage of attendance of students

70 – 80%

Course / Programme wise distribution of pass percentage:

Under Graduation:

Sl. No. 1	Courses	Part	Pass %
	B.A. (Hons.)	Part- I	55.69
		Part- II	81.69
		Part- III	76.16

Sl. No.	Courses	Part	Pass %
2	B.A.(General)	Part I	29.97
		Part II	37.82
		Part III	51.79

Initiatives undertaken towards faculty development

Faculty/ Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
UGC- Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation Programmes	04
Faculty exchange programme	06
Staff training conducted by the university	Nil
Staff training conducted by the other institutions	Nil
Summer/ Winter school, Workshops, etc.	08
NO. Of teachers participated in various bodies of the institution such as BOS, and ACADEMIC COUNCIL	01

Research, Consultancy and Extension

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

The IQAC of the college along with Governing Body and Vice- Principal encourages teaching faculty to undertake Major and Minor Research project under UGC and individual research work in the form of faculty development programme (FDP) under UGC. The Institution has initiated staff and students to publish research papers in national and international journals. Primarily being an undergraduate institution, the college has nevertheless been a centre an active research. Five of our faculty members were awarded Ph.D and two Faculty members have registered themselves for Ph.D work after the completion of their course work as per UGC norms. Teachers encourage the students to build their writing skill and enlighten them about different topics of their subject. Faculties of the college frequently participated and presented papers in seminars and conferences. Most of the faculties have a good number of publications in reputed national and international journals to their credit.

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

Teachers of the college continuously gives their effort towards the development of the students not only through teaching their subjects but also working on their personality development through co-curricular activities, Seminars, Health Programmes and social extension programmes initiated under the guidance of NSS unit-I and unit-II of the college. Students are always encouraged to participate in the extension activities like plantation of saplings, Blood Donation Camp, Yoga training camp, Eye checkup camp, Campus cleaning programme etc. The NSS Units of the college has initiated awareness programmes on Health and Hygiene, AIDS, Laws relating to anti – ragging and domestic violence, women trafficking. The students under NSS unit have taken an active part in different social work in the nearby villages regarding education, economy, women empowerment, child labour, early marriage etc. Besides, students are always encouraged to participate enthusiastically in educational tour conducted by the Department of Geography.

3. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus are	20252.86 Sq. mts.	Nil	Ramakrishna Ashrama, Alipurdua, Development fund of the college.	20252.86 Sq. mts.
Class rooms	12		Late Debesh Maitra, Uttar Banga Unnayan Parishad, B. C. W, UGC, MP Zilaparishad- Alipurduar, Higher Education W.B	12
Laboratories	01	Self		01
Seminar Halls	00	00	Self	00
Others	-----	-----	-----	-----

Administration in the library

Library, which is the principle and most important learning resource of the college, has various facilities for lending books. Books were accessed through catalogue system and as they are systematically stacked in the library the students can easily get access to them according to their requirement. Print journals are also available for the students so that they can easily get hold of the updated sources and informations.

Library services(2015-16):

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10,781	12, 65,304/-	NIL	NIL	10, 781	12, 65, 304/-
Reference Books	1051	2, 67,920/-	100	20,770/-	1151	2,88,690/-
Journals	08	48,470/-	--	10,770/-	08	59,240/-
Others(specify)	--	--	--	--	--	--

Amount spent on maintenance in lakhs:

i) Campus Infrastructure and facilities Including ICT and Equipments (201-2016)
(Excluding Salary)

34.83005/-

ii) Others

00

Total -

34.83005/-

4. Students Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

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

Efforts made by the institution for tracking the progression

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

(a) Total Number of students

UG	PG	Ph.D.	Others
Total= 3167			

Details of student counseling and career guidance

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

Governance, Leadership and Management

State the Vision and Mission of the institution

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

Mission of the college:

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

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

Curriculum Development

The College Prospectus is placed in the College Website in order to familiarize the new students and stakeholders with the vision, mission, and objective of the college i.e., to impart higher education among the students basically belonging to backward class and economically weaker class. Strong efforts are incessantly made by the Professors of every department through conducting seminars, invited lectures, assignments and projects to complement the curriculum. Lesson plans are prepared to ensure high quality of lectures and the use of learner-centric methods are meticulously planned and executed. Tutorial classes are offered to the students based on their academic performance which is assessed through Unit test, academic counseling, Test examination etc. The IQAC of the college facilitates the organization in various extension activities.

Teaching, Learning and Evaluation

The teaching learning and evaluation process of the college follows the academic Calendar prepared by the IQAC of this institution. An orientation programme is offered to the newly admitted students in the beginning of the session in order to acquaint them with the syllabus and systems and programmes of the college and evaluation process. Each department of the institution prepares teaching modules to impart optimum experiential learning to the students. The Vibrant interaction between teachers and learners and between strong learners and slow learners creates an academic atmosphere to enhance knowledge and broadens outlook. PTA Meeting is conducted to brief the performance of the student to the parents. The IQAC plays a pivotal role in facilitating constant engagement in academic activities by students and teachers and actively taking initiative to solve the problems arises in academic and other matters of the college.

Examination and Evaluation

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

Faculty and Staff recruitment

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

Admission of Students

All students are admitted on the basis of the marks. They are awarded in their X+II examination. 73.59% students . 3167 students are admitted in 2015-16 academic sessions.

Welfare scheme for teaching, non- teaching and other employees

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

Whether annual financial audit has been done.

Yes	No
√	

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

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

Activities and support from the Alumni Association

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

Activities and support from the Parent- Teacher Association

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

Development programmes for support staff

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

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

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

Innovation and Best Practices

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

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

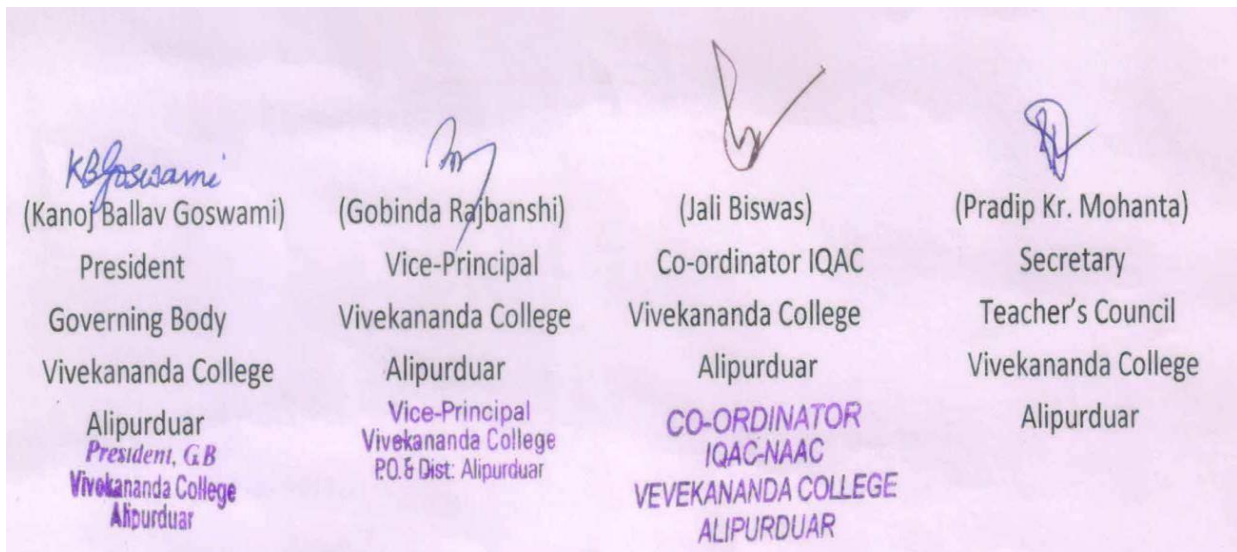
Provide the Action Taken Report(ATR) based on the plan of action decided upon at the beginning of the year

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

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

Give two Best Practices of the institution

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



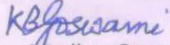
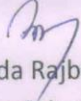


VIVEKANANDA COLLEGE, ALIPURDUAR

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



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

2014-2015

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

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

Objectives of AAA are—

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

AAA Methodology—

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

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

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

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

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

1. TEACHER PROFILE

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

2. TEACHER TIME TABLE

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

3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

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

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

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

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

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

6. EXTENDED PROGRAMME OF THE DEPARTMENT

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


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


Jati Biswas


Signature of the Teacher


Designation: Associate Professor

H. O. D.


Signature of
Vice-Principal
Vivekananda College
B.D. 11/14


Signature of
Secretary, T.C.


Signature of
HOD


Signature of
IQAC coordinator

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT: GEOGRAPHY ACADEMIC YEAR: 2014-2015
NAME OF THE TEACHER: PRANAB SAHA B PROGRAMME: B.A. GENERAL

1. TEACHER PROFILE

RESPONSIBILITIES HOLD	IQAC COORDINATOR, HOD OF ALL SUBJECTS OF STUDY, VICE PRINCIPAL, SECRETARY OF THE TEACHERS' COUNCIL
CLASS ENGAGED	B.A. - Pw - I, II, III (General)
YEAR OF JOINING	13th March 2014
LENGTH OF SERVICE	1 year - 3 months

2. TEACHER TIME TABLE

DAY ORDER	PERIOD						TUTORIAL/ENRICHMENT
	1	2	3	4	5	6	
I	✓						
II	✓	✓	✓				
III	✓	✓	✓				
IV	✓	✓	✓				
V	✓						

3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

CLASS	NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
HONS/CC (1 st year)				
HONS/ CC (2 nd year)				
HONS/ CC (3 rd year)				
ELT/DSC (P) 1 st year	49 hrs 40 mt	30 mt 45 mt		
ELT/DSC (P) 2 nd year	49 hrs 30 mt	6 hrs		
ELT/DSC (P) 3 rd year	49 hrs 30 mt	7.5 hrs		
GE				
LCC				
AECC	22 hrs 30 mt	9 hrs		

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	EXPERT DETAIL	REMARKS
24.02.2015	Education - 1st	26	P.S.R. -	-

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

CLASS	Number of Students	Examination/Internal Assessment	Whether enhancement programme conducted
1 st yr. Gen		N.A	N.A
2 nd yr. Gen			
2 nd yr. Gen			
3 rd yr. Gen			
3 rd yr. Gen			

6. EXTENDED PROGRAMME OF THE DEPARTMENT

CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER
N.A	N.A	N.A	N.A	N.A

7. Any Other:

Pranab Saha Roy
Signature of the Teacher

Designation:

[Signature]
Signature of
Vice Principal

[Signature]
Signature of
Secretary, T.C.

Pranab Saha Roy
Signature of
HOD

[Signature]
Signature of
IQAC coordinator

Details of the Institution

1.1 Name of the Institution:

Vivekananda College, Alipurduar

Address:

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

City/Town:

Alipurduar

State:

West Bengal

Pin Code:

736121

Institution e-mail address:

vcalipurduar@gmail.com

Contact Nos.:

03564274705, 09832486024, 9733196187

Website:

www.vivekanandacollegealipurduar.in

Name of the Affiliating University:

**University of
North Bengal**

Curricular Aspects

Details about Academic Programmes

Level of the programe	Number of existing courses	Number of existing programmes	Number of programmes added during the year	Number of self financing programmes	Total
UG	13	02	00	00	13

Pattern of programmes:

Pattern	Number of programmes	No. of Courses
Trimester	NIL	NIL
Annual	02	13

Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	7	4	Nil	Nil

No. of permanent faculty with Ph.D.

03

No of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
8	00	00

Innovative processes adopted by the institution in Teaching and Learning:

1. The Academic Calendar of the college is modeled after the academic calendar provide by the affiliating university (University of north Bengal) and eventually IQAC of the institution drive right from the very beginning of each academic session and prepares the academic calendar. The different event of Academic calendar displayed on the college notice board time to time to aware the students and staffs of the college.
2. The departmental meetings are held prior to the beginning of next academic session in order to discuss and confirm lesson planning, syllabus distribution etc. The syllabus is allotted to teachers by the Head of the Department.
3. All the 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 students' and professor's Notice Board
4. The college has a well-functioning library.
5. The college is credited with having a well-structured teaching strategy to facilitate optimum learning. The teaching activity is recorded in individual teacher's academic diary year wise.
6. The theory classes for the academic session often includes in addition to classes taken by the regular faculties, special invited lectures by teachers from other colleges, departmental paper presentation by the students.
7. The assessment of the students is carried out in the form of Unit Test, Test Examination thoroughly during the session and remedial discussions are organized students after evaluation. Tutorial classes also are arranged for the students to meet their academic success.

Average percentage of attendance of students

70 – 80%

Course / Programme wise distribution of pass percentage:

Under Graduation:

Sl. No. 1	Courses	Part	Pass %
	B.A. (Hons.)	Part- I	55.72
		Part- II	81.84
		Part- III	81.22

Sl. No.	Courses	Part	Pass %
2	B.A.(General)	Part I	56.30
		Part II	86.06
		Part III	40.52

Initiatives undertaken towards faculty development

Faculty/ Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC- Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation Programmes	02
Faculty exchange programme	00
Staff training conducted by the university	Nil
Staff training conducted by the other institutions	Nil
Summer/ Winter school, Workshops, etc.	08
NO. Of teachers participated in various bodies of the institution such as BOS, and ACADEMIC COUNCIL	Nil

Research, Consultancy and Extension

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

The IQAC of the college along with Governing Body and Vice- Principal encourages teaching faculty to undertake Major and Minor Research project under UGC and individual research work in the form of faculty development programme (FDP) under UGC. The Institution has initiated staff and students to publish research papers in national and international journals. Primarily being an undergraduate institution, the college has nevertheless been a centre an active research. Three of our faculty members were awarded Ph.D. Teachers encourage the students to build their writing skill and enlighten them about different topics of their subject. Faculties of the college frequently participated and presented papers in seminars and conferences. Most of the faculties have a good number of publications in reputed national and international journals to their credit.

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

Teachers of the college continuously gives their effort towards the development of the students not only through teaching their subjects but also working on their personality development through co-curricular activities, Seminars, Health Programmes and social extension programmes initiated under the guidance of NSS unit-I and unit-II of the college. Students are always encouraged to participate in the extension activities like plantation of saplings, Blood Donation Camp, Yoga training camp, Eye checkup camp, Campus cleaning programme etc. The NSS Units of the college has initiated awareness programmes on Health and Hygiene, AIDS, Laws relating to anti – ragging and domestic violence, women trafficking. The students under NSS unit have taken an active part in different social work in the nearby villages regarding education, economy, women empowerment, child labour, early marriage etc. Besides, students are always encouraged to participate enthusiastically in educational tour conducted by the Department of Geography.

1. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus are	20252.86 Sq. mts.	Nil	Ramakrishna Ashrama, Alipurdua, Development fund of the college.	20252.86 Sq. mts.
Class rooms	11		Late Debesh Maitra, Uttar Banga Unnayan Parishad, B. C. W, UGC, MP Zilaparishad- Alipurduar, Higher Education W.B	11
Laboratories	01	Self		01
Seminar Halls	00	00	Self	00
Others	-----	-----	-----	-----

Administration and library

Library, which is the principle and most important learning resource of the college, has various facilities for lending books. Books were accessed through catalogue system and as they are systematically stacked in the library the students can easily get access to them according to their requirement. Print journals are also available for the students so that they can easily get hold of the updated sources and informations.

Library services(2014-15):

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10,752	12,61,407.00/-	29	4,497/-	10,781	12,65,904/-
Reference Books	951	2,46,273.00/-	100	21,647.00/-	1051	2,67,920/-
Journals	08	38,970/-	--	9,500/-	08	48,470/-
Others(specify)	--	--	--	--	--	--

Amount spent on maintenance in lakhs:

i) Campus Infrastructure and facilities Including ICT and Equipment (2014 – 2015)
(Excluding Salary)

175.62294/-

ii) Others

00

Total -

175.62294/-

2. Students Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

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

Efforts made by the institution for tracking the progression

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

(a) Total Number of students

UG	PG	Ph.D.	Others
Total= 3,194			

Details of student counseling and career guidance

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

Governance, Leadership and Management

State the Vision and Mission of the institution

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

Mission of the college:

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

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

Curriculum Development

The College Prospectus is placed in the College Website in order to familiarize the new students and stakeholders with the vision, mission, and objective of the college i.e., to impart higher education among the students basically belonging to backward class and economically weaker class. Strong efforts are incessantly made by the Professors of every department through conducting seminars, invited lectures, assignments and projects to complement the curriculum. Lesson plans are prepared to ensure high quality of lectures and the use of learner-centric methods are meticulously planned and executed. Tutorial classes are offered to the students based on their academic performance which is assessed through Unit test, academic counseling, Test examination etc. The IQAC of the college facilitates the organization in various extension activities.

Teaching, Learning and Evaluation

The teaching learning and evaluation process of the college follows the academic Calendar prepared by the IQAC of this institution. An orientation programme is offered to the newly admitted students in the beginning of the session in order to acquaint them with the syllabus and systems and programmes of the college and evaluation process. Each department of the institution prepares teaching modules to impart optimum experiential learning to the students. The Vibrant interaction between teachers and learners and between strong learners and slow learners creates an academic atmosphere to enhance knowledge and broadens outlook. PTA Meeting is conducted to brief the performance of the student to the parents. The IQAC plays a pivotal role in facilitating constant engagement in academic activities by students and teachers and actively taking initiative to solve the problems arises in academic and other matters of the college.

Examination and Evaluation

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

Faculty and Staff recruitment

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

Admission of Students

All students are admitted on the basis of the marks. They are awarded in their X+II examination. 73.59% students have been admitted. 3194 students are admitted in 2014-15 academic sessions.

Welfare scheme for teaching, non- teaching and other employees

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

Whether annual financial audit has been done.

Yes	No
√	

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

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

Activities and support from the Alumni Association

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

Activities and support from the Parent- Teacher Association

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

Development programmes for support staff

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

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

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

Innovation and Best Practices

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

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

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

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

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

Give two Best Practices of the institution

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

