

**VIVEKANANDA COLLEGE
ALIPURDUAR**

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



**ACADEMIC AND ADMINISTRATIVE
AUDIT (AAA)**

2021-2022

VIVEKANANDA COLLEGE, ALIPURDUAR

ACADEMIC AUDIT

DEPARTMENT: PHILOSOPHY ACADEMIC YEAR: 2021-2022

NAME OF THE TEACHER: SANTOSA BARMAN PROGRAMME: B.A. Hons + Pass

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 Sem & Eth Sem.
YEAR OF JOINING	01.09.2012
LENGTH OF SERVICE	10 Year 7th 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
1 st year (Hons)	1 st semester	24 hours	3 hours		Extra class
	2 nd semester	24 hours			
2 nd year (Hons)	3 rd semester	72 hours	3 hours		
	4 th semester	72 hours			
3 rd year (Hons)	5 th semester	96 hours	10 hours		
	6 th semester	96 hours			
G.E (Hons)	sem				
	sem				
AECC Hons + General	EVS				
	MIL				

CLASS (Programme Course)		NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
1 st year	1 st semester	24 hours	03 hours		Extra class
	2 nd semester	24 hours	03 hours		
2 nd year	3 rd semester	48 hours	05 hours		
	4 th semester	48 hours	05 hours		
3 rd year	5 th semester	48 hours	05 hours		
	6 th semester	48 hours	05 hours		
G.E	sem				
	sem				
LCC	sem				
	sem				

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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 Sem Hons.	08	Internal Assessment for semester students & Unit Test examination.	
1 st Sem. Gen	129		
2 nd Sem. Hons	08		
2 nd Sem. Gen	129		
3 rd Sem. Hons	01		
3 rd Sem. Gen	117		
4 th Sem Hons.	01		
4 th Sem. Gen	117		
5 th Sem. Hons	16		
5 th Sem. Gen	87		
6 th Sem. Hons	16		
6 th Sem. Gen	87		

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: SACT

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Vice Principal

Vice-Principal
Vivekananda College
Alipurduar

Neha Chatterjee
Signature of
Secretary

Registrar (Additional Charge)
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Signature of
HOD

Inspector of Colleges
University of North Bengal
Dist. Darjeeling (W.B.)

Neha Chatterjee
Signature of
COORDINATOR
IOAC-NAAC
VIVEKANANDA COLLEGE
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TEACHING PLAN

DEPARTMENT: PHILOSOPHY PROGRAMME: B.A. HONOURS
NAME OF PROF: SANTOSH BARMAN YEAR/SEMESTER: 1st SEM
SESSION: 2021-2022 SUBJECT: PHILOSOPHY HONOURS
PAPER: cc-1 & cc-2

SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
1.	cc-1 INDIAN PHILOSOPHY <u>Unit - III</u> Jainism	i) Anekāntavāda ii) syadvāda iii) Nayavada iv) bondage v) Liberation	
2.	<u>Unit - iv</u> Buddhism	i) Four Noble Truths ii) Doctrine of Dependent Origination iii) momentariness iv) Non-soul theory	


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SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
1.	CC-2 LOGIC (WESTERN)-1 <u>Unit - II</u> Aristotelian Logic Santosh Barman	i) Definition of Term ii) connotation and denotation of Terms iii) categorical Proposition, Distribution of Terms iv) Concept of mediate and Immediate Inference. v) Conversion, Obversion, Contraposition. vi) Square of Opposition and the Existential Import. vii) categorical syllogism, mood, figure, Rules of syllogism and formal fallacies. viii) validation or invalidation categorical syllogisms through syllogistic rules and venn diagrams.	


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TEACHING PLAN

DEPARTMENT: PHILOSOPHY PROGRAMME: B.A. HONOURS
NAME OF PROF: SANTOSH BARMAN YEAR/SEMESTER: 3rd SEM
SESSION: 2021-2022 SUBJECT: PHILOSOPHY HONOURS
PAPER: CC-5, CC-6, CC-7 & SEC-1

SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
1.	<u>CC-5</u> INDIAN PHILOSOPHY - II <u>Unit - III</u> Yoga	i) yaga ii) clutta iii) chittya britti iv) Astanga yoga v) God	
2.	<u>CC-6</u> WESTERN PHILOSOPHY - II <u>Unit - IV</u> Kant	i) conception of critical philosophy ii) classification of Judgements-analytic, synthetic, a posteriori, a posteriori iii) Possibility of synthetic a priori Judgment. iv) forms of sensibility v) intuition and Concepts.	


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SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
3.	<u>CC-7</u> LOGIC (WESTERN)-II <u>Unit-I</u> Logic of singular/universal Proposition <u>Unit-V</u> mills method	i) symbolization of Propositions. ii) Theory of Quantification iii) Proving validity and invalidity. i) Discuss about five mills method.	
4.	<u>SEC (Paper-I)</u> Basics of counselling	i) Youth and Positive mental Health By Sugata Roy chowdhury ii) Anger management through counselling By mangulika Ghosh	
	Santosh Barman		


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TEACHING PLAN

DEPARTMENT: PHILOSOPHY PROGRAMME: B.A HONORS
NAME OF PROF: SANTOSH BARMAN YEAR/SEMESTER: 5TH SEM
SESSION: 2021-2022 SUBJECT: PHILOSOPHY HONORS
PAPER: CC-11, CC-12, DSE1 & DSE2

SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
1.	<u>cc-11</u> TARKASAMGRAHA	i) anumāna and anumiti ii) Parāmarśa iii) vṛpāti iv) Pakṣadharmatā v) hetrābhās	
2.	<u>cc-12</u> ANALYTIC PHILOSOPHY Unit - 3	i) Knowledge ii) The source of Knowledge iii) what is Knowledge	



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SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
3.	<u>DSE - I</u> GITA	Samkhayega sloke - 9-27 sloke	
4.	<u>DSE - II</u> PHILOSOPHY OF MIND	i) The ontological Problem. ii) Dualism, philosophy Behaviourism, Reductive, materialism iii) The Epistemological Problem - The Problem of other minds.	
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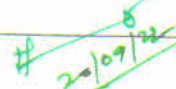
TEACHING PLAN

DEPARTMENT: PHILOSOPHY PROGRAMME: B.A HONOURS
NAME OF PROF: SANTOSH BARMAN YEAR/SEMESTER: 2nd Sem.
SESSION: 2021-22 SUBJECT: PHILOSOPHY
PAPER: cc 3 & cc 4

SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
	<u>cc 3</u> Unit-I Socrates:	i) origin and method of Knowledge ii) virtue is Knowledge (Socrates)	
	Unit-II Descartes:	i) method of doubt ii) Cogito Ergo Sum iii) mind body Dualism	


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TEACHING PLAN

DEPARTMENT: PHILOSOPHY PROGRAMME: B.A HONOURS
 NAME OF PROF: SANTOSH BARMAN YEAR/SEMESTER: 4th Sem.
 SESSION: 2021-22 SUBJECT: PHILOSOPHY
 PAPER: CC 8, CC 9, CC 10 & SEC-II

SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
1.	<u>CC 8</u> <u>PSYCHOLOGY</u> Perception :	i) nature of Perception and its relation to sensation ii) Gestalt theory of Perception iii) Perception of distance iv) Solidity of motion v) illusion and hallucination.	
2.	Attention : <u>CC 9 PHILOSOPHY OF RELI - GION</u> Unit-1	i) its nature and types ii) <u>conditions of attention</u> 1) The problem and scope of the philosophy of religion. 2. The origin of religion in the light of anthropology.	

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SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
1.	CC 10 SOCIAL POLITICAL PHILOSOPHY : Basic concepts :	i) Society ii) social group iii) community iv) Association and Institution	
2.	The concepts of welfare State <u>SEC-1</u> <u>Critical Thinking</u> Unit-1 Rasrihary Das Unit-II Santosh Barman	i) vada ii) Jalpa	


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TEACHING PLAN

DEPARTMENT: PHILOSOPHY PROGRAMME: B.A. Honours
 NAME OF PROF: SANTOSH BARMAN YEAR/SEMESTER: 6th Sem.
 SESSION: 2021-2022 SUBJECT: PHILOSOPHY
 PAPER: CC13, CC14, DSE3 & DSE4

SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
	<p><u>CC13</u> Analytic philosophy-II Bertrand Russell: The Problems of philosophy Unit-I</p>	<p>chapter-1, 2 & 3</p>	
	<p><u>CC14</u> Applied ethics Unit-1</p>	<p>1) Introduction to Applied ethics 2) Environmental ethics - ecology, man-nature relationship, the environmental and the human community, future generation</p>	

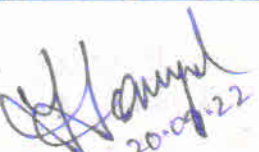
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SL. NO	TOPIC/TITLE	SUB-TOPIC	REQUIRED CLASS
	<u>DSE 3</u> Feminist philosophy	i) feminism and its background ii) morality and feminism	
	<u>DSE 4</u> Contemporary indian philosophy : M.K Gandhi	i) Swaraj ii) Non-violence iii) Satyagraha	
	Santosh Barman		


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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 program outcomes.

AAA Methodology—

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

1. Vice- Principal
2. IQAC Co-Ordinator
3. Secretary Teacher's Council

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


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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:

vc.alipurduar@gmail.com

Contact Nos.:

03564274705, 9832486024, 7001960015

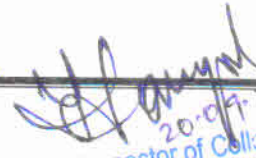
Website:

www.vivekanandacollegealipurduar.ac.in

Name of the Affiliating University:

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Criterion – I


1. Curricular Aspects

1.1 Details about Academic Programs

Level of the program	Number of existing courses	Number of existing programs	Number of programs added during the year	Number of self-financing programs	Total
UG	19	02	00	01	19

Pattern of programs:

Pattern	Number of programs	No. of Courses
Semester	2	19


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Criterion- II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	SACT
27	8	3	Nil	16

No. of permanent faculty with Ph.D.

03

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%

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Course / Program wise distribution of pass percentage:

Under Graduation:

Sl. No	Courses	Semester	Pass %
1	B.A. (Hons.)	Semester I	93.63%
2	B.A. (Hons.)	Semester II	96.95%
3	B.A. (Hons.)	Semester III	92.57%
4	B.A. (Hons.)	Semester IV	100%
5	B.A. (Hons.)	Semester V	98.29%
6	B.A. (Hons.)	Semester VI	100%

Sl. No	Courses	Semester	Pass %
1	B.A. (General)	Semester I	69.41%
2	B.A. (General)	Semester II	98.17%
3	B.A. (General)	Semester III	76.85%
4	B.A. (General)	Semester IV	80.49%
5	B.A. (General)	Semester V	83.26%
6	B.A. (General)	Semester VI	91.81%

Initiatives undertaken towards faculty development

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

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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 program (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 center of 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.

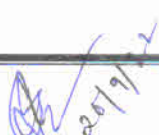
Major Activities during the year in the sphere of extension activities and Institutional and Social Responsibility

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 Programs and social extension programs 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 program etc. The NSS Units of the college has initiated awareness programs 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 labor, 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, Alipurduar, Development Fund of the college.	20252.86 Sq. mts.
Class rooms	16		Late Debesh Maitra, Uttar Banga Unnayan Parshad, B. C. W, UGC, MP Zilaparishad- Alipurduar, Higher Education dept of W.B.	16
Laboratories	03	Self		03
Seminar Halls	01	00	Self	01
Other	—			


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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 information.

Library Services (2021-22):

Items	Existing		Newly added		Total	
	Number	Value	Number	Value	Number	Value
Text Books	11,430	14,33,500.00	+318 -15 (Written off)	84,160.00 (-) 3,120.00	11,733	15,14,540.00
Reference Books	1189	2,94,934.00	NIL	NIL	1189	2,94,934.00
Journals	08 (Type)	1,54,215.00	RENEWED	18,705.00	08 Type	1,72,920.00
Digital database NLIST	NLIST	11,800.00	RENEWED	5900.00	NLIST	17,700.00
Total	12,619	18,94,449.00	303	1,05,645.00	12,922	20,00,094.00

Amount spent on maintenance in lakhs:

i) Campus Infrastructure and facilities Including ICT and Equipment's (2021-2022)
(Excluding salary)


3,18,365/-

ii) Others

00

Total -

3,18,365/-


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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 programs and social extension programs 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 scholarships, career guidance program, Special lecturer program etc. have been notified in the college notice board and in the college website- www.vivekanandacollegealipurduar.ac.in giving enough of time. To provide student support students' Union have been formed as per govt. order and the statute of the University of North Bengal.

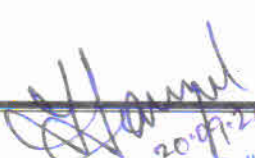
(a) Total Number of students

UG	PG	Ph.D.	Others
Total= 2363			

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.


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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.


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

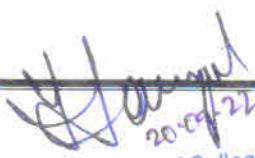
Curriculum Development:

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 program is offered to the newly admitted students in the beginning of the session in order to acquaint them with the syllabus and systems and programs 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.


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Examination and Evaluation:


Being an affiliated college, the institution meticulously follows the examination and evaluation system implements by the university. The evaluation reforms made by the university are communicated to the college prior to its implementation and training programs 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 program 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 is 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. 23 students were admitted in 2021-22 academic sessions. 47.62% percentage students are admitted.


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

The college provided a lot of effective welfare measures for teaching and non-teaching staff. 14 Days casual leave are available to the teaching and non-teaching staff that have done their service against substantive posts. 14 days of casual leave for SACT 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 program and official works. Festival advance for all the staffs are provided. Provident fund, pension, and other such Govt. Welfare schemes and measure are given to the staff. Faculty enhancement programs 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 programs to enhance their skill. Canteens- subsidized food, First Aid facility,

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	DPI, Kolkata	Yes	Audit Committee of the college
Administrative	Yes	DPI, Kolkata	Yes	Audit Committee of the college

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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 programs for support staff

1. Refresher Program
2. Orientation program
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 program. 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.


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Innovation and Best Practices

Innovation introduced during this academic year which have created a positive impact on the functioning of the institution. Details are given :

1. To initiate tutorial classes in order to supplement student's 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 program 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 2021-22 has been successfully achieved.

1. Anti ragging declaration collection during the time of student admission.

Best Practices of the institution:

1. No smoking zone.
2. Plastic free campus
3. No vehicles are allowed inside the campus.
4. Mentoring for weak students in education.



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General Suggestion:

1. There should be an overall enhancement of quality in personal, Professional, Infrastructural, in student outcome and administration.
2. Methodology of teaching and learning conducted for the different courses run by the college should be up dated.
3. Functioning of the laboratories and computer facilities.
4. I.T. Infrastructure should be developed.
5. Examinations and evaluation system should be transparent.
6. The development plan can be amended to meet requirements of NEP.
7. IQAC should enhance and take initiative to enhance the interactive capacity of teachers.
8. Quality exposure of teachers is very much recommended like Research collaboration and faculty exchange shall be promoted.
9. The concept of cross cutting issues should be oriented to the students.
10. Staff members need to show higher concerned professionalism.
11. Teaching plan has to be monitored by the HOD.
12. Yearly confidential report of HOD'S must be introduced.
13. No of committees should be constituted to monitor and finalize the syllabus of ADD On courses, certificate courses etc.
14. The college should work on the library trajectory like procuring rare manuscripts etc.
15. Arranging special lectures meet should be increased.

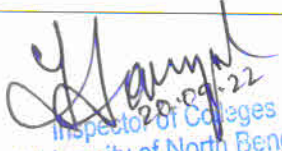
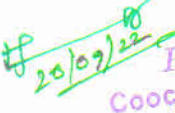
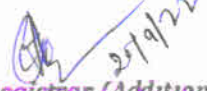

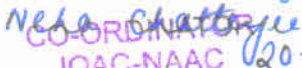

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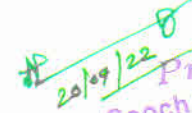
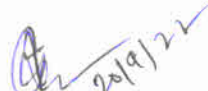



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16. A board of research should be constituted for financing small scale researches and seminar.
17. Majors related to the digitization of the office should be taken.
18. There should an ICT room attached to the library for the students of the college.
19. A teachers' work diary should be maintained and verified by the HOD.
20. Students club should be formed for the development of the extra curricular activity.

Signature of the External and Internal Audit Team:

<p>Dr. Subrata Sanyal Inspector of Colleges, University of North Bengal</p> <p>(External Expert)</p>	 20.09.22 Inspector of Colleges University of North Bengal Dist. Darjeeling (W.B.)
<p>Dr. Pankaj Kumar Debnath Principal, Cooch Behar College, Cooch Behar</p> <p>(External Expert)</p>	 20/09/22 Principal Cooch Behar College Cooch Behar
<p>Dr. Jaydip Roy Registrar, Alipurduar University, Alipurduar</p> <p>(External Expert)</p>	 20/9/22 Registrar (Additional Charge) Alipurduar University
<p>Dr. Gobinda Rajbanshi Vice Principal, Vivekananda College, Alipurduar</p> <p>(Internal Expert)</p>	 20/9/22 AUTHENTICATED VICE PRINCIPAL VIVEKANANDA COLLEGE ALIPURDUAR
<p>Miss. Neha Chatterjee TCS & IQAC Coordinator, Vivekananda College, Alipurduar</p> <p>(Internal Expert)</p>	 20.9.22 CO-ORDINATOR IQAC-NAAC VIVEKANANDA COLLEGE ALIPURDUAR

Signature of the External and Internal Audit Team:

<p>Dr. Subrata Sanyal Inspector of Colleges, University of North Bengal</p> <p>(External Expert)</p>	<p> 20.9.22 Inspector of Colleges University of North Bengal Dist. Darjeeling (W.B.)</p>
<p>Dr. Pankaj Kumar Debnath Principal, Cooch Behar College, Cooch Behar</p> <p>(External Expert)</p>	<p> 20/09/22 Principal Cooch Behar College Cooch Behar</p>
<p>Dr. Jaydip Roy Registrar, Alipurduar University, Alipurduar</p> <p>(External Expert)</p>	<p> 20/9/22 Registrar (Additional Charge) Alipurduar University</p>
<p>Dr. Gobinda Rajbanshi Vice Principal, Vivekananda College, Alipurduar</p> <p>(Internal Expert)</p>	<p> 20.9.22 AUTHENTICATED VICE PRINCIPAL VIVEKANANDA COLLEGE ALIPURDUAR</p>
<p>Miss. Neha Chatterjee TCS & IQAC Coordinator, Vivekananda College, Alipurduar</p> <p>(Internal Expert)</p>	<p> 20.9.22 CO-ORDINATOR IQAC-NAAC VIVEKANANDA COLLEGE ALIPURDUAR</p>

**VIVEKANANDA COLLEGE,
ALIPURDUAR**

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



**ACADEMIC AND ADMINISTRATIVE AUDIT
(AAA)**

2020-2021

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT: BENGALI..... ACADEMIC YEAR: 2020-2021.....

NAME OF THE TEACHER: DR. KAUSHIK KAR..... PROGRAMME: B.A. HON'S AND PASS.....

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. HONOURS AND PROGRAMME COURSE</u>
YEAR OF JOINING	<u>13.02.2020</u>
LENGTH OF SERVICE	<u>3 YEARS.</u>

2. TEACHER TIME TABLE

DAY ORDER	PERIOD						TUTORIAL/ENRICHMENT
	1	2	3	4	5	6	
I		✓	✓		✓		
II	✓	✓		✓			
III			✓	✓	✓	✓	
IV		✓	✓		✓		
V		✓		✓	✓		01

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
1 st year (Hons)	1 st semester	48 HOURS	08 HOURS	04 HOURS	Extra classes
	2 nd semester	48 HOURS	08 "		
2 nd year (Hons)	3 rd semester	48 HOURS	08 HOURS		
	4 th semester	48 HOURS	08 "		
3 rd year (Hons)	5 th semester	48 HOURS	08 HOURS	06 HOURS	Extra class
	6 th semester	48 HOURS	08 HOURS		
G.E (Hons)	1 st sem	24 HOURS	02 HOURS		
	2 nd sem	24 HOURS	02 HOURS.		
AEEC	EVS				
Hons + General	MIL				

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CLASS (Programme Course)		NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
1 st year	1 st semester	48 HOURS	08 HOURS		
	2 nd semester	48 HOURS	08 HOURS		
2 nd year	3 rd semester	70 HOURS.	10 HOURS		
	4 th semester	72 HOURS	10 HOURS		
3 rd year	5 th semester	48 HOURS	08 HOURS		
	6 th semester	48 HOURS.	08 HOURS		
G.E	5 th sem	24 HOURS	02 HOURS		
	6 th sem	24 HOURS	02 HOURS		
G.E	1 st sem	24 HOURS	02 HOURS		
	2 nd Sem				

VIVEKANANDA COLLEGE, ALIPURDUAR

ACADEMIC AUDIT

DEPARTMENT: BENGALI ACADEMIC YEAR: 2020-2021

NAME OF THE TEACHER: DR. KAUSHIK KAR PROGRAMME: B.A. HON'S AND PASS

1. TEACHER PROFILE

RESPONSIBILITIES HOLD	IQAC COORDINATOR, HOD OF ALL SUBJECTS OF STUDY, VICE PRINCIPAL, SECRETARY OF THE TEACHERS' COUNCIL
CLASS ENGAGED	B.A. HONOURS AND PROGRAMME COURSE
YEAR OF JOINING	13.02.2020
LENGTH OF SERVICE	3 YEARS.

2. TEACHER TIME TABLE

DAY ORDER	PERIOD						TUTORIAL/ENRICHMENT
	1	2	3	4	5	6	
I		✓	✓		✓		
II	✓	✓		✓			
III			✓	✓	✓	✓	
IV		✓	✓		✓		
V		✓		✓	✓		01

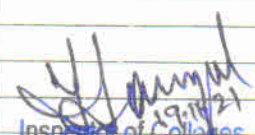
3. DETAILS OF TEACHING WORK DURING THE ACADEMIC YEAR

CLASS		NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
1 st year (Hons)	1 st semester	48 HOURS	08 HOURS	04 HOURS	Extra classes.
	2 nd semester	48 HOURS	08 "		
2 nd year (Hons)	3 rd semester	48 HOURS	08 HOURS		
	4 th semester	48 HOURS	08 "		
3 rd year (Hons)	5 th semester	48 HOURS	08 HOURS	06 HOURS	Extra classes.
	6 th semester	48 HOURS	08 HOURS		
G.E (Hons)	1 st sem	24 HOURS	02 HOURS		
	2 nd sem	24 HOURS	02 HOURS.		
AECC Hons + General	EVS				
	MIL				

CLASS (Programme Course)		NUMBER OF HOURS ENGAGED	NUMBER OF HOURS LOST	NUMBER OF HOURS COMPENSATED	METHOD OF COMPENSATION
1 st year	1 st semester	48 HOURS	08 HOURS		
	2 nd semester	48 HOURS	08 HOURS		
2 nd year	3 rd semester	70 HOURS.	10 HOURS		
	4 th semester	72 HOURS	10 HOURS		
3 rd year	5 th semester	48 HOURS	08 HOURS		
	6 th semester	48 HOURS.	08 HOURS		
G.E	5 th sem	24 HOURS	02 HOURS		
	6 th sem	24 HOURS	02 HOURS		
LCC	1 st sem	24 HOURS	02 HOURS		
	2 nd Sem				

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4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

N.A.

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 Sem Hons.	51	ASSIGNMENT (ONLINE MODE)	NIL
1 st Sem. Gen	418		
2 nd Sem. Hons	51		
2 nd Sem. Gen	418		
3 rd Sem. Hons	67		
3 rd Sem. Gen	534		
4 th Sem Hons.	67	ASSIGNMENT (ONLINE MODE)	NIL
4 th Sem. Gen	534		
5 th Sem. Hons	62		
5 th Sem. Gen	306		
6 th Sem. Hons	62		
6 th Sem. Gen	306		


6. EXTENDED PROGRAMME OF THE DEPARTMENT


CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER
	22.02.21	Seminar on International Mother Language Day.	27	

7. Any Other:

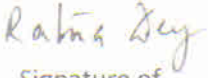

Inspector of Colleges
University of North Bengal
Dist. Darjeeling (W.B.)



Principal
Cooch Behar College
Cooch Behar


Signature of the Teacher
Designation: Asst. Prof of Bengli.


Signature of
Vice Principal
Vice-Principal
Vivekananda College
Alipurduar


Signature of
Secretary


Signature of
HOD
Head of the Dept.
Dept. of Bengali
Vivekananda College
Alipurduar


Coordinator
IQAC NAAC
IQAC coordinator
VIVEKANANDA COLLEGE
ALIPURDUAR


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Alipurduar University

VIVEKANANDA COLLEGE, ALIPURDUAR

TEACHING PLAN

DEPARTMENT: BENGALI PROGRAMME: B.A Hons
 NAME OF PROF: Dr. KAUSHIK KAR YEAR/SEMESTER: 4 sem
 SESSION: 2020-2021 SUBJECT: BENGALI
 PAPER: CCB

SL. NO	TOPIC/TITLE	SUB-TOPIC	REQUIRED CLASS
	বঙ্গমঞ্চের ইতিহাস	১. উনিশ শতকের প্রথমার্ধে কালকাতায় বিদেশী বঙ্গালয়	০২
		২. গোবর্ধন লেবেদে ও বঙ্গলী অধিদপ্তর	০২
		৩. বাংলার সৌধন নাট্যশালার উৎপত্তির ইতিহাস ও নাট্যশালা গুলির পরিচয়	০২
		৪. ন্যাশনাল থিয়েটার প্রতিষ্ঠার ইতিহাস ও অবদান	০২
		৫. গ্রেট ন্যাশনাল থিয়েটার ও নাট্যকার	০২
		৬. নাট্য নিয়ন্ত্রন অফিস - বঙ্গালয়ে ওয় পুস্তক	০২
		৭. মিনাটো থিয়েটার - এর গুরুত্ব	০২
		৮. মডার্ন থিয়েটারের অবদান	০২

Principal
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Alipurduar University

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University of North Bengal
Dist. Darjeeling (W.B.)

বঙ্গমহাশয়ের ইতিহাস

১. বরদ্বীপ নামে থাকে ৩
বাংলা বঙ্গালয়

০২

২০. গননাড় মংগ
প্রতিয়ার উদ্দেশ্য

০২

২২. নবনাড় আদালত

০২

২২. নাজুকার -

০২

শিবিকা চন্দ্র চৌধুরী
অমরেন্দ্র নাম দঃ
শিমির কুমার গাঙ্গুলী
বিনোদিনী
তারা গাঙ্গুলী
বিক্রম গাঙ্গুলী
জালু মিত্র

12

ডঃ কৌশিক বসু

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Cooch Behar

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Ainurduar University

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VIVEKANANDA COLLEGE, ALIPURDUAR

TEACHING PLAN

DEPARTMENT: BENGALI PROGRAMME: B.A. HONS and PASS.
 NAME OF PROF: DR. KAUSAIK KAR YEAR/SEMESTER: 3rd
 SESSION: 2020-2021 SUBJECT: BENGLALI
 PAPER: VII

SL. NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
10	বীরাঙ্গিনী কবিতা - মহুসুনা হা	১. কবি মহুসুনা ও বীরাঙ্গিনী কবিতার সংস্কৃত সঙ্গতি ২. ভাগীরথী স্রোত ও স্বপ্ন ভাঙ্গলোনা ও মহুসুনার (সৌন্দর্য) ৩. কাকতালী স্রোত ও জালিন্দার কাকতালী স্রোত সঙ্গতি ৪. শীলকীর্তি স্রোত কবি - কবি রচনা সংস্কৃত বীরাঙ্গিনী ৫. মহা স্রোত স্রোত সংস্কৃত - স্রোত স্রোত ও বিজ্ঞান ৬. (সৌন্দর্য) স্রোত ভাঙ্গলোনা -	02 02 02 02 02 02

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Cooch Behar

19/11/21
Registrar (Additional Charge)
Alipurduar University

Inspector of Colleges
University of North Bengal
Dist. Darjeeling (W.B.)

SL NO	TOPIC TITLE	SUB-TOPIC	REQUIRED CLASS
		৭. ক্রম ও সীমা সম্পর্কিত	০২
		৮. সীমার ক্রম ও সম্পর্কিত	০২
		৯. সীমার ক্রম ও সম্পর্কিত	০২
		১০. সীমার ক্রম সম্পর্কিত ও সম্পর্কিত	০২

৬: সীমার ক্রম

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১৬

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

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

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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, 9832486024, 7001960015

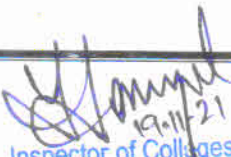
Website:

www.vivekanandacollegealipurduar.ac.in

Name of the Affiliating University:

University of North Bengal


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Criterion – I

1. Curricular Aspects


1.1 Details about Academic Programs

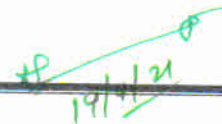
Level of the program	Number of existing courses	Number of existing programs	Number of programs added during the year	Number of self-financing programs	Total
UG	19	02	00	01	19

Pattern of programs:

Pattern	Number of programs	No. of Courses
Semester	02	16
Trimester	NIL	NIL


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Criterion- II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	SACT
27	8	3	Nil	16

No. of permanent faculty with Ph.D.

03


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%


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Course / Programme wise distribution of pass percentage:

Under Graduation:

Sl. No	Courses	Semester	Pass %
1	B.A. (Hons.)	Semester I	95%
2	B.A. (Hons.)	Semester II	98.79%
3	B.A. (Hons.)	Semester III	92.43%
4	B.A. (Hons.)	Semester IV	100%
5	B.A. (Hons.)	Semester V	100%
5	B.A. (Hons.)	Part- III	100%

Sl. No	Courses	Semester	Pass %
1	B.A.(General)	Semester I	83.40%
2	B.A.(General)	Semester II	87.12%
3	B.A.(General)	Semester III	82%
4	B.A.(General)	Semester IV	85.48%
5	B.A.(General)	Semester V	72.62%
5	B.A.(General)	Part- III	90.62%

Initiatives undertaken towards faculty development:

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


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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 Programs and social extension programs 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 programs 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 labor, 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, Alipurduar, Development fund of the college.	20252.86 Sq. mts.
Class rooms	16		Late Debesh Maitra, Uttar Banga Unnayan Parshad, B. C. W, UGC, MP Zilla parishad- Alipurduar, Higher Education Dept of W.B	16
Laboratories	03	Self		03
Seminar Halls	01	00	Self	01
Others	---	---	---	---


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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 information.

Library Services (2020-21):

Items	Existing		Newly added		Total	
	Number	Value	Number	Value	Number	Value
Text Books	11,430	14,33,500.00	NIL	NIL	11,430	14,33,500.00
Reference Books	1189	2,94,934.00	NIL	NIL	1189	2,94,934.00
Journals	08	1,36,120.00	RENEWED	18,095.00	08	1,54,215.00
Digital database NLIST	NLIST	5900.00	RENEWED	5900.00	NLIST	11,800.00
Total	12,619	18,70,454.00	NIL	23,995.00	12619	18,94,449.00

Amount spent on maintenance in lakhs:

i) Campus Infrastructure and facilities Including ICT and Equipment's (2020-21)
(Excluding Salary)

15,53,754

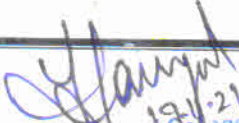
ii) Others

00

Total -

15,53,754


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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 programs and social extension programs 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= 2430			

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.

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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.


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

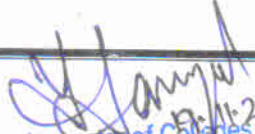
Curriculum Development:


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.


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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 programs 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.


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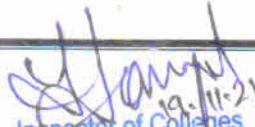
Faculty and Staff recruitment


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 HS marks. 2,430 students were admitted in 2020-2021 academic sessions. Percentages of admitted students are 48.97%


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

The college provided a lot of effective welfare measures for teaching and non-teaching staff. 14 Days casual leave are available to the teaching and non-teaching staff that have done their service against substantive posts. 14 days casual leave is allotted for SACT and others. 20 days half-pay leave or 10 days full pay leave (medical) can be commuted every year maximum to 180 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 programs 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 programs to enhance their skill. Canteens-subsidized food, First Aid facility, parking facility, Grievance Redressal cell are also with the welfare scheme.

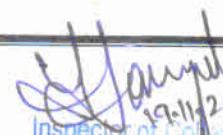
Whether annual financial audit has been done.

Yes	No
√	

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Agency
Academic	Yes	DPI, Kolkata	Yes	Audit Committee of the college
Administrative	Yes	DPI, Kolkata	Yes	Audit Committee of the college


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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.

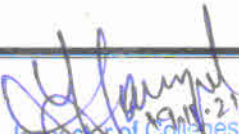
Development programs for support staff

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.


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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.

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

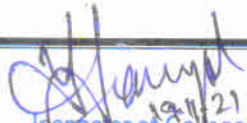
The plan of action executed during the beginning of the academic year 2020-21 has been successfully achieved.

1. Anti ragging declaration collection during the time of student admission.

Give two Best Practices of the institution

1. No smoking zone
2. No vehicles are allowed in the Campus
3. Plastic free campus
4. Mentoring for weak students in education.



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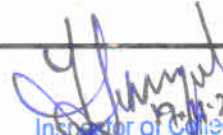

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General Suggestion:

1. There should be an overall enhancement of quality in personal, Professional, Infrastructural, in student outcome and administration.
2. Methodology of teaching and learning conducted for the different courses run by the college should be up dated.
3. Functioning of the laboratories and computer facilities.
4. I.T. Infrastructure should be developed.
5. Examinations and ^oevolu_ktion system should be transparent.
6. The development plan can be amended to meet requirements of NEP.
7. IQAC should enhance and take initiative to enhance the interactive capacity of teachers.
8. Quality exposure of teachers is very much recommended like Research collaboration and faculty exchange shall be promoted.
9. Staff members need to show higher concerned professionalism.
10. Teaching plan has to be monitored by the HOD.
11. Research oriented workshop should be prepared for the students and faculty members.
12. Yearly confidential report of HOD'S must be introduced.


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Signature of the External and Internal Audit Team:

<p>Dr. Subrata Sanyal Inspector Colleges, University of North Bengal (External Expert)</p>	<p> Inspector of Colleges University of North Bengal Dist. Darjeeling (W.B.)</p>
<p>Dr. Pankaj Kumar Debnath Principal, Cooch Behar College, Cooch Behar (External Expert)</p>	<p> 19/11/21 Principal Cooch Behar College Cooch Behar</p>
<p>Dr. Jaydip Roy Registrar, Alipurduar University, Alipurduar (External Expert)</p>	<p> 19/11/21 Registrar (Additional Charge) Alipurduar University</p>
<p>Dr. Gobinda Rajbanshi Vice Principal, Vivekananda College, Alipurduar (Internal Expert)</p>	<p>AUTHENTICATED  19/11/21 VICE PRINCIPAL VIVEKANANDA COLLEGE ALIPURDUAR</p>
<p>Ms. Jali Biswas Coordinator, IQAC, Vivekananda College, Alipurduar (Internal Expert)</p>	<p> 19/11/21 COORDINATOR IQAC-NAAC VIVEKANANDA COLLEGE ALIPURDUAR</p>
<p>Miss. Neha Chatterjee Secretary, Teachers' Council (Internal Expert)</p>	<p> 19/11/21 Secretary TEACHERS' COUNCIL VIVEKANANDA COLLEGE ALIPURDUAR</p>

13. No of committees should be constituted to monitor and finalize the syllabus of ADD On courses, certificate courses etc.
14. Arranging special lectures meet should be increased.
15. Only few teachers have resorted to innovative approaches to teaching.
16. The approach for tutorial classes any special classes should be well defined.
17. The concept of cross cutting issues should be oriented to the students.
18. The college should work on the library trajectory like procuring rare manuscripts etc.

Signature of the External and Internal Audit Team:

<p>Dr. Subrata Sanyal Inspector Colleges, University of North Bengal (External Expert)</p>	 Inspector of Colleges University of North Bengal Dist. Darjeeling (W.B.)
<p>Dr. Pankaj Kumar Debnath Principal, Cooch Behar College, Cooch Behar (External Expert)</p>	 Principal Cooch Behar College Cooch Behar
<p>Dr. Jaydip Roy Registrar, Alipurduar University, Alipurduar (External Expert)</p>	 Registrar (Additional Charge) Alipurduar University
<p>Dr. Gobinda Rajbanshi Vice Principal, Vivekananda College, Alipurduar (Internal Expert)</p>	AUTHENTICATED  VICE PRINCIPAL VIVEKANANDA COLLEGE ALIPURDUAR
<p>Ms. Jali Biswas Coordinator, IQAC, Vivekananda College, Alipurduar (Internal Expert)</p>	 CO-ORDINATOR IQAC-NAAC VIVEKANANDA COLLEGE ALIPURDUAR
<p>Miss. Neha Chatterjee Secretary, Teachers' Council (Internal Expert)</p>	 Secretary TEACHERS' COUNCIL VIVEKANANDA COLLEGE ALIPURDUAR

VIVEKANANDA COLLEGE ALIPURDUAR

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



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

2019-2020

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT Political Science ACADEMIC YEAR: 2019 - 2020

NAME OF THE TEACHER: Sipra Chakraborty PROGRAMME: B.A 2nd Sem, 4th Sem
3rd yr. (Hons and genral)

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 2nd Sem, 4th Sem and 3rd yr. (Hons & genral)</u>
YEAR OF JOINING	<u>30th Sep 1985</u>
LENGTH OF SERVICE	<u>34 years</u>

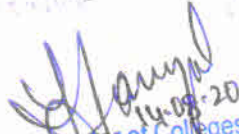
2. TEACHER TIME TABLE


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
<u>2nd Sem</u> HONS/CC (1 st year)	<u>18 hours</u>	<u>01 hour</u>	<u>01</u>	<u>Tutorial</u>
<u>1st Sem</u> HONS/CC (2 nd year)	<u>19 hours</u>	<u>02 hours</u>	<u>02</u>	<u>Tutorial</u>
<u>4th Sem</u> HONS/CC (3 rd year)	<u>09 hours</u>	<u>00 hours</u>	<u>-</u>	
<u>2nd Sem</u> ELT/DSC (P) 1 st year	<u>10 hours</u>	<u>01 hour</u>		
<u>4th Sem</u> ELT/DSC (P) (2 nd year)	<u>12 hours</u>			
<u>4th Sem</u> ELT/DSC (P) (3 rd year)				
GE	<u>09 hours</u>	<u>01 hour</u>		
LCC				
AECC				
<u>3rd year Hons</u>	<u>64 hours</u>	<u>05 hours</u>		
<u>3rd year Genral</u>	<u>17 hours</u>	<u>01 hour</u>		


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University of North Bengal
Dist. Darjeeling (W.B.)


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Cooch Behar College
Cooch Behar

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	EXPERT DETAIL	REMARKS
20.03.2020	Mock Parliament Examination	160	Internal	
	B.A. 3rd year			

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

CLASS	Number of Students	Examination/Internal Assessment	Whether enhancement programme conducted
2 nd Sem	1 st yr. Honors	Test Exam	Students are allowed to see their evaluated answerscripts and the concerned teacher discuss about their demerits and correct them.
2 nd Sem 2 nd P	1 st yr. Gen		
1 st Sem	2 nd yr. Gen Hon		
1 st Sem	2 nd yr. Gen S.F.C.P.		
	3 rd yr. Gen Hon		
	3 rd yr. Gen		
2 nd Sem	GF	24	
1 st Sem	S.F.C.P.	34	

6. EXTENDED PROGRAMME OF THE DEPARTMENT

CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER


7. Any Other: College organized got sponsored District level youth Parliament competition and College won 3rd prize in YPC and other prizes in Quiz and extempore competition.

Signature of the Teacher
Designation: Associate Professor


Signature of Vice Principal


Signature of Secretary

Signature of HOD



Signature of IQAC coordinator

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

SECRETARY, TEACHERS' COUNCIL
VIVEKANANDA

CO-ORDINATOR
IQAC-NAAC
VIVEKANANDA COLLEGE
ALIPURDUAR


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Alipurduar University


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Dist. Darjeeling (W.B.)

CO-ORDINATOR
IQAC-NAAC
VIVEKANANDA COLLEGE
ALIPURDUAR

14/05/20

Principal
Gooch Behar College
Gooch Behar

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT: Political Science ACADEMIC YEAR: 2019 - 2020

NAME OF THE TEACHER: Dipa Chakraborty PROGRAMME: B.A 1st Sem, 3rd Sem
3rd year

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 Sem, 3rd Sem and 3rd yrs. (Hans and General)
YEAR OF JOINING	30th Sep 1985
LENGTH OF SERVICE	34 years.

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
1st Sem HONS/CC (1 st year)	18 hours	01 hour	01	Tutorial
3rd Sem HONS/CC (2 nd year)	25 hours	06 hours		
3rd Sem HONS/CC (3 rd year)	08 hours	02 hours		
1st Sem ELT/DSC (P) 1 st year	12 hours	02 hours		
3rd Sem ELT/DSC (P) 2 nd year	09 hours	01 hour		
3rd Sem ELT/DSC (P) 3 rd year				
3rd Sem GE	07 hours			
LCC				
AECC				
3rd year Hans	64 hours	05 hours		
3rd year General	17 hours	01 hour		

[Signature]
4/11/20
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14/09/20
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Cooch Behar

4. PRACTICAL/PROJECT DETAILS DURING THE ACADEMIC YEAR

DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	EXPERT DETAIL	REMARKS
20.3.2020	Mock Parllim Examination	160	Internal	
	B.A. 3 rd year			

5. DETAILS OF EXAMINATION CONDUCTED INTERNALLY DURING THE YEAR

CLASS	Number of Students	Examination/ Internal Assessment	Whether enhancement programme conducted
1 st Sem 1 st yr Hons.	25	Examination for Hons subject and Internal Ass. Engagement for General Sub.	Students are allowed to see their evaluated answer scripts and the concerned teachers discussed about their elements and correct them.
1 st Sem Dsc 1 st yr. Gen	175		
3 rd Sem 2 nd yr. Gen Hmo	19		
3 rd Sem 2 nd yr. Gen SEC(H)	19		
3 rd Sem 3 rd yr. Gen Dsc(P)	175		
3 rd Sem 3 rd yr. Gen SEC(P)	34		
3 rd Sem GE	24		
3 rd Year Hon	07		

6. EXTENDED PROGRAMME OF THE DEPARTMENT

NIL

CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER

7. Any Other: College organized gat sponsored District level youth parliament competition and College won 3rd prize in ypc and other prizes in quiz and extempore

Signature of the Teacher

Designation:

Associate Professor

Signature of Vice Principal

Vice Principal
Vivekananda Collg
P.O. & Dist Alipurduar

Signature of Secretary

SECRETARY, TEACHERS' COUNCIL
VIVEKANANDA COLLEGE
ALIPURDUAR

Signature of HOD

Signature of IQAC coordinator

CO-ORDINATOR
IQAC-NAAC
VIVEKANANDA COLLEGE
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Cooch Behar

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

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


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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, 9832486024, 7001960015

Website:

www.vivekanandacollegealipurduar.ac.in

Name of the Affiliating University:

University of North Bengal


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Principal
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Cooch Behar


Curricular Aspects

Details about Academic Programs

Level of the program	Number of existing courses	Number of existing programs	Number of programs added during the year	Number of self-financing programs	Total
UG	19	02	01	01	19

Pattern of programs:

Pattern	Number of programs	No. of Courses
Semester	02	19
Annual	02	16


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Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	SACT
26	06	03	Nil	17

No. of permanent faculty with Ph.D.


02

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%


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Course / Programme wise distribution of pass percentage:


Under Graduation:


Sl No.	Courses	Semester/Year	Pass %
1	B.A. (Hons.)	Semester-I	96.23%
2	B.A. (Hons.)	Semester-II	96.49%
3	B.A. (Hons.)	Semester-III	92.95%
4	B.A. (Hons.)	Semester-IV	100%
5	B.A. (Hons.)	3 rd Year	100%

Sl No.	Courses	Semester/Year	Pass %
1	B.A. (General)	Semester-I	17.88%
2	B.A. (General)	Semester-II	16.98%
3	B.A. (General)	Semester-III	41.25%
4	B.A. (General)	Semester-IV	79.56%
5	B.A. (General)	3 rd Year	50.51%

Initiatives undertaken towards faculty development

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


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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, Alipurduar, Development fund of the college.	20252.86 Sq. mts.
Class rooms	16		Late Debesh Maitra, Uttar Banga Unnayan Parshad, B. C. W, UGC, MP Zilaparishad- Alipurduar, Higher Education W.B	16
Laboratories	03	Self		03
Seminar Halls	01	00	Self	01
Others	---	---	---	---

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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 (2019-20):

Items	Existing		Newly added		Total	
	Number	Value	Number	Value	Number	Value
Text Books	11,025	13,59,860.00	405	73,640.00	11,430	14,33,500.00
Reference Books	1179	2,92,534.00	10	2400.00	1189	2,94,934.00
Journals	08	1,19,825.00	Renewed	16,295.00	08	1,36,120.00
Digital database NLIST	NIL	NIL	NLIST	5900.00	NLIST	5,900.00
Total	12,204	17,78,119.00	415	92,335.00	12,619	18,70,454.00

Amount spent on maintenance in lakhs:

i) Campus Infrastructure and facilities Including ICT and Equipment (2019- 2020)
(Excluding Salary)

14.78634/-

ii) Others

00

Total -

14.78634/-

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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= 2,445			

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.


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14/08/20


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.


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

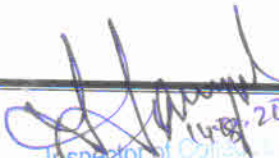
Curriculum Development:


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 programs 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.


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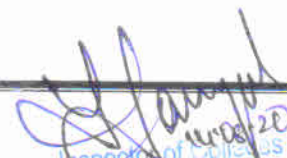
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Examination and Evaluation:

Being an affiliated college, the institution meticulously follows the examination and evaluation system implements by the university. The evaluation reforms made by the university are communicated to the college prior to its implementation and training programs 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.


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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. 49.27% students have been admitted. 2,445 students were admitted in 2019-20 academic sessions.


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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. 14 days casual leave for SACT 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
v	

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

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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 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.


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Cooch Behar


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

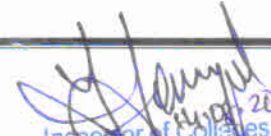
The plan of action executed during the beginning of the academic year 2019-20 has been successfully achieved.

1. 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.


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General Suggestion:

1. There should be an overall enhancement of quality in personal, Professional, Infrastructural, in student outcome and administration.
2. Methodology of teaching and learning conducted for the different courses run by the college should be up dated.
3. Functioning of the laboratories and computer facilities.
4. I.T. Infrastructure should be developed.
5. Examinations and evolution system should be transparent.
6. The development plan can be amended to meet requirements of NEP.
7. IQAC should enhance and take initiative to enhance the interactive capacity of teachers.
8. Quality exposure of teachers is very much recommended like Research collaboration and faculty exchange shall be promoted.
9. Staff members need to show higher concerned professionalism.
10. Teaching plan has to be monitored by the HOD.
11. Research oriented workshop should be prepared for the students and faculty members.
12. Yearly confidential report of HOD'S must be introduced.


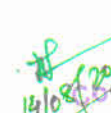



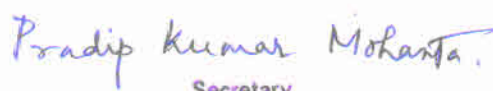

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13. Quality exposure of teachers is very much recommended like Research collaboration and faculty exchange shall be promoted.
14. Yearly confidential report of HOD'S must be introduced.
15. Only few teachers have resorted to innovative approaches to teaching.
16. Question bank must be set up for each honours and pass department of the college.
17. The approach for tutorial classes any special classes should be well defined.

Signature of the External and Internal Audit Team:

<p>Dr. Subrata Sanyal Inspector Colleges, University of North Bengal (External Expert)</p>	 14.08.20 Inspector of Colleges University of North Bengal Dist. Darjeeling (W.B.)
<p>Dr. Pankaj Kumar Debnath Principal, Cooch Behar College, Cooch Behar (External Expert)</p>	 14/08/20 Principal Cooch Behar College Cooch Behar
<p>Dr. Jaydip Roy Principal, Alipurduar College, Alipurduar (External Expert)</p>	 14/8/20 Registrar (Additional Charge) Alipurduar University
<p>Dr. Gobinda Rajbanshi Vice Principal, Vivekananda College, Alipurduar (Internal Expert)</p>	 AUTHENTICATED VICE PRINCIPAL VIVEKANANDA COLLEGE ALIPURDUAR
<p>Ms. Jali Biswas Coordinator, IQAC, Vivekananda College, Alipurduar (Internal Expert)</p>	 CO-ORDINATOR IQAC-NAAC VIVEKANANDA COLLEGE ALIPURDUAR
<p>Mr. Pradip Kumar Mahanta Secretary, Teachers' Council (Internal Expert)</p>	 Secretary TEACHERS' COUNCIL VIVEKANANDA COLLEGE ALIPURDUAR

Signature of the External and Internal Audit Team:

<p>Dr. Subrata Sanyal Inspector Colleges, University of North Bengal (External Expert)</p>	 14/8/20 Inspector Colleges University of North Bengal Dist. Darjeeling (W.B.)
<p>Dr. Pankaj Kumar Debnath Principal, Cooch Behar College, Cooch Behar (External Expert)</p>	 14/8/20 Principal Cooch Behar College Cooch Behar
<p>Dr. Jaydip Roy Registrar, Alipurduar University, Alipurduar (External Expert)</p>	 14/8/20 Registrar (Additional Charge) Alipurduar University
<p>Dr. Gobinda Rajbanshi Vice Principal, Vivekananda College, Alipurduar (Internal Expert)</p>	AUTHENTICATED  14/8/20 VICE PRINCIPAL VIVEKANANDA COLLEGE ALIPURDUAR
<p>Ms. Jali Biswas Coordinator, IQAC, Vivekananda College, Alipurduar (Internal Expert)</p>	 14.8.20 CO-ORDINATOR IQAC-NAAC VIVEKANANDA COLLEGE ALIPURDUAR
<p>Mr. Pradip Kumar Mahanta Secretary, Teachers' Council (Internal Expert)</p>	 14.8.20 Secretary TEACHERS' COUNCIL VIVEKANANDA COLLEGE ALIPURDUAR

VIVEKANANDA COLLEGE ALIPURDUAR

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



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

2018-2019

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

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


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20.09.19


Principal
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Cooch Behar
20/09/19

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

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

1. TEACHER PROFILE

RESPONSIBILITIES HOLD.	IOAC COORDINATOR, I/OO OF ALL SUBJECTS OF STUDY. VICE PRINCIPAL, SECRETARY OF THE TEACHERS' COUNCIL
CLASS ENGAGED	1st Sem, 2nd year & 3rd year (Hons & Gen. of B.A.)
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)	3.9 hours	3 hours		
HONS/CC (2 nd year)	2.9 hours	2 hours		
HONS/CC (3 rd year)	2.5 hours	2 hours		
ELT/DSC (P) 1 st year)	2.5 hours	1 hour		
ELT/DSC (P) 2 nd year)	1.8 hours	2 hours		
ELT/DSC (P) 3 rd year)	2.0 hours	2 hours		
GE				
LCC				
AECC				

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[Signature]
20/08/19
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Alipurduar College
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20/08/19
Principal
Cooch Behar College
Cooch Behar

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. Honr.	05	Internal Assessment for Honors and Gen Students	
1 st yr. Gen	09		
2 nd yr. Gen			
2 nd 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
NOD

[Signature]
Signature of
IQAC coordinator

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[Signature] 20/08/19
Principal
Alipurduar College
(Govt. Sponsored)

[Signature] 20/08/19
Inspector of Colleges
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Dist. Darjeeling (W.B.)

[Signature] 20/08/19

Principal
Cooch Behar College
Cooch Behar

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT: English ACADEMIC YEAR: 2018-2019
NAME OF THE TEACHER: Prof. Joti 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

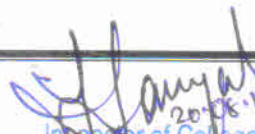
DAY ORDER	PERIOD						TUTORIAL/ENRICHMENT
	1	2	3	4	5	6	
Mon I	EH-1st yr.	GE-1st yr.	EH-3rd yr.	EG-2nd yr.		EN (T)	DEC, 18 - May, 2019
Tue II	GE-1st yr.	EH-2nd yr.	DSC (P)-1st yr.			EN (T)	July, 18 - Nov. 2018
Wed III	EH-3rd yr.	EH-1st yr.	DSC (P)-1st yr.				
Thurs IV	ENG-2nd yr.	EH-2nd yr.	EH-3rd yr.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

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20/08/19

Principal
Cooch Behar College
Cooch Behar

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. Hon.	65	1. Unit Test	YES. Extra classes have been taken on the topics asked in the previous Exam. Discussions have been arranged on the previous topic to make clear the ideas.
1 st yr. Gen	10	2. Test Exam.	
2 nd yr. Hon.	85	3. Internal ASSESSMENT EXAM.	
2 nd yr. Gen	05		
3 rd yr. Hon.	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.	19.11.2018	Paper Presentation	75	Prof. J. Biswas
STENOGR. & GENERAL.	22.11.2018	for Internal Assessment		Prof. K.K. Singha

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

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

Quiz Master: Prof. K.K. Singha
 Secy/Recorder: Prof. R. Mandal
 Arranger: Prof. J. Biswas

Jali Biswas.
 Signature of the Teacher
 Designation: Assistant Professor & HOD

Signature of
 Vice Principal
 Vivekananda College
 P.O. & Dist. Alipurdia

Signature of
 Secretary, T.C.

Signature of
 HOD

Signature of
 IQAC coordinator

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 Alipurdia College
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 University of North Bengal
 Dist. Darjeeling (W.B.)

Principal
 Cooch Behar College
 Cooch Behar

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.ac.in

Name of the Affiliating University:

University of
North Bengal

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Cooch Behar
20/08/19

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	01	16

Pattern of programmes:

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

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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

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Cooch Behar
20/08/19

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%


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Cooch Behar
20/08/19

Course / Programme wise distribution of pass percentage:

Under Graduation:

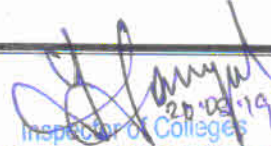
Sl. No	Courses	Semester	Pass %
1	B.A. (Hons.)	I sem	72.72
		II sem	68.15
		III sem	71.42
		Part	Pass %
		Part- I	95
		Part- II	94.11
		Part- III	77.67

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


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Cooch Behar

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	---	---	---	---

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Cooch Behar
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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)	---	1.24899/-	Self	1.24899/-
Others	---	---	---	---

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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 (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- Inlibnet 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	60 Mbps	00	00	05	11	08

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

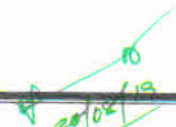
- ✓ Internet is accessible to all the student and staff
- ✓ College subscribed two connection of Rail wire Net having the band with <50 MBPS- each. One connection for the library and another for the office administration is provided. College is now having the free Wi-Fi zone for the students.
- ✓ As 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 Infflibnet, 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)	14.39383
ii) Others	00
Total -	14.39383


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Cooch Behar
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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

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Principal
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20/06/19

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

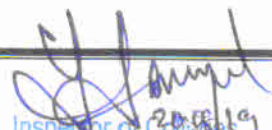
Details of campus placement

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 A


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2018/19
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Cooch Behar
2018/19

Scholarship and financial support:

The college arranges scholarship for the payment of their fees for every year from the student welfare fund so that we can help the needy students of our college and can promote education among the backward class people and first learner of our college.

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. 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.

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Cooch Behar College
Cooch Behar
20/08/19


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.


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Examination and Evaluation


Being an affiliated college, the institution meticulously follows the examination and evaluation system implements 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.


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Cooch Behar
20/08/19

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.


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Cooch Behar
20/08/19

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 Bengal, Kolkata	Yes	Audit Committee of the college
Administrative	Yes	A.G Bengal, Kolkata	Yes	Audit Committee of the college

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20/08/2019

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20/08/19

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20/08/19

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.

Principal
Alipurdhular College
(Gowdanguri)

Inspector of Colleges
University of North Bengal
Dist. Darjeeling (W.B.)

Principal
Cooch Behar College
Cooch Behar

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.

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20/12/19

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University of North Bengal
Dist. Darjeeling (W.B.)
20/12/19

[Signature]
Principal
Cooch Behar College
Cooch Behar
20/12/19


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 2018-19 has been successfully achieved.

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.



Principal
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(Govt. Sponsored)
25/02/2019



Inspector of Schools
University of North Bengal
Dist. Darjeeling (W.B.)
20/02/19


Principal
Cooch Behar College
Cooch Behar
20/02/19

General Suggestion:

1. There should be an overall enhancement of quality in personal, Professional, Infrastructural, in student outcome and administration.
2. Methodology of teaching and learning conducted for the different courses run by the college should be up dated.
3. Functioning of the laboratories and computer facilities.
4. I.T. Infrastructure should be developed.
5. Examinations and evolution^a system should be transparent.
6. The development plan can be amended to meet requirements of NEP.
7. IQAC should enhance and take initiative to enhance the interactive capacity of teachers.
8. Quality exposure of teachers is very much recommended like Research collaboration and faculty exchange shall be promoted.
9. Staff members need to show higher concerned professionalism.
10. Teaching plan has to be monitored by the HOD.
11. Research oriented workshop should be prepared for the students and faculty members.
12. Yearly confidential report of HOD'S must be introduced.


Registrar (Additional Charge)
Alkourduar University
20/08/19


Inspector of Colleges
University of North Bengal
Dist. Darjeeling (W.B.)
20/08/19


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Cooch Behar
20/08/19

13. No of committees should be constituted to monitor and finalize the syllabus of ADD On courses, certificate courses etc.
14. Arranging special lectures meet should be increased.
15. Only few teachers have resorted to innovative approaches to teaching.
16. The approach for tutorial classes any special classes should be well defined.
17. The concept of cross cutting issues should be oriented to the students.
18. The college should work on the library trajectory like procuring rare manuscripts etc.

Signature of the External and Internal Audit Team:

<p>Dr. Subrata Sanyal Inspector Colleges, University of North Bengal (External Expert)</p>	<p><i>[Signature]</i> Inspector Colleges University of North Bengal Dist. Darjeeling (W.B.)</p>
<p>Dr. Pankaj Kumar Debnath Principal, Cooch Behar College, Cooch Behar (External Expert)</p>	<p><i>[Signature]</i> 20/08/19 Principal Cooch Behar College Cooch Behar</p>
<p>Dr. Jaydip Roy Registrar, Alipurduar University, Alipurduar (External Expert)</p>	<p><i>[Signature]</i> 20/8/2019 Principal Alipurduar College (Govt. Sponsored) Registrar (Additional Charge) Alipurduar University</p>
<p>Dr. Gobinda Rajbanshi Vice Principal, Vivekananda College, Alipurduar (Internal Expert)</p>	<p>AUTHENTICATED <i>[Signature]</i> VICE PRINCIPAL VIVEKANANDA COLLEGE ALIPURDUAR</p>
<p>Mr. Dalim Sk Coordinator, IQAC, Vivekananda College, Alipurduar (Internal Expert)</p>	<p><i>[Signature]</i> 20.8.2019 CO-ORDINATOR IQAC-NAAC VIVEKANANDA COLLEGE ALIPURDUAR</p>
<p>Mr. Pradip Kumar Mohanta Secretary, Teachers' Council (Internal Expert)</p>	<p><i>[Signature]</i> 20.8.2019 Secretary TEACHERS' COUNCIL VIVEKANANDA COLLEGE ALIPURDUAR</p>

Signature of the External and Internal Audit Team:

<p>Dr. Subrata Sanyal Inspector Colleges, University of North Bengal (External Expert)</p>	<p><i>[Signature]</i> 20.8.19 Inspector University of North Bengal Dist. Darjeeling (W.B.)</p>
<p>Dr. Pankaj Kumar Debnath Principal, Cooch Behar College, Cooch Behar (External Expert)</p>	<p><i>[Signature]</i> 20.8.19 Principal Cooch Behar College Cooch Behar</p>
<p>Dr. Jaydip Roy Registrar, Alipurduar University, Alipurduar (External Expert)</p>	<p><i>[Signature]</i> 20/8/2019 Principal Alipurduar College (Govt. Sponsored) <i>[Signature]</i> Registrar (Additional Charge) Alipurduar University</p>
<p>Dr. Gobinda Rajbanshi Vice Principal, Vivekananda College, Alipurduar (Internal Expert)</p>	<p>AUTHENTICATED <i>[Signature]</i> 20.8.19 VICE PRINCIPAL VIVEKANANDA COLLEGE ALIPURDUAR</p>
<p>Mr. Dalim Sk Coordinator, IQAC, Vivekananda College, Alipurduar (Internal Expert)</p>	<p><i>Dalim Sk</i> 20.8.19 CO-ORDINATOR IQAC-NAAC VIVEKANANDA COLLEGE ALIPURDUAR</p>
<p>Mr. Pradip Kumar Mohanta Secretary, Teachers' Council (Internal Expert)</p>	<p><i>Pradip Kumar Mohanta</i> 20.8.19 Secretary TEACHERS' COUNCIL VIVEKANANDA COLLEGE ALIPURDUAR</p>

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VIVEKANANDA COLLEGE ALIPURDUAR

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



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

2017-2018

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

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


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Gooch Behar

VIVEKANANDA COLLEGE, ALIPURDUAR
ACADEMIC AUDIT

DEPARTMENT English ACADEMIC YEAR 2017-2018
NAME OF THE TEACHER Prof. Jai 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	HINDUIS, 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-1st yr	EG-2nd 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	EG-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				
AEC				

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Principal
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Cooch Behar

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. Honors	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. Geo.	11		
2 nd yr.	47		
2 nd yr. Gen.	07		
3 rd yr.	64		
1 st yr. Gen.	04		

6. EXTENDED PROGRAMME OF THE DEPARTMENT


CLASS	DATE	NAME OF THE PROGRAMME	NUMBER OF PARTICIPANTS	GUEST SPEAKER/ SPEAKER
B.A. Honors 1 st Gen. 1 st , 2 nd , and 3 rd year.		STUDENTS' STADIUM	128	Prof. Parul Nanda 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.D.


Signature of Vice Principal
Vice Principal
Alipurdia College


Signature of Secretary, T.C.


Signature of HOD


Signature of IQAC coordinator

Principal
Alipurdia College
Govt. of West Bengal

Inspector of Colleges
University of North Bengal
Dist. Darjeeling (W.B.)

Principal
Cooch Behar College
Cooch Behar

27/07/18

Details of the Institution

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:

vc.alipurduar@gmail.com

Contact Nos.:

03564274705, 9832486024, 7001960015

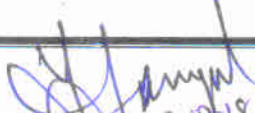
Website:

www.vivekanandacollegealipurduar.ac.in

Name of the Affiliating University:

University of
North Bengal


Principal
Alipurduar College
(Govt. Sponsored)
27.07.18


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Dist. Darjeeling (W.B.)
27.07.18


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Criterion – I

1. Curricular Aspects

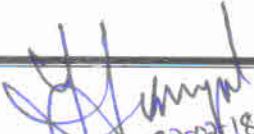
1.1 Details about Academic Programmes


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


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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 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%


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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:

<i>Faculty/ Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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


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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 Debes 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	---	---	---	---


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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):

Items	Existing		Newly added		Total	
	Number	Value	Number	Value	Number	Value
Text Books	10904	12,88,272.00	+96 -361 (Written off)	19,529.00 (-)31,776.00	10,639	12,76,025.00
Reference Books	1170	2,89,685.00	06	1880.00	1176	2,91,565.00
Journals	08	88,850.00	Nil	18,150.00	08	1,07,000.00
Digital database NLIST	Nil	Nil	Nil	Nil	Nil	Nil
Total	12,074	16,66,807.00	(-)259	7783.00	11,815	16,74,590.00

Amount spent on maintenance in lakhs:

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

22.67008/-

ii) Others

00

Total -

22.67008/-

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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			


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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.


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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.


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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 is 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.


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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

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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.


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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.


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Innovation and Best Practices:

Innovation introduces 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 up lift them as part of social commitment.
8. To appoint fresh permanent recruitment of teaching faculty and non-teaching staff in the college.


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


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.


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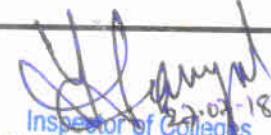

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General Suggestion:

1. There should be an overall enhancement of quality in personal, Professional, Infrastructural, in student outcome and administration.
2. Methodology of teaching and learning conducted for the different courses run by the college should be up dated.
3. Functioning of the laboratories and computer facilities.
4. I.T. Infrastructure should be developed.
5. Examinations and evaluation^a system should be transparent.
6. The development plan can be amended to meet requirements of NEP.
7. IQAC should enhance and take initiative to enhance the interactive capacity of teachers.
8. Quality exposure of teachers is very much recommended like Research collaboration and faculty exchange shall be promoted.
9. Staff members need to show higher concerned professionalism.
10. Teaching plan has to be monitored by the HOD.
11. Research oriented workshop should be prepared for the students and faculty members.
12. Yearly confidential report of HOD'S must be introduced.

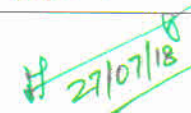

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14. Yearly confidential report of HOD'S must be introduced.
15. Arranging special lectures meet should be increased.
16. Question bank must be set up for each honours and pass department of the college.
17. Research oriented workshop should be prepared for the students and faculty members.

Signature of the External and Internal Audit Team:

<p>Dr. Subrata Sanyal Inspector Colleges, University of North Bengal (External Expert)</p>	 27.07.18 Inspector of Colleges University of North Bengal Dist. Darjeeling (W.B.)
<p>Dr. Pankaj Kumar Debnath Principal, Cooch Behar College, Cooch Behar (External Expert)</p>	 27/07/18 Principal Cooch Behar College Cooch Behar
<p>Dr. Jaydip Roy Principal, Alipurduar College, Alipurduar (External Expert)</p>	 27.7.18 Principal Alipurduar College (Govt. Sponsored)
<p>Dr. Gobinda Rajbanshi Teacher in Charge, Vivekananda College, Alipurduar (Internal Expert)</p>	 AUTHENTICATED VICE PRINCIPAL VIVEKANANDA COLLEGE ALIPURDUAR
<p>Mr. Dalim Sk Coordinator, IQAC, Vivekananda College, Alipurduar (Internal Expert)</p>	 Dalim SK CO-ORDINATOR IQAC-NAAC VIVEKANANDA COLLEGE ALIPURDUAR
<p>Mr. Pradip Kumar Mahanta Secretary, Teachers' Council (Internal Expert)</p>	 Pradip Kumar Mahanta, Secretary TEACHERS' COUNCIL VIVEKANANDA COLLEGE ALIPURDUAR

Signature of the External and Internal Audit Team:

<p>Dr. Subrata Sanyal Inspector Colleges, University of North Bengal (External Expert)</p>	<p><i>[Signature]</i> 27.7.18 Inspector of Colleges University of North Bengal Dist. Darjeeling (W.B.)</p>
<p>Dr. Pankaj Kumar Debnath Principal, Cooch Behar College, Cooch Behar (External Expert)</p>	<p># 27/07/18 Principal Cooch Behar College Cooch Behar</p>
<p>Dr. Jaydip Roy Registrar, Alipurduar University, Alipurduar (External Expert)</p>	<p><i>[Signature]</i> 27.7.18 Principal Alipurduar College (Govt. Sponsored)</p>
<p>Dr. Gobinda Rajbanshi Vice Principal, Vivekananda College, Alipurduar (Internal Expert)</p>	<p>AUTHENTICATED <i>[Signature]</i> 27.7.18 VICE PRINCIPAL VIVEKANANDA COLLEGE ALIPURDUAR</p>
<p>Mr. Dalim Sk Coordinator, IQAC, Vivekananda College, Alipurduar (Internal Expert)</p>	<p><i>[Signature]</i> 27.7.18 CO-ORDINATOR IQAC-NAAC VIVEKANANDA COLLEGE ALIPURDUAR</p>
<p>Mr. Pradip Kumar Mohanta Secretary, Teachers' Council (Internal Expert)</p>	<p><i>[Signature]</i> 27/7/18 Secretary TEACHERS' COUNCIL VIVEKANANDA COLLEGE ALIPURDUAR</p>