



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		VICTORIA INSTITUTION (COLLEGE)
Name of the head of the Institution		Dr.Uma Ray Srinivasan
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03323600046
Mobile no.		9830123127
Registered Email		victoriacollege1932@gmail.com
Alternate Email		victoriacollegeiqac@gmail.com
Address		78B,A.P.C.Road
City/Town		Kolkata
State/UT		West Bengal
Pincode		700009
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Patralekha Mukhopadhyay
Phone no/Alternate Phone no.	03323501959
Mobile no.	9830474613
Registered Email	victoriacollege1932@gmail.com
Alternate Email	victoriacollegeiqac@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://victoriacollege.co.in/assets/front/data/AQAR-2018-19_sub_on_7-3-22.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://victoriacollege.co.in/assets/front/Academic_Calendar_for_the_BA_BSC_BC_OM_Courses_of_Studies_(Under%20+1+1%20System)_for_Aacdemic_Session_2019-2020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B+	2.61	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	11-Aug-2006
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

IQAC Meeting was held to address and to take decisions to be implemented regarding academic and administrative activities of the college	14-Jan-2020 1	24
CAS Screening committee meeting was held for 3 Faculty members during the period	20-Aug-2019 1	3
CAS Screening committee meeting was held for 1 Faculty member during the period	02-Dec-2019 1	1
Two day International Webinar	30-Aug-2020 2	460
HODs on line Meeting with IQAC internal members Regarding B. A. General (LCC2 & SECB)	12-Dec-2020 1	25
Final on line Meeting of HODS with IQAC internal members before the Commencement of Part-III (H/G) CU Online Exam, 2020	29-Sep-2020 1	24
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Total of 137 students from five (05) departments have been involved at different times in carrying out various field projects or survey works in order to bring parity between classroom teaching and field experience and to promote research culture among students through timely guidance. Students of NCC of the College unit took active participation in different Programmes on various issues under proper guidance of concerned and effective supervision of the faculty members

Two day International WEBINAR on "Impact of COVID19 pandemic and Lockdown on Industry, Trade and Commerce" was organised by Commerce Dept and IQAC, VIC in collaboration with Kishore Bharati Bhagini Nivedita College

Victoria Institution (College), Kolkata has been actively involved in maintaining quality within the Institution. As part of routine activity, Faculty members of IQAC reviewed the self assessment reports of performance based appraisal submitted by the respective teachers to be promoted under CAS to the next higher stage following the UGC Regulations, 2010 and thereafter orders issued by the Government. CAS screenings were arranged for faculty members under the guidance and active cooperation of IQAC

Feedback of the students' evaluation on teachers and on departments have been analysed and forwarded to HODs of respective departments to improve the quality of teaching-learning process

Extension activities among various departments were arranged under the guidance of IQAC to strengthen the confidence level of students to pursue their higher studies and for better outcome

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
To conduct Field projects by students	Total of 137 students from five (05) departments were engaged at different times in carrying out various field projects or survey works in order to bring parity between classroom teaching and field experience and to promote research culture among students through timely guidance
Publication by the faculty members in UGC and Scopus referred journals	No. of Publications: 29 No. of faculties involved: 15
Publication of Books/Chapters with ISBN	No. of Publications:16 No. of faculties

by the faculty members	involved:10
Publication in Proceedings by Faculty members	No. of publications:05
To send Proposals for sanctioning the research grant	No. of research proposal sent: sent in previous year Sanctioned:01
Processing Career advancement and re designation of teachers through IQAC	Four Faculty members underwent through CAS screening meeting held on 20/08/2019 and 02/12/2019. One concerned teacher was redesignated from stage 3 to stage 4 Associate Professor. Two teachers were promoted from stage 2 to 3 Assistant Professors and one more teacher was redesignated from stage 1 to stage 2 Assistant Professor.
To encourage more number of faculty members in Ph.D programme	Number of faculty members has been awarded Ph.D during 2019-20:04
Arrangement of Seminars / Workshops/extension lectures	Both off-line and on-line Extension lectures were conducted including seminar & workshop by Faculty members of 10 Departments
To depute greater number of Faculty members for Faculty Development Programmes	A good Number of faculties were deputed for Faculty Development programmes both in off-line & on-line courses
Arranging Parent Teacher student meetings in all the departments in every semester	The respective HODs and all other faculty members arranged these meetings to discuss major issues on the student disciple and each and every student academic performance were discussed for their betterment. The College also uses these feedbacks in planning its strategies especially in bringing transparency and accountability in the teaching learning evaluation
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	22-Sep-2016
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	17-Feb-2020

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	College Authority arranges regularly meetings with Finance, Academic Subcommittee, Admission Committee, PF committee for taking suggestions and applicable discussions for operating Management Information System. Updating of College website is done regularly and utilised for information circulation. The list of modules currently operational is given below: 1. Finance and Accounts: i) e billing ii) e pradan iii) COSA HRMS module 2. Library: i) Partially computerized with KOHA software ii) INFLIBNET programme is used for electronic resources package iii) Book search is available of OPAC based on KOHA software

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Victoria Institution (College) continues its pursuit of actively engaging students in learning activities of myriad kinds with a view to help them realize their fullest potentials, and further motivate them to become socially committed, confident citizens. Although the college adheres to the curricular framework prescribed by University of Calcutta, it exercises its relative autonomy to introduce innovative teaching-learning methodologies to make the overall experience meaningful and joyful at the same time. The College meticulously formulates action plans taking into account the objectives of the curriculum, the number of teachers and students and infrastructure available. All the departments are encouraged to prepare a Year plan in the beginning of the year which would facilitate them to execute various programmes effectively. The academic plan is put into effective action through lectures, presentations, assignments, seminars, workshops and discussions. Under CBCS, the college has attempted to provide students maximum available flexibility in choice of courses. Tutorials and continuous assessment are used to identify students' learning difficulties and special needs so that no student is left behind and every student receives adequate support through remedial courses. Field visits, and study tours are organized for experiential learning. Project work is allotted to students with an aim to improve understanding and cultivate original thinking. Apart from classroom lectures, extension lectures, and workshops by eminent personalities from Academics are held regularly to enhance the curriculum. Alongside conventional blackboard teaching, use of ICT tools such as Power point presentations, videos etc. are made by all the departments to make lectures interesting and effective. The Wi-Fi enabled campus has given an additional boost in this respect. The focus has always been to encourage ingenuity, incorporate cooperative learning, and of course de-emphasize and discourage such practices like rote memorization et al. The year 2020 has been a real challenge in this respect, as all the teaching learning activities had

to be conducted online owing to the unfortunate pandemic situation. Despite the unfavourable situation and possible impediments, the College has successfully conducted all kinds of academic activities as well as cocurricular and extracurricular activities using the Online mode with utmost sincerity. Regular online classes, interactive sessions were conducted on virtual platforms like Zoom and Google Meet; online tests and surveys conducted via Google Form; study materials were uploaded through Google Classroom mode and separate classroom groups formed via WhatsApp chat, Gmail for smooth communication between teachers and students. The College also conducted a number of National, International Webinars and web based workshops to keep students updated. Students were encouraged to participate in online quiz, essay competitions and like activities organized internally as well by other colleges to keep them engaged. The College continues to take periodic feedback response from students on quality related processes. At the end of each semester the Academic Sub-Committee in presence of Governing Body members scrutinizes the University scores obtained by students of various departments. Issues related to students, teachers, teaching and evaluation practices are discussed in the departmental meetings and the general/specific concerns are shared in the Academic Sub-committee meetings. The learning process is assessed, and improvement measures are suggested to ensure quality enhancement and excellence. Head of the Institution regularly meets the departments to improve the quality of education and infrastructural facilities of the departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BSc	Visit to Berhampur Sericulture Institute for SEC syllabus oriented field tour by SEM III Hons. students of Zoology Dept	18
BA	Visit to Indian museum, Kolkata by SEM III Hons. students of History Dept., Kolkata	44
BSc	Documentation of medicinal plants from college campus by Part3 Botany General Students.	14
BSc	Local excursion to Duttapukur with Semester IV(H) students for quadrant study and collection and documentation of local flora by Botany Dept.	22
BSc	Field study on Forest Ecosystem and Biodiversity in Corbett National Park, Uttarakhand by SEM IV Hons. students of Zoology Dept	18
BSc	Visit to Birla Industrial and Technological Museum Mathematics Pavilion, Kolkata by Sem III(H) students of Mathematics Dept.	18
BSc	On line course completed at NPTEL (in SWAYAM) by a student of SEM IV(H) of Physics Dept.	1
BSc	On line course completed by a student of SEM IV(H) of Physics Dept. organised by Indian Institute of Technology (IIT), Kanpur	1
BSc	On line course completed by a student of SEM IV(H) of Physics Dept. organised by Indian Institute of Remote sensing, Dehradun	1

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Nil

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

1. From Present Students- Objective:- The objective of any feedback system is to keep an organisation or a system abreast with the newly emergent realities which might have emerged in that particular system in order to keep the overall environment responsive and vibrant. Considering this to be our aim as well, we sought feedback from the Final year students, wherein they were required to respond to a set of questions aimed at assessing the departments and also individual teachers. The broad objective was to bridge the gap between the academic benefits that the students aspire with that they are receiving from the teachers and their respective departments. One of the aims of this mechanism was also to identify specific areas where improvements can be made, necessary changes can be implemented so that academic performance is maximized. Method:- Students were asked to provide their views on individual teachers with whom they interact on a regular basis in the course of their academic pursuit. Questionnaire were prepared by IQAC and sent to the final year students in Google forms. They were asked to fill up forms for each of the teachers they interact with. This entire process was executed keeping the identity of the students anonymous so that the assessment process remains free and fair. Ten relevant parameters were identified on which the students were requested to rate the individual teachers on a scale of 1 to 4, in an increasing order of satisfaction. The feedback was collected from the students, summarized manually, department-wise for individual teacher and then represented in a graphical form. Then Average rating of all teachers of each department was analysed by representing in graphical forms according to the parameters mentioned below. The teachers and the departments have been suggested to improve their performance on the basis of this feedback so that the college can cater to the academic requirements of the students in an optimum manner. Feedback parameters for Teachers:- The following 10 parameters were presented to the students: 1. Teacher's Regularity and Punctuality 2. Sincerity and Commitment of the Teacher 3. Timely completion of the syllabus 4. Interaction with the Teacher 5. How far the Teacher can explain the questions of the students? 6. Initiative to motivate students by giving assignments 7. Timely checking of assignments 8. Help extended by the teacher outside the classroom 9. Teacher's support during practical class (For lab-based dept. only) 10. Overall rating of the Teachers Feedback parameters for Hons. Departments:- The following 8 parameters were presented to the students of Hons. Departments:- 1. Academic environment of the department 2. Interaction with the faculty 3. Departmental library facilities 4. Timely completion of the syllabus 5. Initiative to motivate students 6. Help extended by the teachers outside the classroom 7. Student-Teacher relationship 8. Co and Extra-curricular activities arranged by department (Project/Field works, Quiz, seminar, students' talk, Extended programmes, Cultural activities etc.)

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	General	67	183	28
BCom	Honours	67	655	39
BSc	General	180	152	41
BSc	Honours	291	2360	129
BA	General	330	1329	213
BA	Honours	429	2552	220

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1441	Nil	64	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
87	87	10	9	Nil	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The faculty at Victoria Institution (College) is thoroughly dedicated towards fostering a healthy interaction with the students in matters related to their studies and future career. Prior to the pandemic situation the Institution implemented a students' mentoring system with an objective to provide proper guidance and support as well as individual attention to each and every student to motivate and keep them engaged and connected on campus. Teachers (departmentally) act as mentors assisting their students to identify their problems and weaknesses and remedy them in determining their career aspirations etc. Students too, seek advice of their allocated faculty not only in the field of education but also towards their career progression and future endeavours. Regular workshops have been conducted in order to sensitize the students about the various aspects and challenges of the contemporary society. Besides, various awareness programs are held to nurture holistic development of students. The Counselling Cell of the college tries to recognize various psychological needs of the students. The member of this Cell help students to navigate through the various uncertainties of higher education, attempt to understand their insecurities and nurtures a positive mental health in them. During the pandemic, even though direct communication was barred, every department has tried their best to reach out to their students, counsel them on matters academic and otherwise. It was a tough time indeed filled with uncertainties and insecurities, hence students were continuously encouraged by the teachers to share their difficulties whether it was related to their studies or their physical even psychological status via personal interaction. Over the period the relation between students and teacher has strengthened a lot resulting in overall development. The new online mode of

examination was a real challenge for both the parties, but the College faculty provided ample guidance and support to students, regularly communicating and assuring those candidates appearing for online exam from remote rural areas, or from poor economic background, enabling them to face the odds and give their best. The College also keeps track of Students' progression as well as placement. Even after they pass out the College encourages students to keep in touch.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1441	64	1:23

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
68	64	4	Nil	38

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Saswati Nayak	Associate Professor	Ph.D. from CU in Geography
2019	Dr. Nikhat Jahan	Lecturer	Ph.D. from CU in Urdu
2019	Dr. Phooljani Ghosh	Lecturer	Ph.D. from CU in Psychology
2019	Dr. Dolon Dawn	Lecturer	Ph.D. from CU in Psychology
2019	Dr. Shinjinee Das Gupta	Lecturer	Supervisor of Research project in Physics
2019	Dr. Rajendra Yonzone	Lecturer	Eminent Young Scientist Award, 2019 at 29th APSI Scientist Meet and International Conference
2020	Dr. Uma Roy Srinivasan	Associate Professor	Moderator of Collaboration and Creation Pedagogy in Michigan College English Association 2020 Conference: Coping with Changes
2019	Sumallya Karmakar	Lecturer	Best poster Award at ISCA 107
2019	Dr. Sukriti Lahori Sinha	Associate Professor	Trainer of Vocal Acting organised by Minerva Natya Sanskriti Chakra, Minerva Repertory

			Theatre, Department of Information and Culture, West Bengal Govt.
2020	Dipanwita Ghosh Mukhopadhyay	Associate Professor	Best screenplay for a feature film, Cine fern award, 2020
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honours	Part III	08/10/2020	23/10/2020
BA	General	Part III	08/10/2020	23/10/2020
BSc	Honours	Part III	08/10/2020	23/10/2020
BSc	General	Part III	08/10/2020	23/10/2020
BCom	Honours	SEM VI	08/10/2020	22/10/2020
BCom	General	SEM VI	08/10/2020	23/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College mainly follows the format/ instruction set by the University of Calcutta in respect to the Continuous Internal Evaluation, wherein students are evaluated on the basis of i) Internal Assignments in the form of Class tests and ii) Tutorial Projects. A total of 25 marks along with an added 10 marks for Attendance have been set for Internal Evaluation as per University guidelines.

Students are made aware of the evaluation process through the orientation programmes at the beginning of the semester and the academic calendar provided to them. Multiple evaluation formats such as written tests, presentations, multiple choice questionnaire, group discussions etc. are employed by faculty members at periodic intervals to help test the learning of the students in a comprehensive manner. Even during the period of online learning the process of Internal Evaluation have been conducted regularly in a smooth manner. Class tests via Google form and Gmail have been conducted to assess their classroom learning. Students talk and presentation using the new available tools, and other innovative modes of evaluation as part of their Tutorial assignment conducted by different departments from time to time. The Result Committee, in coordination with Office of the Principal works for declaration of results within the stipulated time. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members.

The faculty members hold regular discussions on performance with students to help them improve their gap areas. The overall internal evaluation framework is also studied and considered by various committees of the College to further improve the effectiveness of the internal evaluation system. The college conducts periodic Parent Teacher meetings where parents or guardians are advised to note performance of their wards and take remedial measures if needed.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college is affiliated to the University of Calcutta and the academic session is from July to June. The University publishes the Academic Calendar before the beginning of each academic session. The College adheres strictly to this Academic Calendar regarding all matters related to examinations. This Calendar is also included in the Prospectus which is published by the College in each academic session. The calendar includes of the following details: - a. Tentative date of Commencement of classes in each Semester / Year for students of Honours and General courses b. Information and date regarding filling up of form by the students for each University Examination. c. Information about tentative date of distribution of Admit card to the students appearing for the University examination d. Schedule mentioning the duration in which College has to conduct Internal assessment and Tutorials at the end of each Semester. e. Tentative date of commencement of all University Examinations (Theoretical and Practical) for students of Honours and General courses f. Tentative date of publication of Results for each University Examination. In the view of COVID-19 pandemic, since March 2020 Calcutta University changed the previously published Academic Calendar from time-to-time following UGC guidelines. Accordingly, Victoria Institution (College) also followed it strictly. The exact dates and detailed programme schedule of all the respective activity were notified by the University as and when required and also published in their website. These notices were downloaded by the college and strictly followed. The relevant notices were displayed in the College notice board and Website for the benefit of the students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://victoriacollege.co.in/courses>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
SEM VI	BCom	General	24	24	100
SEM VI	BCom	Honours	52	52	100
Part III	BSc	General	81	78	96.29
Part III	BSc	Honours	168	168	100
Part III	BA	General	296	266	89.86
Part III	BA	Honours	220	220	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.victoriacollege.co.in/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	1095	UGC-DAE Consortium for Scientific Research	253320	253320
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National webinar on Impact of COVID-19 on Indian Economy	Commerce	26/07/2020
Web based workshop on Teaching Physics in UG PG Level using python	Physics	06/07/2020
Two day International webinar On Recent Trends in Condensed Matter and Particle Physics	Physics	31/07/2020
Two day International workshop on ARDUINO and other Simulated Experimental Techniques	Physics	01/09/2020
Extension lecture on "The Evolution of American Literature"	English	07/11/2019
Extension lecture on "Towards New Englishes"	English	16/11/2019
Extension lecture on "Indian Social Institution Nature and Concepts"	Sanskrit	16/08/2019
Students' Talk on "Celebration of International Human Rights Day"	Political Science	10/12/2019
Extension lecture on "Preservation of Artefacts in Museum"	History	25/09/2019
Film show on the movie "Bicycle Thieves" directed by Vittorio De Sica	Bengali	04/12/2019
Seminar on Astronomy, Birla Industrial and Technological Museum	Physics	24/02/2020

Lecture at Asiatic Society on 150 years of Periodic Table	Physics and Chemistry	13/03/2020
International Web-conference on "Need of the hour amidst pandemicity: Immunological Psychological, with special attention to students"	Zoology and Botany	15/07/2020
International Webinar on Impact of COVID-19 pandemic and Lockdown on Industry, Trade and Commerce	Commerce	30/08/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Mathematics	1	00
National	Library	1	00
National	Psychology	1	5.6
National	Botany	3	00
National	Sanskrit	1	00
National	Bengali	6	00
International	English	2	00
International	Mathematics	8	00

International	Chemistry	3	5.55
International	Physics	3	5.69
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Library	1
Political Science	4
Economics	1
Bengali	5
History	4
Botany	1
Sanskrit	2
Mathematics	1
English	1
Physics	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	37	38	29	15
Presented papers	17	9	2	1
Resource persons	3	3	3	2
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NCC all unit	Nil	40
Hospital Area Cleaning	NCC 1 Bengal Girls	Nil	20
Wall painting	NCC 1 Bengal Girls	Nil	10
Potting of plants adjacent to the Office of the Principal	NSS unit, Victoria Institution (College)	4	15
Project on making 3 layered cotton masks during the period of lockdown for distribution among the needy in their vicinity	NSS unit, Victoria Institution (College)	2	15
Project named as DISTRIBUIR-PASE ACHI on distribution of food items among distressed children staying at Sealdah Station, Kolkata	Physics Dept., VIC	6	10
Webinar on An Awareness Campaign for Effective Community Service: Addressing the Menace of Dengue	NSS unit, Victoria Institution (College)	2	80
National Youth Day	NCC all unit	Nil	12
World Environment Day	NCC all unit	Nil	20
International Yoga Day	NCC all unit	Nil	60
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Intercollegiate Documentary competition	2nd position	Little Flower College, Guruvayoor, Kerala	1

All India Independence Day Online Quiz Competition 2020	3rd position	Satyapriya Roy College of Education, Saltlake , Kolkata	1
Online Essay writing and Quiz competition	2nd position	Little Flower College, Guruvayoor, Kerala	1
Poster presentation in National level seminar on the topic "Global warming Biodiversity Conservation" at Uttarpara College.	3rd position	West Bengal Biodiversity Board in collaboration with SEBA	2
Annual Quiz Competition	1st position	Indian Science Congress Association, Kolkata Chapter, Kolkata Chapter	4
Annual Quiz Competition	2nd position	Indian Science Congress Association, Kolkata Chapter	4
Annual Quiz Competition	3rd position	Indian Science Congress Association, Kolkata Chapter	8
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
National Service Scheme	NCC all unit	National Youth Day	Nil	12
National Service Scheme	NCC all unit	World Environment Day	Nil	20
National Service Scheme	NCC 1 Bengal Girls	Hospital Area Cleaning	Nil	20
National Service Scheme	NCC all unit	Swachh Bharat Abhiyan	Nil	40
Nature Observation Day	Little Flower College, Guruvayoor, Kerala	Intercollegiate Documentary competition	1	1
Health Awareness Programme	Adamas University	Webinar on "Clinical Investigation Techniques of G	Nil	1

		astrointestinal Disorders		
Health Awareness Programme	NSS unit, Victoria Institution (College)	Project on making 3 layered cotton masks during the period of lockdown for distribution among the needy in their vicinity	2	15
Nature Awareness programme	West Bengal Biodiversity Board in collaboration with SEBA	Participation and poster presentation on the topic "Global warming Biodiversity Conservation" at Uttarpara College.	2	4
Nature Awareness programme	NSS unit, Victoria Institution (College)	Potting of plants adjacent to the Office of the Principal	4	15
Society Service during Pandemic	Physics Dept., VIC	Project named as DISTRIBUIR---PASE ACHI on distribution of food items among distressed children staying at Sealdah station, Kolkata	6	10
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Collaborative research	01 (Faculty)	UGC-DAE Consortium for Scientific Research	365
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant

		/research lab with contact details			
Collaborative Research Scheme	Research Project entitled "Role of intruder orbitals for generation of high spin states in mass 190 region"	UGC-DAE CSR, Kolkata Centre Sector III Block LB, Plot 8, Bidhan Nagar, Kolkata 700106	01/06/2019	31/05/2020	01 (Faculty)
Acting as Resource person in On-job Training	Web based workshop on Teaching Physics in UG PG Level using python	UGC-DAE CSR, Kolkata Centre Sector III Block LB, Plot 8, Bidhan Nagar, Kolkata 700106	06/07/2020	10/07/2020	01 (Faculty)
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
349000	613250

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	3.10	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	42673	1376740	457	149637	43130	1526377
Reference Books	585	24234	Nil	Nil	585	24234
Journals	2	45450	Nil	5150	2	50600
Digital Database	1	23275	Nil	5900	1	29175
Library Automation	1	41885	Nil	9440	1	51325
Others(s pecify)	1	9710	Nil	2280	1	11990
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	6	1	1	0	0	0	0	0	0
Added	7	0	0	0	0	0	0	0	0
Total	13	1	1	0	0	0	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/NTUzMDg2ODY0NTJa?cjc=3quf
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/NTYxMTQ4OTc0MTBa?cjc=4t4pvfu
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/NTM5MzgwMDg2NzNa?cjc=gixnv7y
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/NjM1NTAwMjk2ODBa?cjc=amlb234
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/MTIyMjYyNjA1MzU5?cjc=amp6nmp
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/NTUzMDg2ODY0NTJa?cjc=3quf
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/u/1/c/NTM5MzQxNDU4OTda
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/MTOzODk3NTkyMzq1
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/u/0/c/NTc3NjAwMTcwNTBa
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/u/0/c/OTE4NjcxNDk4OTda
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/NDI1NjY5NDg5MTZa?cjc=v6j67yo
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/MTIyMjE4NTg3MzIz?cjc=sp6m6do
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/NjYxODg4MTA5NDNa?cjc=7wgmxdg
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/MTIyMjIzMTY3OTg5?cjc=pok2yeo
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/u/0/c/MTIyNjQ0OTE3MjU1
MS- Power Point,MS-Excel, MS-Word	https://classroom.google.com/c/MTE4NjIx

MS- Power Point,MS-Excel, MS-Word

<https://classroom.google.com/c/NTM5MzOxNDU3ODJa>

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
153000	62166	2703000	2100609

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) Infrastructure of educational Institution caters to the academic needs of the students. Our college take necessary responsibility to follow the procedures and policies for maintaining and utilizing the full benefit of physical, academic and support facilities on regular basis. Situated at the heart of a metropolis it is difficult to expand its boundaries to accommodate additional facilities. Therefore, constant efforts are given in maintenance of existing infrastructure to accommodate the requirements of both students and teachers. Equipments are regularly calibrated for ongoing preventative maintenance that keeps all our laboratories working sharply. Proper care and maintenance of lab equipments such as microscopes, thermometers, pH meters, spectrophotometer, balance, lenses etc. are handled in right way, cleaned by appropriate cleaning materials and covered properly when not in use. After completion of experiments working equipments and working areas are cleaned. The glassware are thoroughly scrubbed using brush, after cleaning these are rinsed with tap water. Museum specimens in Botany Zoology laboratories are cleaned, preserved and stabilized on regular basis by using suitable preventive and interventive preservation methods to provide the best possible way to ensure their longevity for study and future display. ICT based classrooms are maintained with special care so as to make use of such new methodologies by faculties in teaching-methods and also curriculum delivery. The equipments like computers, software, GPS, CCTV cameras, photocopy machine, water purifier are taken care of either by AMC or time to time inspection. Fire extinguishers have been installed at identified location. The playground of college premises is maintained on regular basis. The indoor game goods are daily used by students and kept with special care. The college authority ensures the availability of required equipments and effective infrastructure for library and laboratories in consultation with Librarian, concerned departments members of library committee, finance and Governing Body if needed. A systematic procedure is followed for the purchase as well as maintenance of these infrastructural facilities including equipments. The procedure is followed as submission of proposal by departments, evaluation by college authority, approval of Finance committee, invitation of quotation, purchase and entry in the register after verification. The same is done for repair of all the equipments or book and journal binding etc. Regular dusting and wet cleaning is done to be free from visible contamination in library and classrooms with utmost care. Periodic pest control is also done in library other buildings. Besides these, Librarian and library staff regularly monitor the condition of library stock, collection, issue and maintenance of the

library resources. Library cards are issued to students and separate registers for faculties are maintained. Time to time feedback of library users are also collected to find out the areas where there is scope to improve for providing more qualitative service. Slightly damaged books are also repaired by library staff themselves. The college authority also specially tries their best to follow the green practices in terms of energy and water consumption and clean and healthy environment in college premises. During lockdown due to COVID-19 the college Central Library was entirely cleaned and dusted frequently including almirahs and racks of books. Pest control was also done for preserving books and journals in good condition.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	3	B.Com. Honours	Commerce	University of Calcutta	M.Com.
2020	32	B.A. Honours	Bengali	Calcutta Univ, Rabindra Bharati University, Presidency University	M.A.
2020	17	B.A. Honours	English	University of Queensland, Australia , Calcutta University, West Bengal State University, Sanskrit College and University	M.A.
2020	7	B.Sc. Honours	Economics	Calcutta University, Rabindra Bharati University, Kalyani University	M.A.
2020	20	B.Sc. Honours	Psychology	Calcutta University, BHU , Amity, IGNOU, NSOU, Rashtriya Raksha University, MAKAUT, WBSU	M.A./ M.Sc.
2020	11	B.Sc. Honours	Botany	Guru Nanak Institute of Pharmaceutical Science and Technology, Kalyani	M.Sc.

				University, West Bengal State University, Jain University, Pondichery University, Calcutta University	
2020	10	B.Sc. Honours	Geography	Calcutta University	M.Sc.
2020	7	B.Sc. Honours	Chemistry	Central Univ of Gujrat, Central University of Jharkhand, West Bengal State University, Amity University, DH Women's University, Hyderabad Un iversity,NIT Durgapur	M.Sc.
2020	13	B.Sc. Honours	Physics	JNU,CU,JU, WBSU,Lady Brabourne college, Kalyani Univ ersity,DH Women's University, Vidyasagar University	M.Sc.
2020	10	B.Sc. Honours	Mathematics	Calcutta University, West Bengal State University, Jadavpur University	M.Sc.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	5
SET	1
GATE	4
Any Other	3

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural activities	Intra college	250
Sports	Intra college	170
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Silver Medal	National	1	Nil	20160442	Anjali Barman
2019	3rd position (in Yogasree)	National	1	Nil	20170228	Dayeeta Sarkar
2019	1st position	International	1	Nil	20170228	Dayeeta Sarkar

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.3.2 Activity of Student Council representation of students on academic administrative bodies/committees of the institution (maximum 500 words) The student council of any educational Institution is formed to provide a meaningful way in which students can voice their opinions and views for the betterment of students. The student council gives effort in developing the Institute's academic projects and in promoting it to students. The Administrative body of our Institution (Governing Body) includes the representative of student council to identify and help solving problems encountered by students in the Institution. The student council takes responsibility to share their ideas, interests, and concerns of the students with teachers and college Principal. The members of student council of our Institution carry out different co-curricular extra-curricular intra-college competitions for students like Quiz, Debate on current topics, cultural activities, Annual sports under the supervision of the respective teachers and non-teaching staff of various committees. They also take responsibility regularly to celebrate various on-campus recreational functions. For an example, Teachers Day celebration is organised to give honour of teachers. On the students' part they also arrange Fresher's welcome Farewell celebration, Cultural festival FEST etc. Very often our student council takes initiatives to involve majority of students in community welfare like blood donation camp, medical check-up camp, Saraswati puja within the premises. They take active participation in celebration of Swachh divas, yoga day. Thus, in addition to mutual respect the students council maintains good relations with the teachers non-teaching staff of our Institution. But due to pandemic situation student council could arrange a few of the activities mentioned above during the current academic session.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Victoria institution (College) Alumni Association was registered in the year 2004 under the West Bengal Societies Registration Act, 1961 (Reg No: S/L/21134 of 2004-2005). The Principal of the College, Dr. Nibedita Chakrabarti is currently the president of the association, while Smt. Bulu Khatua - an octogenarian alumna who is also a social worker - is the secretary. Presently, the association has approximately three hundred (300) members comprising old students, teachers and non-teaching staff. The activities of the Victoria Institution College Alumni Association could not be performed smoothly throughout 2020 due to Covid19 pandemic and the consequent lockdown. However in 2019 certain activities of the Association were organised. The association goes through yearly audit of its income and expenditure and audit reports are maintained. It has a bank account with the State Bank of India, Sealdah Branch. The association feels proud to declare that old students and teachers who are above eighty years of age take part in its activities with equal enthusiasm as young members who have passed out recently. A significant number of alumni of the College are well placed in work. One of the octogenarian members of the Association who was a teacher and also a student of the Department of Bengali, Smt. Mira De donated Rs. 24000 on 24th July 2019 to the Alumni Association to help the needy and meritorious students who are currently pursuing their studies in the college. She has declared to donate the Association more for the needy students to help them continuing their undergraduate studies. The Alumni Association from its fund helped three needy students of the college—two from the humanities section and one from the science section. The fund of Rs. 2000 each was handed over to them on 17th December 2019 to help them paying their fees. The students had earlier appealed to the Principal for financial support. It is worth mentioning here that the fund was donated to the Alumni Association by two retired teachers of the college Smt. Snigdha Sen and Smt. Mira De in 2018.

5.4.2 – No. of enrolled Alumni:

300

5.4.3 – Alumni contribution during the year (in Rupees) :

24000

5.4.4 – Meetings/activities organized by Alumni Association :

1.The Alumni Association organised a meeting on 23/9/19. 2.On 9th November 2019, 'Bijaya Sammilani' was celebrated. The principal of the college as well as the President of the Association and the Secretary planted saplings in the college ground to commemorate Ishwarchandra Vidyasagar's Bi-centenary. 3.A meeting of the Alumni Association was held in the college on 18/12/2019 to discuss issues including celebration of Vidyasagar's Bi-centenary and organizing Reunion and Basanta Mela. 4.A picnic was organised in the college ground on the 2nd of February 2020.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. **EXTENSION ACTIVITIES/SEMINARS:** Various extension activities, encouraging to attend seminars were offered time to time by various departments for students as well as for the faculty members to strengthen the confidence level of students to pursue their higher studies and for better research outcome in both

students and faculties. 2. REVIEW OF SELF APPRAISAL AND CAS SCREENING: Members of IQAC review the self-assessment reports of performance-based appraisal submitted by the respective teachers to be promoted under CAS to the next higher stage following the UGC Regulations, 2010 and thereafter orders issued by the Government.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	<p>The Institution encourages the faculty members and ensures them about the infrastructure facility to carry out research work. Some of the teachers are involved in active research in collaboration with external bodies. The college ensures the release of research funds. The college grants study leaves to the faculty engaged in research work as and when required. The teachers are encouraged to publish their papers in reputed journals and books. The teachers are motivated to actively take part in International, National conferences, seminars with paper presentation. Faculty development programme like Orientation Programme, Refresher Courses and Workshops are also undertaken by faculty members to improve delivery of lectures, update about the current events for quality education in respective fields.</p>
Curriculum Development	<p>The College adheres to the curriculum set by the University of Calcutta and tries to implement it in the best possible way to make learning effective for the students. The College frames its academic activities in compliance with the Academic Calendar published by the University of Calcutta at the start of every academic session. On the basis of the yearly action plan prepared centrally by the College, the teachers prepare their individual lesson plans regarding the respective syllabi to be taught by them. The faculty members also maintain an attendance register on a regular basis, which helps them to keep a track of their classes allotted and taken, and topics covered.</p>
Teaching and Learning	<p>To make the teaching - learning experience effective and interesting at the same time the departments have been using more and more of ICT tools.</p>

Students are encouraged to use on-line resources, digital repositories of knowledge made available by the Institution. Regular use of audio-visual mediums in the form of film/documentary screenings etc. are being made by the teachers, to make the lectures more interesting for the learners. Even the students are encouraged to give PowerPoint presentation as part of Students project. Before COVID-19 pandemic a few academic and field tours and visits to Institutions, historical monuments, museums, were possible to be organized to give the students relief from monotony of classroom teaching and specially to perform teamwork. Even several inter-departmental programme and competitions could not be conducted as usually done by College in normal tenures to encourage cooperative learning and sense of comradeship. Students are encouraged to take part in inter-college workshops and seminars, so as to give them the required exposure to interact with people from outside, which helps further to boost confidence and overcome the fear of public speaking. Periodic Assessment is a continuous process to evaluate the students regularly through routine MCQ tests, class tests, and college tests.

Examination and Evaluation

The College strictly adheres to the academic calendar provided by Calcutta University for holding theoretical, practical, internal examination and tutorials. In addition to this, periodical evaluation is conducted by the College in the form of class tests, mid-term tests, pre-annual/ pre-semester tests. The faculty also conducts remedial classes, doubt clearing sessions and revision classes as and when needed. Some departments evaluate students by MCQ assessments and Students' Talk and group discussions. The result obtained by the students in Annual/ Semester examination is tabulated and analysed by the Result committee. Further, the students' performance is discussed in detail in the Academic Sub-Committee meeting and remedial measures, if any suggested by the Academic Sub-Committee for improving the students' performance are adopted. Parents Teacher's meeting are also arranged

from time to time by the Departments to discuss the attendance, class performance and examination results of the students. Principal also attends these meetings for counselling of the students and also takes feedback from the students and their parents.

Library, ICT and Physical Infrastructure / Instrumentation

Library, ICT and Physical Infrastructure / Instrumentation
Library The Library of Victoria Institution (College) with its rich store of books and journals strives to guide and support students to explore new resources of knowledge to enhance their learning experience. Students are also motivated to use online services available in library like N-LIST. Library also provides various research articles to faculties for the enrichment of their teaching as well as research work. Faculties are further encouraged to involve effectively in information technology applications of the library in order to provide campus wide teaching. Overall, the library tries its best to fulfil the information requirements of users through its resources which are comprised of 43,800, hardcopy journals like Current Science, Science and Culture, Journal of the Indian Chemical Society etc. and on-line journals accessed through N-LIST INFLIBNET and magazines like Competition Success Review, India Today etc. Library also tries its best to keep on encouraging and archiving information over the campus to the extent of research needs and available grants. To implement the above-mentioned strategies for making the library an academic partner the college library is giving importance to include the resources based on new CBCS curricula. In this regard, they are also provided various academic information available online based on open access policy. All departments have computers and internet facility is available in some of the computers. The laboratories are well equipped and well maintained. Procurement of Instruments /equipments is done through the Purchase committee of the College as per the requisition given by the Departments. The college has 9 ICT enabled classrooms and LCD projectors have been installed there for taking classes of different departments.

	CCTV's have been installed in different strategic points in the college campus.
Human Resource Management	The College encourages quality improvement programmes and allows human resource development. Service Books of the employees are continuously upgraded.
Admission of Students	As per the policy of W.B. Govt, admission of students to the college at the entry level is conducted totally in the online mode. The implementation of the online admission procedure has been outsourced. The Admission Committee of the college monitors the entire process on a regular basis. Students are offered admission strictly following the published merit list prepared separately for different Honours course and General courses.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short term course on	1	13/01/2020	24/01/2020	12

Remote sensing and GIS organised by Dept. of Science and Bio Technology, Bika sh Bhaban				
Interdisciplinary Refresher Course in Research Methodology in Social Sciences and Humanities	1	05/09/2019	19/09/2019	15
Summer School on ICT organised by Burdwan University	2	12/07/2019	25/07/2019	14
Refresher Course organised by HRDC, University of Calcutta	1	05/09/2019	19/09/2019	15
130th Orientation Programme under Pondicherry University HRDC	2	20/11/2019	10/12/2019	21
129th Orientation Course, UGC-HRDC, Pondicherry University	1	25/07/2019	14/08/2019	21
Orientation Programme - HRDC Jadavpur University	1	26/08/2019	16/09/2019	21
UGC Sponsored Refresher Course on Non-conventional Energy - A Paradigm shift towards Sustainability	2	06/01/2020	18/01/2020	13
UGC sponsored Specific Refresher Course organised by HRDC, University of	1	19/11/2019	02/12/2019	14

Calcutta				
UGC sponsored Short term course	1	20/11/2019	26/11/2019	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	<p>1.Kanyashree Scheme funded by the Government of West Bengal 2.Swami Vivekananda Merit-cum-Means Scholarship funded by the Government of West Bengal. 3.Aikyashree Scholarship provided by the Government of West Bengal to students belonging to the minority community for their welfare. 4.Scholarship provided to meritorious yet needy student by the Alumni Association of Victoria College (Institution).</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>The College conducts financial audit at the end of the financial year. The Balance Sheet, Receipts/Payments and Income Expenditure Accounts of the Institution drawn up for the year ended 31.04.2019 was audited by the Chartered Accountants R.N. Kandari Company.</p>

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!

6.5.3 – Development programmes for support staff (at least three)

No Data Entered/Not Applicable !!!

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Use of ICT: College is having 09 ICT enabled classrooms for addressing the students with advance modern way of teaching. Some of the faculty members have designed their own web site, engaged in providing learning modules and simulation in Google for helping UG Level students. 2. WELL EQUIPPED LIBRARY: Our library is maintained effectively with database. OPAC is well maintained by modern KOHA software. Treasured over 50,000 books including reference books. 3. STUDENT DATA RECORD: College office maintain online students' data record. Moreover, every department of the College maintains student data record which contains contact details of the students. Faculty members of respective departments generally maintain regular contact with their ex- students to track their progression and career advancement. In addition to maintaining records, the faculty members motivate students and offer them career guidance that helps them in preparing for life after the college.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	IQAC Meeting was held to address and to take decisions to be implemented regarding academic and administrative activities of the college.	14/01/2020	14/01/2020	14/01/2020	24
Null	CAS Screening committee meeting was	20/08/2019	20/08/2019	20/08/2019	10

	held for 3 Faculty members during the period				
Nill	CAS Screening committee meeting was held for 1 Faculty member during the period	02/12/2019	02/12/2019	02/12/2019	5
Nill	Two-day WEBINAR on Impact of COVID-19 pandemic and Lockdown on Industry, Trade and Commerce was organised by Commerce Dept and IQAC, VIC in collaboration with Kishore Bharati Bhagini Nivedita College	30/08/2020	30/08/2020	31/08/2020	460
Nill	Meeting Regarding B. A General (LCC2 SECB)	12/12/2020	12/12/2020	12/12/2020	25
Nill	Final Meeting Before the Commencement of Part-III (H/G) CU Online Exam, 2020	29/09/2020	29/09/2020	29/09/2020	24
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants

			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>1. The institute continued with its efforts on sensitizing students even during the lockdown. With an aim towards making the students conscious about the need of saving the environment, a number of activities were organised even during the pandemic. 2. The Dept. of Zoology and Botany jointly organised One Day International Web-Conference on, "Need of the hour amidst pandemicity: immunological and psychological, with special attention to the students" on 15.07.2020. 3. To develop environmental consciousness among the students Annual Quiz Competition, 2020 was organised by the college On 26.02.2020, based mainly on Environmental Consciousness. 4. Time to time sanitization programme was done for the entire college during pandemic. 5. Even within this pandemic period, our brave and courageous NSS volunteers and NCC cadets regularly work towards a clean and green environment inside the campus. 6. A Building committee is there to monitor the overall maintenance of the college and maintenance of an environment friendly campus. 7. Amidst the heart of the busy metro city, Kolkata, college maintains a Green campus and had it not been pandemic, every year students in their environmental projects do the campus audit for flora and fauna diversity within the campus. 8. Giving priority to this above view, a medicinal plant garden is maintained by the Botany Department of the college. 9. The college is maintaining a "PLASTIC FREE ZONE". 10. Laboratory disposal of chemicals etc. are properly managed and disposed accordingly. 11. Paper wastes are given to the vendors for recycle purpose. 12. Usage of Solar Energy: The College is equipped with Solar panels installed on the terrace of the college and power supply of the science and hostel building are partly replenished with it.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Victoria Institution (College) key concern is to maintain sustenance of nature thus a no. of measures are taken to curtail wastage of energy, as: Use of ICT in Teaching-Learning process: In order to enhance and enrich the teaching-learning process during this pandemic period, ICT incorporation plays a pivotal as well as catalytic role. ICT acts as a significant value towards key learning topography and played an added system in teaching-learning process. Formation of Digital Academic Environment: Through various academic programmes, like considerable number of International and National webinars were organised by various departments and IQAC of the college and as large number of students and faculty members participated, creating an academic enriching environment. Usage of Solar Energy: The College is equipped with Solar panels installed on the terrace of the college and solar energy is being used to supply daily hot water requirement in hostel. Rainwater Harvesting: Rainwater is stored in a tank on the terrace of the canteen and used to supply water for the garden of medicinal plants. Carbon Neutrality: Keeping in view curtailing wastage of energy, the college has only one seminar hall, "SUNEETI SABHAGHAR", ornamented with air conditioning system. And it is kept under strict vigil that doors and windows are kept closed and windows have tight blinds while the air conditioner is running. • The College tries to use day-light in the classrooms as source of light. • Attempts are made to orient students to conserve energy through posters and verbal communications. • Teachers and students put off the switches when lights and fans are not required Conservation of energy: All the electrical and electronic gadgets and instruments are serviced and monitored regularly through annual maintenance control. • Installation of CFL bulbs is done instead of ordinary bulbs, to conserve energy. • The College tries to use day-light in the classrooms as source of light. • Attempts are made to orient students to conserve energy through posters and verbal communications. • Teachers and students put off the switches when lights and fans are not required Making campus pollution free • The college strictly tries to maintain the campus as a smoking-free zone. • The cars, which are parked within the campus, have the valid pollution certificates.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The Best Practice 1 TITLE: Seminars, Workshops and Extension lectures to impart knowledge and supplement the understanding of Teaching -Learning process Objective: Victoria Institution (College) is one of the pioneer colleges in keeping the vision of "Women Empowerment through Higher Education Context: Keeping with this essence, the college organizes various seminars, to make the participants gaining expert knowledge, improving communication skills, networking and renewing motivation and confidence. To provide extensive thorough exposure to a topic through presentations and discussions led by the expert, the college had organized either Conferences/Seminars/ Workshop/Extension lectures/ Students' Talk/ Film Show as by Depts. of English, Zoology, Botany, Sanskrit, Physics, Chemistry, Mathematics, Pol. Sc., History and Bengali. Practice: A. Dept. of Physics: Organized seminar on Astronomy.. B. Dept. of Physics and Chemistry: Organised Lecture at Asiatic Society on 150years of Periodic table. C. Dept of Physics: Organised web based workshop on Teaching Physics in UG PG Level using python also one International workshop on "ARDUINO and other Simulated Experimental Techniques". D. Dept. of Physics: Organised Two day International Webinar on "Recent Trends in Condensed Matter and particle Physics". E. Dept of English: Organised Extension lectures on "The Evolution of American Literature," and on "Towards new English". F. Dept of Zoology and Botany: Organised International Web Conferences on "Need of the hour amidst pandemicity, with special attention to students". G. Dept. of Pol. Sc: Organised students' talk on "Celebration of International Human Rights

Day". H. Dept. of History: Organised Extension lecture on "Preservation of Artefacts in Museum". I. Dept. of Bengali: Organised a Film show. Evidence of success: These Conferences/Seminars/ Workshop/Extension lectures/ Students' Talk/ Film Show provide powerful strategies and skill that are implemented into the students' system of learning process, degree of health, safety and wellbeing. Additionally, these plays a key role to make the students as well as teachers up to date with the finer nuances of the discipline along with invoking interdisciplinary temper and makes the students and teachers a better listener where ideas are cleared. Problems encountered and future plan: Financial assistance in this regard is the limited budget as currently UGC is not providing monetary help. So, there is a financial constraint at present. More, interdisciplinary Seminars and Workshops in National level is our motto.

BEST PRACTICE 2: Title: National Cadet Corps (NCC) Objective: NCC since 1988, have stood the test of time and continue to fulfil the demands expected of it in the current socio-economic scenario of the country. NCC aims at character building, secularism, comradeship, discipline, ideals of selfless service among the young students and ignites the spirit of adventure. Moreover, its primary motive is to create a group of trained, motivated and organized young brigade with leadership qualities in all strata of life. They are prepared to serve for the goodwill of the Nation regardless of their career. That motivation drives them to serve in armed forces too. Context: NCC is a Youth Organization whose motto is Unity and Discipline steps out in every different issues and crisis. Extracurricular activities are the focal point for students in colleges. This helps the students to explore new hobbies and passion apart from a good track record. Untoward incident never comes with prior notice. These cadets stay alert for any kind of situation and step on it and every different issue having different tempos and crisis. NCC cadets in Victoria Institution (College) are always prepared to face problematic situations at a very short notice. The Practice A. National Youth Day (12th January): 12 Cadets joined from the college. B. World Environment Day (5th June): 20 Cadets joined from the college. C. International Yoga Day (21st June): 60 cadets joined from the college. D. Swachh Bharat Abhiyan : 40 cadets joined from the college. E. Cleaning of Hospital Area: 20 cadets joined from the college. F. Wall painting was done as a part of Swachh Bharat Abhiyan: 10 cadets joined from the college.

Evidence of Success: NCC PIs are constantly imparting training to the girl cadets. For the academic year 2019-20, 162 cadets from our college had served. Problems Encountered and Resources Required: In preparing the students to join the NCC motivating them to take up the rigors of this corps for the good of the society and themselves is one of the major challenges. The prime limitation for NCC is its budget having financial constraint. Structurally NCC is an elaborate system and needs to be handled accordingly. Maintenance of records, registers stock and other official documents with such minimum infrastructure becomes difficult. Limited supply of uniforms of proper size along with proper shoes is also a challenge faced by our cadets. Economically backward cadets cannot afford these expenses fairly enough and met with great difficulty.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words • **HOLISTIC BASED QUALITY MAINTENANCE:** Victoria Institution (College) has been actively involved in maintaining

quality within the Institution. Academic knowledge is disseminated in a robust and holistic manner, so that emphasis is paid on the development of students coming from less privileged and financially impoverished backgrounds. The aim of the Institution is to promote and protect an academic environment that helps in developing a socially committed citizenry that is aware, active, and actionable.

- PERIODIC MEETINGS: As part of routine activity, periodical meetings are conducted under academic Sub-committee with all the faculty members.
- PERIODIC EVALUATIONS AND ADVANCEMENTS: Performance of students is monitored through class tests, Internal assessment, tutorial classes and assignments. These practices equip them with knowledge and skill of their chosen subjects and also provide them credible opportunities for all round academics. Some departments evaluate the students by MCQ assessments and IQ tests.
- UPDATING STUDENT DATA RECORD: Every department of the College maintains student data record which contains contact details of the students. Faculty members of respective departments generally maintain regular contact with the students to track their progression and career advancement. In addition to maintaining records, the faculty members motivate students and offer them career guidance that helps them in preparing for life after the college.
- EXTENSION ACTIVITIES/SEMINARS: Various extension activities, encouraging attending seminars were offered time to time by various departments for students as well as for the faculty members to strengthen the confidence level of students to pursue their higher studies and for better research outcome in both students and faculties.
- REVIEW OF SELF APPRAISAL AND CAS SCREENING: Members of IQAC review the self-assessment reports of performance-based appraisal submitted by the respective teachers to be promoted under CAS to the next higher stage following the UGC Regulations, 2010 and thereafter orders issued by the Government.
- PARTICIPATION IN FDPs: Teachers are motivated to attend various Faculty Development programmes for the purpose of enriching their knowledge.
- WELL EQUIPPED LIBRARY: Our Library is equipped with almost 50,000 books and reference books. Database is there for the maintenance of library more effectively in a modern way. Prepared OPAC for Library (Day) through KOHA software.
- PUBLICATION IN JOURNALS AND BOOKS: Several faculty members are involved in publishing research paper in UGC referred journals and books.
- SPORTS: Our students from time to time participated and being awarded in various sports events of national and international acclaimed. Moreover, almost all the students take active participation in college sports held annually.
- NSS NCC: Students of NSS and NCC of the College unit take active participation in different Programmes on various issues under proper guidance of concerned faculties to provide opportunities to the students for group living, collective experience sharing and constant interaction with the community.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. Creation of new teaching posts. 2. Upgrading college website. 3. Extensive implementation of ICT based teaching-learning. 4. Implementation of Teaching and Non-teaching Database. 5. Organising more Inter Institutional extension activities involving both the students and teachers 6. Outreach training programmes for non-teaching staff. 7. On-line collection of feedback from teachers and parents.