VICTORIA COLLEGE
Address: 78-B, Acharya Prafulla Chandra Road,
West Bengal, Kolkata

The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2013-2014

Part – A

1. Details of the Institution

1.1 Name of the Institution	**VICTORIA COLLEGE**
1.2 Address Line 1	**78-B, Acharya Prafulla Chandra Road**
Address Line 2	
City/Town	**Kolkata**
State	**WEST BENGAL**
Pin Code	**700009**
Institution e-mail address	victoriacollege1932@gmail.com
Contact Nos.	**033-23501959**
Name of the Head of the Institution:	Dr. Nibedita Chakrabarti
Tel. No. with STD Code:	**033-23600046**
Mobile:	**9433117523**
Name of the IQAC Co-ordinator:	Dr. Pratibha Pal
Mobile:	9830420134
IQAC e-mail address:	Iqac.vickolkata@gmail.com
1.3 **NAAC Track ID**	The college does not have a track id yet.

1.4 **NAAC Executive Committee No. & Date:**
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate

| EC/32/250 dated 03.05.2004 |

1.5 Website address: | www.victoriacollege.co.in |

Web-link of the AQAR: | http://victoriacollege.co.in/data/AQAR_2013-14.pdf |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B		2004	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC:DD/MM/YYYY | 11.08.2006 |

1.8 AQAR for the year : 2013-14

1.9 Details of the previous year's AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC

      i. AQAR 2011-12 Submitted to NAAC : December 2015
     ii. AQAR 2012-13 Submitted to NAAC : December 2015
    iii. AQAR 2013-14 Submitted to NAAC : December 2015

1.10 Institutional Status

    University   State ☑   Central ☐   Deemed ☐   Private ☐

    Affiliated College   Yes ☑   No ☐

    Constituent College   Yes ☐   No ☑

    Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐   Men ☐   Women ☑

Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☑   UGC 12B ☑

Grant-in-aid + Self Financing ☑   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts √   Science √   Commerce √   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)

1.12 Name of the Affiliating University *(for the Colleges)*   **University of Calcutta**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   **N.A**

College with Potential for Excellence   **N.A**   UGC-CPE   N.A

DST Star Scheme   **N.A.**   UGC-CE   N.A

UGC-Special Assistance Programme   **N.A.**   DST-FIST   **N.A.**

UGC-Innovative PG programmes   **N.A.**   Any other (*Specify*)   **N.A.**

UGC-COP Programmes   **N.A**

2. IQAC Composition and Activities

2.1 No. of Teachers | **7**

2.2 No. of Administrative/Technical staff | **1**

2.3 No. of students | **1**

2.4 No. of Management representatives | 3(1+1(principal) +1G.B.President))

2.5 No. of Alumni | **1**

2. 6 No. of any other stakeholder and community representatives | **1 (Local Councillor)**

2.7 No. of Employers/ Industrialists | **0**

2.8 No. of other External Experts | **0**

2.9 Total No. of members | **14**

2.10 No. of IQAC meetings held | **2**

2.11 No. of meetings with various stakeholders: No. [ ]   Faculty [✓]

Non-Teaching Staff Students [ ]   Alumni [ ]   Others [ ]

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [√]

If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC : Nil

Total Nos. [ ] International [ ] National [ ] State [ ] Institution Level [ ]

(ii) Themes [   ]

2.14 Significant Activities and contributions made by IQAC

Members of IQAC participate in the meetings of different committees and sub committees. The decisions taken there are implemented through academic and administrative programmes.

IQAC also encourages need based student activities like NCC/NSS under effective guidance of respective faculties and active supervision of the Head of the Institution.

IQAC attempts to encourage the teachers to participate in various teacher training programme to enhance their knowledge and adopt new technology so that the teaching learning process can be modernised.

2.15 Plan of Action by IQAC/Outcome

Plan	Action taken
Introduction of new courses	None
Introduction of add-on courses	None
Construction of new buildings	Construction of 2ndFloor and 3rd Floor of New Building under progress.
Improvement of student facilities To introduce computer facilities in different Departments	Additional Computers were purchased for use in computer laboratory ((2),Office (2) and for some departments.. Online Admission Process has been introduced.
To continue the Medical Aid Fund	Students contribute in the medical Aid Fund, started for them so that in medical emergencies they get help from this fund.

Improvement of administration	
To computerise Student profile	Some new computers were installed in the office and student profile was computerised .
Undertaking research projects	4 teachers received grants from UGC for Minor Research Projects
Launching of new extension activities	Besides curricular activities, few extension programmes also have been undertaken by the students, NCC Cadets and NSS unit of the college. NSS Unit has been engaged in plantation programme, campus cleaning drive, health awareness programme, anti drug addiction campaign.

Academic Calendar of the year 2013-14 in annexure I

2.15 Whether the AQAR was placed in statutory body   Yes ☐√   No ☐

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

- The primary objective of Victoria Institution (College) is to facilitate learning by creating excellent academic ambience and by providing all-round general education by means of rich curricular, co-curricular and extra-curricular programmes taken under the supervision of sincere and competent faculty members.

- It has been the chief aim of the institution to inculcate in every student a sense of responsibility towards society, respect for human being and care for nature and environment, so that she can become a worthy member of the society.

  To achieve these goals, the action plan taken by Victoria Institution (College) is

- To create opportunity for every student to develop her full potential.

- To stand by the side of the disadvantaged pupils.

- To provide every student within its means the best possible educational and cultural experiences.

To encourage every student to take part in community development programme.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	32	0	1	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	32	0	1	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : **Open Options.**
   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓

1.3 Feedback from stakeholders*   Alumni ☐ ✓   Parents ☐ ✓   Employers ☐   Students ☐
    (On all aspects)

Mode of feedback   :   Online ☐   Manual ☐ √   Co-operating schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The college does not have any scope to revise or update the syllabus. It is done by the affiliating university

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
64	**17**	**28**	**X**	**19**

2.2 No. of permanent faculty with Ph.D. : 24

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
x	19	X	X	X	X	X	X	X	19

2.4 No. of Guest and Visiting faculty and Temporary faculty   X   X   X

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	**1**	**4**	**6**
Presented papers	**3**	**2**	**3**
Resource Persons			

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

The college follows chalk and talk method as a preferred mechanism in teaching-learning process. However, Teachers' Council recommends that ICT is to be used as a positive mechanism for teaching – learning process.

2.7   Total No. of actual teaching days during the academic year
      during this academic year

214

2.8   Examination/ Evaluation Reforms initiated by
      the Institution (for example: Open Book Examination, Bar Coding,
      Double Valuation, Photocopy, Online Multiple Choice Questions)

-

2.9   No. of faculty members involved in curriculum
      restructuring/revision/syllabus development
      as member of Board of Study/Faculty/Curriculum Development workshop

-	1	-

2.10 Average percentage of attendance of students :

75% attendance is mandatory to appear for appearing in the University examinations. Sometimes students with less percentage are allowed on providing satisfactory reasons for their absence.

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
B.A. (Hons.)	200	196		4%	65.5%	------	98%
B.Sc. (Hons.)	110	109		23.6%	70%	------	99%
B.A. (General)	299	161		-----	-----	-----	53.5%
B.Sc. (General)	55	34		-----	-----	-----	62%

B. Com (Hons.)	42	42		2.38%	97.6%	------	100%
B. Com (General)	27	26		-----	-----	------	96%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The college encourages its faculty use ICT in their teaching-learning process. PPT's, videos, charts, graphs etc can be used. This acts as a supplement to the traditional chalk and talk method.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	**1**
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	23	7	-	-
Technical Staff	**5**	**5**	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC encourages the faculties to take up major and minor research projects. Sabbatical leave is also granted for faculties pursuing research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		**1**		
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**1**	**1**	**290000**	
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals		**11**	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range | N.A. | Average | N.A. | h-index | N.A. | Nos. in SCOPUS | N.A.

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	**1 minor**	**UGC**	**60,000/-**	**60,000/-**
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   **11**   Chapters in Edited Books   **4**

ii) Without ISBN No.   **0**

3.8 No. of University Departments receiving funds from : **N.A.**

UGC-SAP   **0**   CAS   **0**   DST-FIST   **0**

DPE   **0**   DBT Scheme/funds   **0**

3.9 For colleges   Autonomy   **Nil**   CPE   **Nil**   DBT Star Scheme   **Nil**

INSPIRE   **Nil**   CE   **Nil**   Any Other (specify)   **Nil**

3.10 Revenue generated through consultancy   **NIL**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons; **0**

3.13 No. of collaborations   **Nil**

International **NA**   National **NA**   Any other **NA**

3.14 No. of linkages created during this year   **NIL**

3.15 Total budget for research for current year in lakhs :

From Funding agency **Nil**   From Management of University/College **Nil**

Total **Nil**

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	**0**
	Granted	**0**
International	Applied	**0**
	Granted	**0**
Commercialised	Applied	**0**
	Granted	**0**

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	**0**	**0**	**0**	**0**	**0**	**0**

3.18 No. of faculty from the Institution
   who are Ph. D. Guides   **0**
   and students registered under them   **0**

3.19 No. of Ph.D. awarded by faculty from the Institution   **Nil**

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF **NiL**   SRF **Nil**   Project Fellows **NiL**   Any other **Nil**

3.21 No. of students Participated in NSS events

University level **50**   State level **50**

National level **Nil**   International level **Nil**

3.22 No. of students participated in NCC events:

University level | Nil | State level | Nil

National level | Nil | International level | Nil

3.23 No. of Awards won in NSS:

University level | Nil | State level | Nil

National level | Nil | International level | Nil

3.24 No. of Awards won in NCC:

University level | Nil | State level | Nil

National level | Nil | International level | Nil

3.25 No. of Extension activities organized

University forum | - | College forum |

NCC | - | NSS | 4 | Any other | -

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

- 15 NCC cadets participated in 'Sheshho Mela' on 23rd January 2014 organised by Bengal Girls' unit in Kolkata.

- 3 NCC cadets participated in the programme of 'National Youth Day' to celebrate the birth anniversary of Swami Vivekananda on12th January 2014 organised by Bengal Girls' unit in Kolkat

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.5acres	0	0	1.5acres
Class rooms	29	1	0	30
Laboratories	14	2	0	16
Seminar Halls	1	0	0	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	No data	1,11,090/-	UGC	No data
Others	No data	7000/-	UGC	No data

4.2 Computerization of administration and library

Library is computerized. There are 3 computers with plans to add more.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	338	73,569	437	1,11,768	775	1,85,337
Reference Books	3	1,715	2	981	5	2696
e-Books	0	0	0	0	0	0
Journals	1	4500	0	0	1	4500
e-Journals	0	0	0	0	0	0
Digital Database						
CD & Video	0	0	0	0	0	0
Others (specify) (MRP & Donation)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	31	2	1	0	0	5	20	3
Added	7	2	1	0	0	2	2	0
Total	38	4	2	0	0	7	22	3

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

Brainware undertakes Computer training for teachers and students at subsidized rates.

4.6 Amount spent on maintenance in lakhs :

i) ICT

7,400/-

ii) Campus Infrastructure and facilities

-

iii) Equipments

-

iv) Others

-

Total :   7,400/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC encourages the students to join NSS and NCC wings. The objective of these wings are to bring about awareness among the students about environment, community help, Gender sensitisation etc.

5.2 Efforts made by the institution for tracking the progression

As of now the college does not have any formal mechanism to track the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3058			

(b) No. of students outside the state   **Nil**

(c) No. of international students   **Nil**

Men	No	%	Women	No	%
	NA			**3058**	**100**

Last Year (2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2215	166	16	0	0	2397	2687	266	18	87	0	3058

Demand ratio Dropout %: **10**

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

-.

No. of students beneficiaries   **-**

5.5 No. of students qualified in these examinations : **Nil**

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

The Counselling Cell gives career advice at the time of admission so that they can take the right subject combination. Special sessions are held with the students residing in hostels to address to their special emotional needs

No. of students benefitted   Data is not available

5.7 Details of campus placement; The college does not have any scope to arrange campus placement drive.

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

NSS and NCC organizes gender sensitization programmes through poster making competitions, workshops on gender-related issues etc.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level -0   National level -0   International level 0

No. of students participated in cultural events

State/ University level -0   National level -0   International level -0

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level -0   National level 0-   International level 0-

Cultural: State/ University level -0   National level -0   International level -0

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	5	Rs 4500/-
Financial support from government	0	0
Financial support from other sources	335	Data not available
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level **0**   National level **0**   International level **0**

Exhibition: State/ University level **0**   National level **0**   International level **0**

5.12   No. of social initiatives undertaken by the students   **1**

5.13 Major grievances of students (if any) redressed:

None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Victoria Institution (College) is committed in knowledge building for inclusive social development and moulding globally competent and socially sensitive women.

Mission: The mission of the college has always been to educate and form the young women as liberated lifelong learners who are sensitive to gender and ecology and empowered to respond to global challenges. The college is committed to facilitate an integral, inclusive and humane development of the society.

6.2 Does the Institution has a management Information System

1.In library 1 computer was added with Version-Microsoft Windows 7.

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

6.3.1 Curriculum Development

Being an affiliated college under the University of Calcutta, the curriculum of the institution is strictly in accordance with the parent university The academic calendar is provided by the University regarding the dates of the examination and other schedules right before the session commences On the basis of the calendar, the teachers prepare their individual lesson plans for their respective syllabui to be taught by them. The faculty also maintains an attendance register on a regular note, to keep a track of the allotment of classes and the classes taken.

6.3.2 Teaching and Learning

- Application based learning is encouraged through projects and assignments.
- LCD projectors are used for lectures and students' talks.
- Websites are used for advanced study on specified topics.
- Interactive educational CD and preparation of field reports of excursions utilize the help of computer on regular basis.

6.3.3 Examination and Evaluation

The academic calendar is provided by the University regarding the dates of the examination and other schedules right before the session commences. The institution strictly adheres to the calendar provided by the University. The college itself conducts periodical evaluation in the form of class tests, mid- term tests, pre-annual selection tests etc. Some departments evaluate the students in the entry level by MCQ assessments and IQ tests.

6.3.4 Research and Development

There is limited scope for in-house research activities as the Institution is a UG college. However, many of the teachers of the college are involved in active research in collaboration with external bodies. The IQAC keeps the teachers informed about various projects and fellowships and motivates them to submit proposals. It also screens the proposals and suggests modifications if required. The college ensures the autonomy of the Principal Investigator and facilitates release of funds. The college grants educational leave to the faculty engaged in research work as and when required. The teachers are also encouraged to go FDP provided by UCG and complete their Ph.D. programmes.9-

The teachers are encouraged to actively take part in Faculty development programmes like Orientation Programme, Refresher Courses and Workshops to enhance their skills and expertise. This results in improved delivery of lectures which leads to quality education. These programmes play a supreme role to update the teachers about the latest happenings in their respective fields.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The following amount has been spent by the college for library, ICT and physical infrastructure

The Library sub-committee of the college has taken initiative for the automation of the library. Efforts are also in progress for installation of Photocopying and Internet facilities to be availed by the students and staff members.

The institution plans for up gradation of IT infrastructure through procurement of more computers, LCD projectors &screens, scanners etc.

The construction of Annexed part of the college science building is in progress. This will provide new class rooms, Labs as well as sanitary facilities for the students. The college also has a plan to allot space for seminar cum meeting room.

6.3.6 Human Resource Management

The College encourages quality improvement programmes and allows human resource development. The teaching and staff members get benefits like CL,EL.ML, FDP etc. Payslips are distributed to all staff every month and the salary is credited to respective accounts in due time. Service Books of the employees are continuously upgraded. Institute takes great care of its human resources by recognising the needs of the employees. The service rules along with PF, Gratuity and other facilities are maintained well..

6.3.7 Faculty and Staff recruitment

Permanent Faculty are recruited through College Service Commission and these appointments are approved by the Governing Body of the college. Govt. Approved Part time teachers are recruited by the College following the Govt. guidelines. Visiting and guest lecturers are appointed by the college

6.3.8 Industry Interaction / Collaboration

None

6.3.9 Admission of Students

The admission procedure of the institution is as per the norms prescribed by the affiliating university.
it is a completely transparent process where the students are selected based on merit. The number seats are allocated by the University which the college follows.

Students can apply online and offline. The final of list of selected students are put up in the college notice board and the website after scrutiny.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	There is a special Student's Aid Fund which extends financial help to the students with financial constraints to enable them to purchase books and educational aids, meet College Fees, University Examination Fees and other necessary expenses. Membership of all students to Students Health Home.

6.5 Total corpus fund generated   **Nil**

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC College
Administrative			yes	Auditor nominated by Government of West Bengal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Re-union of ex-students of the institution is held from time to time by the Victoria Institution (College) Alumni Association. Alumni Association organises cultural programmes, fairs etc.

6.12 Activities and support from the Parent – Teacher Association

As such there is no parent-teacher association. However, the institution arranges parent-teacher interface at regular intervals. The institution gets to hear the guardians' perspective. It offers its own. And thus builds up a healthy communication that eventually helps the students both directly and indirectly in terms of their academic performance

6.13 Development programmes for support staff

Nil

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

Initiative taken on behalf of the Teachers' council to increase consciousness among the students regarding ill effects of the use of the polythene. The students' union has taken the initiative to decorate the different floors of the college with various plantations.

Criterion – VII

7. Innovations and Best Practices

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

- Projector based classroom to ensure enjoyable teaching-learning hours

- There is a Provision to show films to give the students a chance to rejoice as well as learn
- about the basic issues. It also helps them to develop a sense of morality.

- Audio visual classroom sessions have been introduced to produce an ameliorated teaching-learning process

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

- Photocopying and Internet facilities installed, to be availed by the students and staff members.
- 2ndFloor and Third Floor of New Building constructed.

- New computer with printer installed in Arts Staff Room

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Infrastructural Facilities to Enhance Teaching-Learning Process

- Encouragement of Women Entrepreneurship and Enhancement of Social Awareness

Provide the details in annexure: See Annexure II

7.4 Contribution to environmental awareness / protection

NSS undertakes Environmental awareness programmes through poster making, seminar, workshops.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Annexure II

8. Plans of institution for next year

- Installation of new software in Office
- New Seminar Room to be completed with all modern equipment's
- Apply to appropriate authority to fill up vacant teaching and non-teaching staff
- Up gradation of IT infrastructure through procurement of more computers, LCD projectors & screens scanners, printers etc.

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VICTORIA INSTITUTION (COLLEGE)

ACADEMIC CALENDAR for the B.A., B.Sc,. B.Com (Hons, General & Major)

Courses of Studies (Under 1+1+1 system of examination) for the Academic Session **2013-14**

	DATE	DAY	IMPORTANT EVENTS/ PROGRAMMES/ HOLIDAYS
July'13	01/07/2013	Monday	Holiday- B.C. Roy's Birthday
	02/07/2013	Tuesday	College Re- opens after Summer Recess
	10/07/2013	Wednesday	Holiday- Rath Yatra
	15/7/2013	Monday	1st Year(Hons. & Gen) Classes start
			Part I B.A.,B.Sc,B.Com (Gen) Exam cont.
Aug'13	05/08/2013	Friday	Holiday - Id-ul-Fitar
	15/08/2013	Thursday	Holiday- Independence Day
	23/08/2013	Wednesday	Holiday - Bhadrotsav
	28/08/2012	Friday	Holiday- Janmastami
Sept'13	First Week	Decided by the Union	Freshers' welcome organized by the Students' Union
		To be decided by the Departments	Class Test for B.A./B,Sc/B.Com 1st Year(Hons. & Gen) begins
Oct'13	02/10/2013	Wednesday	Holiday- Gandhiji's Birthday
	13/10/2013	Sunday	Holiday- Mahalaya
	16/10/2013	Wednesday	Holiday- Id-ul-Zoha
	10/10/2013 to 06/11/2013	Thursday to Tuesday	Puja Vacation
Nov'13			Holiday- Jagadhatri Puja
	Last Week		Annual Prize Distribution
	14/11/2013	Thursday	Holiday- Muharram
	17/11/2013	Sunday	Holiday- Guru Nanak's Birthday
	19/11/2013	Tuesday	K.C. Sen's Birthday
Dec'13	1st week onwards		Mid Term Exam for B.A., B.Sc, B.Com Part I (Hons& Gen) begins
	25/12/2013 to 31/12/2013	Wednesday to Tuesday	Winter Recess
Jan'14	01/01/2014	Wednesday	Holiday- New Year's Day
	08/01/2014	Wednesday	Death Anniversary of K.C. Sen

	2nd week		3rd Year Test Examination begins
	14/01/2014	Tuesday	Holiday- Fateh-Dohaj-Daham
	23/01/2014	Thursday	Holiday- Netaji's Birthday
	24/01/2014	Friday	C.U. Foundation Day
	25/01/2014	Saturday	Holiday- Maghotsav
	26/01/2014	Sunday	Holiday- Republic Day
	Last week		1) College Annual Sports 2) Results of 3rd Year Test Exam
Feb'14	1st week		Form fill-up for Part III Examination
	2nd week		2nd Year Test Examination begins
	04/02/2014 & 05/02/2014	Tuesday & Wednesday	Holiday- Saraswati Puja
		To be decided by the Departments	Class Test for B.A./B.Sc/B.Com 1st Year (Hons.& Gen)
Mar'14	1st week		Result of 2nd Year Test Examination
	2nd week		1st Year Test Examination begins
	2nd week		Form Fill-up for Part II Examination
	16/03/2014 & 17/03/2013	Sunday & Monday	Holiday- Dol Yatra, Holi
	Tentative		Part III B.A. B.Sc,B.Com(Hons/Major)Pract Exam begins
	Last week		College Reunion
April'14	1st week		Result of 1st Year Test Examination
	14/04/2014	Monday	Holiday- Chaitra Sankranti
	15/04/2014	Tuesday	Holiday- Poila Baisakh
	18/04/2014	Friday	Holiday- Good Friday
	19/04/2014	Saturday	Holiday- Easter Saturday
May'14	01/05/2014	Thursday	Holiday- May Day
	09/05/2014	Friday	Holiday-Tagore's Birthday
	14/05/2014	Wednesday	Holiday - Buddha Purnima
	16/05/2014 to 30/06/2014	Friday to Monday	Summer Recess
	20/05/2014 Onwards		Part III B.A., B.Sc, B.Com(Hons/Gen/Major) Exam begins
June'14	1stweek (Tentative)		Admission to B.A.,B.Sc,B.Com (Hons/ Gen/Major),after publication of H.S. Results.
	10/6/2014	Tuesday	B.Com Part II(Hons/Gen/Major) Exam begins
	14/06/2014	Saturday	Holiday- Sab-e-barat

	29/06/2014	Sunday	Holiday- Rath Yatra

SWOC Analysis of the Institution

Strengths

- Good demand for the courses offered by the college
- Academic guidelines of the Affiliating University followed in the college
- Enrolment of the students in NSS and participation in extension activities.

Weaknesses

- Some of the subjects have shortage of faculties
- Laboratory facility to be made better
- Faculties to be encouraged to take more of research work
- Process for formal consultancy to be put in place
- Placement opportunities to be provided to the students more effectively

Opportunities

- Students showing interest to pursue higher studies.
- Inter disciplinary research work to be initiated
- Certificate courses for soft skills
- Plans for organising conferences, workshops for students and faculties

Challenges

- Drop-out rate of students from poor socio-economic background to be made minimal
- No Book bank facility in library for the students
- Library to be made fully automated

Best practices:

Practice 1

TITLE: Infrastructural Facilities to Enhance Teaching-Learning Process

OBJECTIVE:

Up-gradation of students and enhancement of efficiency

CONTEXTS

A huge technological innovation has emerged in the field of education. The college sincerely attempts to provide the knowledge to handle modern technique within our limited resources.

PRACTICE

A. The college has six projectors. The department of science uses the projectors according to their requirements. However, the projectors are also used for the students of literature and students interested in films. The film shows break the drudgery of classroom teaching, which in a way, helps a creative mind. The projectors are also useful for power-point presentations and exclusive seminars, which extends the knowledge and provide exposure to the students.

B. Our library is well-equipped with modern software and different facilities. We have a permanent librarian and efficient staff to help the teachers and students.

The college library has the integrated library management software 'KOHA' which provides online public access catalogue, OPAC. The library also provides internet and Xerox facilities along with clean and quiet reading room. CAS and SDI are also two different facilities which provide current awareness and selective dissemination of information respectively.

Open Access Library is among one of our facilities which are found in select few colleges. As a future plan, we have undertaken to subscribe online journal and circulation. Above all, a rich collection of reference books and efficient lending facilities enable the teachers and students to accomplish their academic interests.

C. The college has viable laboratories for different science departments. C++, FORTRAN programmings are taught in the departments of Mathematics, Physics respectively. Department of Geography uses GIS. The students of Departments of Botany, Zoology and Economics have accessibility to the computers to complete their projects.

The Departments of Commerce and Journalism & Mass-communication have their individual IT laboratories. Commerce teaches WORD, EXCEL, POWERPOINT and TALLY.

D. The college has a substantially spacious auditorium to assemble the entire college. Various seminars and cultural activities are conducted in the auditorium which creates a sense of solidarity among the students.

EVIDENCE OF SUCCESS

- The students who are willing to pursue their career in software companies are benefitted from C++ and FORTRAN programming. They can compete for the admission in BCA, MCA courses with the help of this software. The courses make the students more employable.
- Tally is the basic accounting software for the students, who want to be commerce-professionals.
- WORD, EXCEL help the students to compete in KPO and BPO agencies. POWERPOINT is indispensable for pursuing further academic career and professionals.
- The Journalism & Mass-communication students use MS-ACORD.
- The software and facilities available in the library equip the students for future academic persuasion. The students interested in library science are also benefitted.
- This practice attempts to make the students more competent for employment as well as for higher education.

PROBLEMS ENCOUNTERED AND FUTURE PLAN

With the increasing number of students, the college needs more space for better provision of classrooms and laboratories. The Auditorium needs to be modernized with acoustics and air-conditioning facilities.

Inadequate fund is a constraint to achieve the above.

Practice 2

TITLE: Encouragement of Women Entrepreneurship and Enhancement of Social Awareness

OBJECTIVE:

Women empowerment through upliftment of comparatively less privilege section of the society

CONTEXT

The very location of our college justifies the practice. It is situated near one of the big stations (Sealdah) of Kolkata, which is connected to remote sub-urban and rural areas. Most of our student's hail from a financially humble background in these sub-urban areas. Unfortunately, they are unable to pursue the higher academic career.

PRACTICE:

A. Basanta Mela, a fair, to promote cottage industries owned by women entrepreneurs held within the college campus in collaboration with the Alumni Association.

B. Exhibition of Artefacts and Special Bengali Food has been introduced in the Career Fair.

C. Sometimes our willing ex-students are hailed and guided by our staff.

D. NCC ACTIVITY: The students of NCC unit of the college participate in different co-curricular activities like rifle shooting, trekking at national level. Participation in music competition in inter-college level is also encouraged. These activities make them more employable and fetch fame.

E. NSS ACTIVITY: Victoria Institution (College) has a Unit of the National Service Scheme which engages student volunteers in different community development programs in the neighbouring area of the College**.**

EVIDENCE OF SUCCESS

Our ex-students as well as the women, who want to be economically self-sufficient, get benefits.

The orientation to help the marginalized section of the society seems to be an important facet to be a good citizen. Our students often involve into NGOs and social activities to serve others in future. The students also compete at national level and glorify the college.

PROBLEMS ENCOUNTERED AND FUTURE PLAN

The college needs more funds through which the women entrepreneurs could form self-help groups. The Basanta Mela is a small platform which could be extended to a professional level. Year-long activities could also be pursued if the funds are available.

The college has a plan to call professionals to provide training to willing students for making glass, ceramics and pottery items. It has huge potential to form cottage industry which in a way could encourage women entrepreneurship and empower them.