YEARLY STATUS REPORT - 2020-2021

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	Teacher-in-Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03323600046
• Mobile No:	9830123127
• Registered e-mail	victoriacollege1932@gmail.com
• Alternate e-mail	iqac.vickolkata@gmail.com
• Address	78B, APC Road
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700009
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University		**University of Calcutta**
• Name of the IQAC Coordinator		**Dr Dipanwita Paul Ghosh**
• Phone No.		**03323600046**
• Alternate phone No.		**9433353363**
• Mobile		**7003518095**
• IQAC e-mail address		**victoriacollegeiqac@gmail.com**
• Alternate e-mail address		**vic.iqac@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)		**https://victoriacollege.co.in/assets/front/data/2019-20.pdf**
4.Whether Academic Calendar prepared during the year?		**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:		**https://victoriacollege.co.in/ac_calendar**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**73**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**B+**	**2.61**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**11/08/2006**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	**Collaborative Research**	**UGC-DAE Consortium for Scientific Redearch**	**2020 - 365**	**253320,**
Faculty	**Collaborative Research**	**UGC-DAE Consortium for Scientific Redearch**	**2021 - 365**	**258360**

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	2	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1.IQAC advised and monitored the online Admission process of the college. 2.IQAC supervised the maintenance of the End-Semester Examination as per the schedule given by the University of Calcutta. 3.IQAC helped the teachers whose CAS were due during this period to process their documents to be placed before the Screening Committee. 4.IQAC encouraged and provided all kinds of support to the departments to arrange webinars, workshops and extension activities. 5.COVID awareness programmes and measures were undertaken under the guidance of the IQAC.

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

Plan of Action	Achievements/Outcomes
The objective was to involve the teachers in academic duties like online Admission, online classes and examination, conducting webinars, online workshops and extension activities and Covid awareness programmes and measures.	**Smooth, fair and transparent admission, efficient and timely online examination process, Covid vaccination drive for staff and students initiated and executed successfully.**
The IQAC planned to guide the teachers to prepare their documents for Career Advancement Scheme (CAS).	**Work for preparing the documents for CAS progressed; however, Screening Committee meetings were deferred due to the ongoing pandemic situation.**

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC	**28/03/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	**31/01/2022**

Extended Profile

1.Programme

1.1   **33**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **2102**

Number of students during the year

File Description	Documents
Data Template	[View File](#)

2.2   **1656**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3   **760**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **93**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **78**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	33

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	2102

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1656

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	760

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	93

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	78

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	32
4.2 Total expenditure excluding salary during the year (INR in lakhs)	40.27366
4.3 Total number of computers on campus for academic purposes	44

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Keeping in view the objectives of the curriculum, teacher strength and infrastructure available, the College has formulated three distinct Master Routines for Day-Arts, Morning Arts & Day-Science, all the while adhering to the overarching curricular framework prescribed by the University of Calcutta. The classes are distributed evenly to match the Credit hours as per the new CBCS guidelines. To ensure optimum utilization of the classes allotted, all the departments are encouraged to prepare a well-structured Lesson Plan at the beginning of every Semester. Extension activities like Seminars, Workshops, Cultural programmes are also planned alongside and given equal weightage. Field trips, educational tours are regularly organised without affecting the scheduled classes in any way. Practical and Project works are also conducted with equal care and diligence.

To make curriculum delivery more effective, the College emphasizes on making teaching – learning interesting and interactive. Hence, in addition to the conventional modes of instruction, the teachers like to use ICT tools and more Audio-Visual tools to explain concepts to students. The recent pandemic situation resulting in the Online mode of teaching has given an added impetus to such practices.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://victoriacollege.co.in/routine_lesson

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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, including the conduct of Continuous Internal Evaluation. As regard to the mode of Continuous Internal Evaluation, the format is again set by the mother University, wherein students are evaluated on the basis of i) Internal Assignments ii) Tutorial Projects at the end of each semester. A total of 25 marks along with an added 10 marks for Attendance have been set for Internal Evaluation as per University guidelines. Besides, multiple innovative evaluation formats such Class tests, Quiz, Group Discussion, Students' Talk-cum-presentation are employed by the faculty members as well in order to test the learning of the students in a comprehensive manner. The performance of the students are regularly monitored by the faculty members, and if occasion demands further discussed with the concerned students and their parents during periodic Parent – Teacher meets for their improvement and overcoming their deficiencies. The overall internal evaluation system is monitored by the Academic sub-Committee of the College to ensure smooth and effective functioning.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://victoriacollege.co.in/ac_calendar

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution encourages the departments to organise seminars and extension lectures for women empowerment, social equality and gender sensitisation. The Ability Enhancement Compulsory Course – 2 (AECC-2) for all the students of SEM-2 enables to develop basic knowledge of environment-sustainability and environment-friendly habits. Inculcation of the habit to use environmental resources rationally and prevent wastage of the same helps the students become responsible citizens. They, in turn, sensitise others in their community to become conscious environmentally. Environmental awareness programmes are held on a regular basis throughout the year. Field trips involving students and teachers were also a part of environmental awareness programme before the pandemic. The teachers try to inculcate moral and ethical values through regular

councelling of students and motivate them for active participation in social activities. This practice was increased many fold during the period when classes were held virtually as the teachers realised the need to keep the students mentally sound and remain connected, The syllabii of different subjects include topics related to Professional Ethics, Gender, Human Values, Environment and Sustainability . The listing of the same is atttached here in a pdf format.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

55

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

2068

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://victoriacollege.co.in/aqar-vic/1.4.1_and_1.4.2_Feedback_Analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1364

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

231

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College endeavours to provide a healthy academic environment along with a reliable and comprehensive support system to cater to the needs of all kind of learners and motivate them in every possible way. Through a meticulous process of continuous internal evaluation the Institution tries to assess the learning levels of the learners, identify their strength and weaknesses. To help the advanced learners realize their full potentials the teachers try to engage them in more challenging and novel extension activities inside the classroom, encourage them to participate in inter-collegiate programmes and competitions. For the slow learners, the usual practice is to arrange remedial classes. The teachers keep track of their performances in each semester exams on a regular basis. The slow learners are further encouraged to interact with their respective teachers to improve their gap areas. During the pandemic the departments reached out to their respective students to address their needs via the online mode. Besides, teachers from time to time have counselled students regarding their future endeavours, about pursuing higher studies etc. For both the advanced and slow learners, the ultimate aim is to instil in them

confidence and a positive attitude about life and studies.

File Description	Documents
Link for additional Information	<u>Nill</u>
Upload any additional information	<u>View File</u>

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2102	93

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Various Departments are involved in different student centric methods for increasing their learning experiences. The students of dept. of Geography are engaged in research methodology and Fieldwork Practical Course. They have prepared field report like "Physico-cultural spectrum of Radharani Tea Garden, Alipurduar District" and "Physico-cultural spectrum of Kohinoor Tea Garden", Alipurduar District. Students also participated in group presentation of any selected school of Geographical thought in the paper 'Evaluation of Geographical thought Lab'. Students are also trained in problem solving methodologies in Hazard Management Lab by preparing group projects.

An E-magazine was prepared by the students of Dept. of Physics. They have done projects on Scientific Writing and Ardunio, an electronic prototype. They have to solve the assignments as a part of tutorial component of these SEC courses. A workshop on innovative experiments was conducted by the Dept. of Physics in collaboration with Indian Association of Physics Teachers, Regional Council 15

Other departments involve their students in experiential activities like assigning term papers, conducting field trips , preparation of wall magazines, posters, charts etc

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[Nill](#)

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All departments have been depending on ICT tools for teaching and learning during the time of Covid-19 Pandemic through different applications like Google-meet, Zoom meeting etc. They shared class notes, reference materials, PowerPoint presentations through above mentioned platforms. They also used web tools like whatsapp, e mail, google classrooms to reach out to the students. Answer scripts were evaluated by using various online tools like Kami, Adobe, MS Edge etc.

Department of Geography introduced videos for practicals through Google classroom and Telegram to the students. Department of Chemistry conducted practical classes through Google-meet. Theoretical and experimental chemistry practicals were demonstrated by youtube link. Department of Physics used application of ICT tools like virtual lab and circuit maker to conduct online practical classes.

Department of Sanskrit conducted online mock tests through Google forms. MOOC platform like NTPL video lectures and digital library resources (NDL, e-Pathshala) were also provided as references.

Some departments screened documentary and relevant feature films during online classes.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[Nill](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

46

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1394

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College mainly follows the format set by the University of Calcutta. The students are evaluated in the Internal Assessment and Tutorial, conducted towards the end of each semester, as instructed by the Board of Studies of each department.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.

A centralized exam routine is formulated by the Exam Committee for the Internal Assessment and Tutorial. From the setting of Question paper to the evaluation of answer scripts and uploading of marks, everything is done within the time stipulated by the affiliating university with utmost transparency and sincerity on part of the teachers. The Convenor of the Exam Committee is in charge of overall supervision and duly reports to the Head of the Institution.

The Internal Assessment being a component of the University examination, the marks are kept secret, and not communicated to the students. Even during the Online examination, due to the pandemic situation, the Institution has maintained the same transparency and deftly conducted all the exams online.

File Description	Documents
Any additional information	View File
Link for additional information	Nill

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has a Grievance Redressal Cell to deal with various kinds of grievances including those related to internal examination. Grievances, if any, are communicated to the concerned teachers through the respective department. Actions are taken at the earliest. In case of any unintended typological error, the concerned department communicates the matter to the head of the institution to take appropriate measure. The matter is then communicated to the office of the Controller of Examination of the University. The University then takes appropriate steps to rectify the same. However, no such grievances regarding internal examination were recorded in the said period.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	Nill

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Programme and Course Outcomes offered by the Institution are displayed on the College Website. At the commencement of each academic year the students attend an Orientation Programme organized by the college. The Principal informs the students about the values that they need to imbibe in this college. This is followed by Departmental Orientation where the students are familiarised with the curriculum along with the PO, PSO and COs. Teachers also inform the students about the lesson plan and the desired learning outcomes. The main focus of all the courses is to impart comprehensive learning that would generate an interest in research, create employability, engage in academic discourses and empower students to emerge as socially responsible citizens.

The link to POs and COs is provided below (To access the POs please scroll down to the bottom of the page. To access the COs

kindly click the individual departments.)

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://victoriacollege.co.in/courses
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution adheres to the syllabi provided by the affiliating university for all its subjects. It ensures completion of the concerned syllabus through a lesson plan displayed on the college website at the beginning of the academic year. The attainment of PO, PSOs and CO is done through continuous internal assessments, tutorials, field trips and seminars. Individual departments maintain a record of the students' performance in each semester. Results of individual departments are analysed by the Result Committee and displayed on the website. The college constantly organizes student-centric activities like field-based work, inter-college competitions, debates, essay writing competitions, student presentations, wall magazine, e-magazine, poster-making etc. to assess the skills that the college has imbibed in students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	nill

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

760

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://victoriacollege.co.in/aqar-vic/Annual_Report_Result_2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://victoriacollege.co.in/assets/front/data/Analysis%20of%20SSS-2020.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

Year 2020-2.53320 L + Year 2021 - 2.58360 L

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.iuc.res.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

20

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

24

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

36

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Student volunteers enrolled with the NCC unit of the college participated and engaged with a plethora of social awareness and community service activities through-out the period. Not only were the cadets involved in observing National Youth Day, World Environment Day, International Yoga Day, Kargil Diwas; they also organised awareness campaigns to raise awareness regarding Covid 19; conducted blood donation camps; carried out Swachh Bharat Abhiyan and Puneet Sagar Abhiyan in their own way. NCC cadets, during the said period not only acted in inter-district and national sports events (kick-boxing); they also participated in collective sports events like Fit India Run.

National Service Scheme (NSS) volunteers of the college participated actively in an awareness programme aimed at understanding the threat of Dengue whereby they gained a comprehensive knowledge about the various ways which could be easily adopted in order to contain its spread. They also showed great enthusiasm in the 3-ply cotton mask-making campaign which were thereafter distributed by them among the most impoverished in their immediate neighbourhood. This event enabled them to help the utterly impoverished during the trying pandemic times and also made them sensitive towards the realities of those who gets lost in obscurity.

File Description	Documents
Paste link for additional information	nill
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

10

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

392

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

03

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

NA

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Infrastructural facilities include Campus area: 1.5 acres. Classrooms: 30; Laboratories:16; Seminar Hall/ Auditorium: 02(with ICT) are distributed in the following buildings-

- Acharya Jagadish Chandra Bhavan (Science Building) : 3-storied building (each floor covers 541.52 sq.m area)
- Rabindra Bhavan (Arts Building): 3- storied building (1st & 2nd floor covers 404 sq.m area)
- Library Building: 3- storied building with Keshub Memorial Hall, Classrooms and Central Library.
- Acharya Prafulla Chandra Bhavan (Annex Building) : 4-storied building(each floor covers 2600 sqft area) . It comprises of Classrooms, Laboratories and Computer lab of Commerce and Journalism departments.

Learning facilities comprise of :

- Mathematics: 8 Computers, 2 Printers, 1 Scanner and 1 Projector
- Geography, Botany, Zoology, Physics, Chemistry and Psychology: Computers, Printers, Projectors, Scanners along with other laboratory equipment and instruments.
- Languages, Social Sciences and Commerce departments: Computers, Projectors

Museum: Zoology, History

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://victoriacollege.co.in/assets/front/data/Infrastructure%20maintenance-%20Procedures%20&%20Policies.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has a Playground with an area of 625 sqm for various outdoor games.

Annual Sports: It is organized by the Sports Committee and supported by the Students' Union. Students and teachers participate enthusiastically. Annual Sports was not held this year due to pandemic.

Students are trained in Kick Boxing under the guidance of a trainer Mr.Nausad Alam.

Auditorium: Keshub Memorial Hall, established in 1871; Area: 321.62 sq.m, Capacity : 150-200.

Seminar Hall : Suniti Sabhagriha , established in December 2014: Area 510 sq.ft; Capacity: 45-50.

These two halls are regularly used for seminars, workshops, meetings and cultural programmes. However, due to pandemic as the college was inaccessible these facilities could not be utilized.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://victoriacollege.co.in/assets/front/data/Infrastructure%20maintenance-%20Procedures%20&%20Policies.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	nill
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

40.27366

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

4.2.1: Library is automated using Integrated Library Management System (ILMS) Data requirement for year: Upload a description of library with, • Name of ILMS software : KOHA • Nature of automation (fully or partially) : Partially • Version : 3.10 • Year of Automation 2013

Library Management

The overall system of library management goes hand in hand with manual skill and technological skill based on KOHA software. The OPAC helps to provide effective lending and reference services. The Facebook page of college library (VIC Library: An Online (24x7) Initiative) provides e-books and articles to student in

open access mode. This initiative was very useful for students and teachers in the pandemic situation when physical access to library was not possible.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://www.facebook.com/groups/1859147707 553749 , VIC Library: An Online (24x7) Initiative

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Nill

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

21

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College is equipped with all the basic IT facilities to carry out numerous administrative as well as academic duties in an organized manner. The College has a total of 52 desktops, 8 laptops, 10 projectors,21 printers and 10 Scanners distributed amongst the Office, Library and several departments. 20 of the desktops are with Internet connection-connected through LAN (Local Area Network) BSNL (Speed 100 mbps). All the above-mentioned items are maintained and updated on a regular basis for smooth functioning. Complete set of projectors with audio system are installed in the several departmental seminar rooms to enable the teachers to utilize ICT facilities in the teaching-learning process. Suniti Sabhaghar, the general Seminar room has been converted into a Smart Classroom, equipped with state-of-the-art technology.

The College has acquired new Wi Fi connection (Alliance Broadband) from December 2021, with 8 routers spread across the campus (range of each router – 10 mt.), Wi Fi speed 100 mbps.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	nill

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

40.27366

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of the facilities is ensured through various committees constituted by the college. The Building Committee looks after additions and alterations in any part of the building. The College deputes service-engineers who are consulted for modification and repair work. Regular rounds are taken by the Maintenance Committee members for any visible damage of all facilities. A Complaint Register is maintained to attend to the

complaints promptly. Cleanliness of the classrooms, washrooms and other spaces is ensured by full-time cleaning staff of the college. Xerox machines, projectors, amplifiers, air conditioners are maintained under Annual Maintenance Contract. Sanitation and security is outsourced. CCTV network is maintained by VIEWCOM. The laboratory staff ensures that laboratory equipment is in good condition and functional at all times. Instruments requiring periodic calibration are done by external agencies. An AMC is taken for equipment that require periodic maintenance. Hardware and Software maintenance of computers and accessories are done by OASYS, through renewable Annual Maintenance Contracts. Due diligence is exercised, especially for disposal of e-Waste. The rules for responsible usage of library facilities are explained to students in the class-wise library orientation conducted the by library staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	nill

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

830

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	<u>Nill</u>
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

386

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

386

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

376

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

12

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college has an officially elected Student Representative who is a member of the Governing Body, the highest administrative platform of the college. However, owing to Government order the last election to the Students' Union was held in January 2017. Currently the college has a Student Body consisting of dynamic volunteers who, under the guidance of teachers organize various events in the college throughout the year as well as take active interest in the welfare and development of the student community. It also acts as a facilitating mechanism for representing student issues to the College authorities. These activities broaden the scope of education besides providing students a platform to show-case their myriad talents and learn managerial and organizational competencies. Regardless of the Covid-19 pandemic, the student volunteers remained active and participated in several events such as the Covid-19 Vaccination Camp and Distribution of masks among the underprivileged people in different localities. The students took great initiative in spreading awareness about the virus. Online activities such as Teachers' Day, Rabindra Jayanti celebrations and World Environment Day, were also observed with great dexterity.

File Description	Documents
Paste link for additional information	Nill
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

28

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Victoria Institution (College) Alumni Association is a registered body having Registration No. S/1L21134 of 2004-2005.Presently the association has approximately 300 members including ex-students and retired teachers.

The old students as well as teachers have made financial contributions from time to time to the Association with an objective of helping needy and meritorious students of the college who are having difficulties in pursuing their studies due to financial stringency.

The Alumni Association has been organizing a fair in the college ground since 2009 with a specific objective of helping small business entrepreneurs especially women. The ex-students of the college who have started their own business ventures also take part in the fair, generally organized before Bengali festivals, gives the participants an opportunity to earn some extra income as well as popularizes their products among the college fraternity. The reunion of the college, organized by the Alumni Association, held on the last day of the 3- day fair, gives a boost to the sale.

It is very disappointing that the Association could not organize any such event during June 2020 to December 2021 due to Covid 19 Pandemic and lockdown. However, the Association looks forward to resume its activities very soon.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/alumni-activities
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: The vision of our college is to realise our founder's dream, "One Society, One Religion, One World".

Mission: Our mission is to redefine women's role in restucturing our society in its march "Onwards, Forward, Heavenward", the words which Keshub Chandra Sen pronounced on landing at Bombay on his return from England.

It is necessary at times to look back and look aheadat the same time and readjust our position so that our vision is not allowed to blur and that our mission is not permitted to overlook the current socio-cultural requirements and our position in it.

The Governing Body at the apex of the college administrative system formulates plans, provides guidance and maintains an overall supervision to ensure the proper implementation of the vision and mission.

The Academic-sub-Committee and the Finance-sub-Committee, two statutory bodies, oversee thatthe mission of the collegeto educate girls to become liberated and sensitive young women,empowered to respond to global challenges is fulfilled.

TheIQAC provides guidance and inspiration to stimulateand ensurequality enhancement and sustenance.

The Teachers' Councilalong with various committees formed by the Principal, facilitate overall quality enhancement of the college.

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File Description	Documents
Paste link for additional information	https://www.victoriacollege.co.in
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and participative management are practised in the college under the leadership of the Principal through the formation of various committees consisting of teacher members. Each committee has a Convener and responsibilities are distributed among the members for the improvement in the overall performance of the college.

Case study 'Admission Committee'

College has a committee for admission related work, that consists of Head of the Institution, Bursar, few other members and all Heads of the Departments. Objective of the committee is to distribute work among all the departments to make it decentralized, democratic and efficient. Each department is entrusted to look into their own admission criterion and its fulfilment. Every year before the announcement of higher secondary results, admission committee holds a meeting to make arrangements for the admission procedure to begin. Admission process is entirely online, every teacher is encouraged to participate in the process of admission. The link of the control panel for on-line admission is distributed among all the departments so that they can see and take necessary steps as required as well as constantly

monitor the entire process.

File Description	Documents
Paste link for additional information	https://www.collegeadmission.in/OAS/Victoria/index.php
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Covid 19 induced nationwide lockdown compelled each and every sector to remodel their structure, redesign their methods and innovate. Needless to say, higher education was not an exception. Chalk and talk method of teaching had to be shelved for some time and the institution adopted newer strategies of teaching-learning process so that college education does not crash into a sudden halt.

At the very outset, the existing college routine was reformulated to suit the changed circumstances. The teachers adopted the online teaching-learning method using various virtual platforms like Google Classroom, Google Meet, Zoom etc. PPTs and use of digital pen for demonstrative purposes became standard procedures. Practical lessons were conducted using YouTube videos and Virtual Lab of MHRD. Further, students were encouraged to educate themselves using home-bound equipment-free experiments.

Library assistance being indispensable for students who rely on community-owned resources, faculty members prepared and sent power point presentations, referred various MOOC platforms like NPTEL and YouTube video lectures, NPL and e-pathshaala resources.

Assessment being a crucial part of any teaching-learning process, virtual methods were adopted like sending out Google Forms and conducting viva-voce using Google Meet and other video calling applications. Softwares such as Kami and Microsoft Edge were used extensively to keep the evaluation process seamless and impersonal.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nill
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

College administration has a well-defined hierarchy with the Governing Body seated at the apex. The next tier that functions with approval from the GB on select matters thereby making it responsible to the GB, comprises of the Principal, Internal Quality Assessment Cell (IQAC), Academic Sub-Committee and Finance Sub-Committee. Daily administration being the responsibility of the Principal, this chair enjoys the liberty of exercising specific discretionary powers under special circumstances. The functions of Principal further fans out into academic and administrative. Academic functions include matters related to teaching staff and non-teaching staff (departmental) headed by respective heads of departments; all Committees/Cells (which further comprises of Convenors and members) and finally the Librarian assisted by library staff. Administrative functions on the other hand, leads to overseeing the office of Bursar who, in turn, is assisted by the office staff which is further subdivided into clerical and support staff. IQAC Cell comprises of a stipulated number of nominated members (internal and external) headed by a Convenor and serves as a parallel level of administration to that of the Principal only in matters related to academics. This entire administration works towards holistic welfare of students who, in turn, form the final level of administration.

File Description	Documents
Paste link for additional information	Nill
Link to Organogram of the Institution webpage	https://victoriacollege.co.in/organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- **Health Insurance according to Government norms – West Bengal Health Scheme for Teaching and non-teaching staff.**
- **Medical Leave.**
- **Maternity and Paternity Leave for female and male employees , respectively.**
- **Child Care leave for female employees for maximum two years in whole service period for maximum two children under the age of 18 years.**
- **Earned Leave for faculty members.**
- **Casual leave for emergency situations.**
- **Festival advance for non-Teaching staff.**
- **As the institution has a multi-cultural environment in the campus, the management ensures celebration of various festivals together.**
- **Recreational arrangements for staff.**
- **Internet and free Wi-Fi facilities available for the staff,**

- both teaching and non-teaching.
- E-books for teachers.
- Picnic and sports activities.

File Description	Documents
Paste link for additional information	https://wbxpress.com/west-bengal-health-scheme-beneficiaries-grant-in-aid-colleges-universities-2017/#:~:text=a)%20Government%2Daided%20College%20Teachers,in%2Daid%20Colleges%20and%20Universities.
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Nill

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

22

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows a regular appraisal method for its teaching staff annually, in order to ensure that the faculty members are abreast with the recent developments in their respective fields enabling them to serve the institution in a better manner. The

appraisal forms are circulated among the teaching staff to gather both general information and detailed specific information regarding their college duties and self-development.

The form includes questions regarding their college assignments and their engagement in activities beyond the college like individual academic research, publication, participation in scholarly programmes etc. Details of leaves taken, participation in university assigned duties, membership and involvement in corporate sphere activities are also recorded.

Non-teaching staff will also be required to submit self-appraisal shortly. They will be required to register details of their specific college assignments, their involvement and role when the college functions as a venue for various government conducted examinations or recruitment drives, their participation in any professional course etc.

Regular appraisal process not only warrants the overall health and betterment of the institution but also ensures individual growth among its staff.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/sar
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has a well-established mechanism to monitor effective and efficient use of financial resources. The institution has a Finance Committee that prepares the budget and monitors the disbursement of funds. Departments are required to submit their annual requirements to the Finance Committee which are duly sanctioned on approval from the Committee and the Principal. To ensure transparency, all quotations (less than Rs. 5 lakh) are displayed on the College Notice Board and the College Website. The disbursement statements are made by the College Accountant. The income and expenditure of Netaji Subhas Open University, Victoria Institution (College) Study Centre, is done through internal audit. The College has outsourced the firm, C Ghosh & Associates

for this purpose. The audit is conducted in accordance with auditing standards generally accepted in India. The firm also audits the financial statements of the College Hostel and any UGC project taken by the College. The annual audit of the College's financial statements is done through statutory External Audit appointed by the Government of West Bengal. Upto the financial year 2019-20 R.N.Kandari & Co., Chartered Accountants (M No. 053281,F.R.No. 326568E) conducted the External Audit. However, in the financial year 2020-2021 no external auditor was assigned by the Government.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/audit_page
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.20765

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has a strategy of Budgeting and optimal utilization of available resources and ensures transparency in financial management.

The main source of funding for the college is the fees collected from the students annually. This includes tuition fees, library fees, development fees, laboratory fees (where ever applicable)

etc. As per the West Bengal Government policy 50% of the total tuition fees collected is deposited by the College to the Government treasury. The remaining amount is utilised judiciously for day to day running of the College. The fees collected under the head of library, laboratory, development etc are used for the respective expenses.

The college collaborates with other institutions, agencies and bodies by sharing its infrastructures to conduct competitive examinations. This enables the college to mobilize additional funds. During this pandemic period funds for only the SET examination could be procured.

However, during the pandemic period, on- campus classes were not held as per notification issued by the Government. Thus, the only fund the College could mobilise was the fees that was collected from the students. This too was collected in a phased-out manner keeping in view the economic hardships faced by many of our students due to the lockdown.

File Description	Documents
Paste link for additional information	Nill
Upload any additional information	[View File](View%20File)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC is committed to contribute significantly towards the quality assurance strategies and processes.

1. IQAC supervised the of the End-Semester Examination as per the schedule given by the University of Calcutta. During the period June 2020 to December 2021 all University exams were held in the online mode. The Online Examination Convener, under the guidance of IQAC, coordinated the whole process . This ranged from receiving question papers from the university to sending the same to the departments for circulation to the students. The IQAC also

kept note of university schedule for uploading marks on the university portal and ensured that all assignments were completed on time.

2. As part of its duty IQAC supervisesand guidesCareer Advancement Scheme (CAS) of teachers and helps them to process their documents to be placed before the Screening Committee. During this pandemic period work for preparing the documents of few teachers for CAS progressed; however, Screening Committee meetings were deferred due to the ongoing situation.

File Description	Documents
Paste link for additional information	Nill
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. **Curriculum Enrichment – In the pandemic situation certain innovative processes had been adopted by the teachers. These include Google Classroom, Google Meet, Zoom, WhatsApp, Email etc to facilitate online teaching-learning. Study materials were sent through these online platforms. Involvement of students and curriculum enrichment was ensured through different types of extension activities like webinars, web-based workshops, student presentations, poster-making and slogan-writing competitions on various issues of contemporary interest etc. Students under the NSS Unit of the college were encouraged to not only make face masks from home, but distribute the same in their localities as part of the COVID awareness programme.Since physical access to the campus was not possible, the College Library arranged for the students to access e-books and other study materials online.Furthermore, feedback collected from students through Google Forms was analyzed for the purpose of quality enhancement in the teaching-learning process.**

2 Paper-less Evaluation - All exams were conducted in the online mode during the pandemic period. Question papers for the End-Semester Examinations, received from the University, were

forwarded to the students through departmental WhatsApp groups. Answer scripts were submitted by students and evaluated by teachers through the online mode using various types of software.

File Description	Documents
Paste link for additional information	Nill
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://victoriacollege.co.in/aqar-vic/Annual_Report_Result_2021.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Ours is a girls-only institution, strives to raise awareness about gender issues and endeavours to create a safe environment for the students.

The college periodically conducts awareness-raising activities on everyday sexismthrough free-expression walls. Teachers from

various departments sensitize and counsel the students on issues like gender disparity, barriers of stereotypes, and gender-based violence.

The Covid-19 pandemic widened the gender inequalities and made women vulnerable to discriminatory practices. During the lockdown, teachers conducted online counselling sessions to understand the underlying concerns of students and empower them with agency over their lives.

The college has undertaken several measures to enhance safety and security in the campus. CCTV cameras have been installed at the main gates and in various strategic positions. Entry into College campus is permitted on producing identity cards. The college has instituted a Grievance Cell where students can launch complaints related to sexual harassment. The College hostel provides safe accommodations for students away from their place of residence. It functions on a strict set of rules, under supervision of the Hostel Committee, stated to students and parents during admission. Apart from providing a spacious Common- Room the college has also ensured installation and maintenance of sanitary napkin vending machines.

File Description	Documents
Annual gender sensitization action plan	Nill
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://victoriacollege.co.in/aqar-vic/7.1.1_Pics.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: Solid waste management is implemented by calling vendors to dispose off food waste from hostels and canteen and sending them to Municipality garbage.

E-waste management:

The College Authority keeps record of defective computers and other defunct Accessories. Inventories are taken annually during vacation and disposed off to local vendors.

Hazardous waste management:

The College hardly generates any hazardous waste through its normal activities. The departments in science stream however try their level best to do away with the small /meagre trace amounts, if any, so that the soil and water in the surrounding areas are not contaminated to prove fatal for survival.

Radioactive elements are not used in the laboratory.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	Nill
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling	C. Any 2 of the above

Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

`B. Any 3 of the above`

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

`E. None of the above`

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	`No File Uploaded`
Certification by the auditing agency	`No File Uploaded`
Certificates of the awards received	`No File Uploaded`
Any other relevant information	`No File Uploaded`

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Victoria Institution (College) takes pride in having a diversity of student community. It provides a range of activities to promote an inclusive environment. The institution constantly encourages students to embrace diversities in ethnicity, religion, gender, language and socio-economic backgrounds. Through the curriculum the teachers educate students to recognise the cultural stereotypes and prejudices in society and empower them to combat any forms of bigotry. Students are encouraged to read fictions and non-fictions that explore multiculturalism, diversity and inclusion. Through interactive sessions the faculty inculcates in them the ability to communicate across cultures. Students are encouraged to actively work with people from diverse socio-cultural backgrounds with an aim of improving society and make a better tomorrow. During the lockdown the NSS wing of the college digitally instructed the students the technique of making masks with the available domestic resources. Students distributed those handmade masks among underprivileged people around the college

locality. During the pandemic many households lost their
livelihood. Families experienced loss at a staggering scale. The
teachers of the college provided monetary support and ensured that
economically backward students were not deprived of education due
to financial constraints.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our college has extended its effort to inculcate the significance
of democratic rights and responsibilities among students.
Foremost, the students were sensitized to exercise their franchise
as adult citizens in various elections held from time to time.
During the West Bengal Assembly Elections 2021, held in the
pandemic periodthe students turned up in large numbers to exercise
their democratic right, andalso encouraged their families and
neighbours to do the same, maintaining the COVID protocols.

NCC Volunteers participated in poster-making on the provisions and
practices of the Constitution of India.

Our students hail from multi-religious and multi-lingual
backgrounds. The institution has been successful in generating
friendly and harmonious relationship among them by engaging them
in different group activities - curricular, co-curricular and
extra-curricular.

Students were sensitized about the ongoing pandemic and to abide
the covid protocols issued by the government. The college under
leadership of a Nodal Officer, appointed for the purpose,
undertook the process of ensuring students, teachers and staff's
participation in the COVID vaccination programme organized by the
Government of West Bengal in October 2021. The response from the
students was overwhelming. Some teachers accompanied them to the
vaccination center at NRS Medical College and Hospital.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution normally celebrates national commemorative days like Republic Day and Independence Day by hoisting the National Flag and singing the national Anthem within the college campus. Other national days like National Science Day (February 28), Teacher's Day (September 5), National Mathematics Day (December 22) is observed regularly in the college.

International commemorative days like International Women's Day (March 8), World Environment Day (June 6), International Human Rights Day (December 10) etc are celebrated in the

college.University of Calcutta Foundation Day is observed regularly on January 24 of every year. The university flag is hoisted within the college campus.Festival like Saraswati Puja is celebrated by the inmates of the college Hostel each year. The college also organizes cultural occasions like Basanta Utsav, Rabindra Jayanti etc.

However, as the college was closed during the period March 16, 2020 to November 15, 2021 due to the pandemic situation, it was not possible to physically arrange these programmes within the campus. Some programmes were celebrated through the online mode.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

First

1)Financial support to under-privileged students.

2) *Minimizingdrop-out rates;

  *Encouragingstudentsto befinancially self-reliant.

3) Poor economic background - hindrance topayingfees.

4). * Fee-waiver.

  * Teacher's Council Emergency Fundsupports.

  * Collegefinancial aid tofor participating in State or National-level competitions

  * Departmentalfinancial support.

5) Priya Patra (BA General) - Rs 10,000/- College aid -won - *Silver, 2018-19,*Gold, August 2019,*Gold,2021 in State and National Kickboxing Championships.

Chumki Samaddar (History Honours) - Rs 26,000/- from a group of teachers - overcame her major losses from devastating fire, regularly attended online classes from her make-shift home and successfully completed her graduation.

6) Challenges

- Regularly counsellingthe students to continue their studies inspiteof financial hardship.
- Counsellingfamiliesto prevent their early marriage.
- Convincingstudents tobecome financially self-sufficient.

Second:

1) Distribution ofthree-plymasks among the needy neighbours.

2) Lendinga helping hand to the impoverished.

3) Community support,pandemic Awareness.

4) *Identifying neighboursunable to affordmasks.

   *YouTube video trainings to make three-ply cotton masks.

5) 300 masks- by30 students-distributed amongthe needyinculcatedsensitivity

6) Nation-wide lockdown preventedstructured execution.

. Household resources,enthusiasm.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The origin of Victoria Institution (College) can be traced back to the Native Ladies Normal and Adult School, founded by the renowned social reformer of 19th century, Brahmananda Keshub Chandra Sen in 1871. As part of his vision of women's education, our college started its journey under the auspices of the Brahmo Samaj Trust in 1932. Remaining true to our founder's vision, the college has been going from strength to strength in empowering women through the years.

The college mainly caters to the girls from the immediate locality, dominated by economically under-privileged and both religious and linguistic minority sections of the population. Keeping in mind the needs of the girls coming from this section, the Morning shift has been made operational. This enables these girls to continue their education as well as support their families in household activities. The college has also been able to reach out to the suburban areas in imparting education.

Our distinctive achievement has been to inculcate harmonious and cordial bonding between these two linguistic and socio-economically disparate groups of students. Our college is successful in bridging the gap between cultural diversities of the suburbans and the urbans, thereby fostering integrity.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Academic

  1. **Introduction of Master's course in Bengali and Commerce.**
  2. **Introduction of Bachelor's General course in Physiology,**

Statistics and Honours course in Hindi.

3. Collaboration with other institutions for internships/ project works for students.
4. Career-oriented workshops in different subjects.
5. Allocation of research grants to the faculty from the college fund.
6. Publication of the College Academic Journal with ISSN number.
7. Formation of knowledge repository on the digital platform.

Infrastructure

1. Extension of Science Building
2. Sound-proofing of K M Hall and upgrading the auditorium
3. Gallery above the K M Hall to be remodelled to make it a Photo Exhibition space
4. Negotiate with the Trustees of the Brahmo Samaj to convert Kamalkutir (Lily Cottage) to Keshub Memorial Museum
5. Installation of elevator and construction of elevated walkways between different buildings
6. Construction of ramp at entrance of every building and toilet for Divyangan.
7. Modernization of hostel toilets.
8. Beautification of campus and installation of more lights at strategic points.
9. Expansion of solar panel.

Extension Activities

1. Income generating Career-oriented short-term courses for students.
2. Skill development programmes for non-teaching staff.
3. Composting of kitchen waste from hostel and canteen.
4. Social upliftment of nearby slums.