YEARLY STATUS REPORT - 2021-2022

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   vic.iqac@gmail.com

- Address   78B, APC Road

- City/Town   KOLKATA

- State/UT   WEST BENGAL

- Pin Code   700 009

2. Institutional status

- Affiliated / Constitution Colleges   Affiliated

- 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.   **7003518095**

- Alternate phone No.   **9433353363**

- Mobile   **7003518095**

- IQAC e-mail address   **vic.iqac@gmail.com**

- Alternate e-mail address   **dipanwitadidi@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://victoriacollege.co.in/assets/front/data/AQAR_20-21-new.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
Department of Philosophy	Organising Indian Philosopher's Day 2021	Indian Council of Philosophical Research	2021, 4 months	30,000
Department of Philosophy	Organising Periodical Lectures	Indian Council of Philosophical Research	2022, 5 months	20,000
Faculty	Collaborative e Research	UGC-DAE Consortium for Scientific Research	2022, 11 months	2,58,360

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?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

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)

Staff training programme for teachers of the college

Computer training programme for the non-teaching staff of the college

Awareness workshops and seminars pertaining to menstrual health and hygiene(in collaboration with NSS)

Providing support and encouragement to all the departments to organize workshops, webinars and other extension activities

Taking initiatives for introducing add-on courses and career oriented certificate courses

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
1. Staff training programme for teachers regarding preparation of SSR	1. Programme was held on 28/03/2022, the resource person was Dr. Jaydeep Sarangi, Principal of New Alipore College, Kolkata
2. Awareness programme on Menstrual health and hygiene in collaboration with NSS	2. Programme was held on 19/04/2022, The talk was delivered by Dr. Shamima Yasmin, Assistant Professor at Calcutta Medical College
3. Skill development programme for non-teaching staff	3. Computer related skill enhancement programme for non-teaching staff of the college was held on 19/05/2022. Dr. Subhendu Chandra and Dr. Sudip Kumar Sinha, faculty of the college, conducted the programme.
4. Mentor-Mentee programme	4. Preparing for Implementation of Mentor-Mentee programme for all the students of the college
5. Proposal for inter departmental teacher exchange programme	5. The programme started with departments of Philosophy and Psychology
6. Methods adopted to identify advanced and slow learners	6. Proposed MCQ test to be held from the next session

7. Introduction of SAR for non-teaching staff	7. SAR for 2021-22 was collected from non-teaching staff in on-line mode
8.Gender sensitization programme	8. Talks have been initiated to organize a Workshop on Gender Sensitization in collaboration with West-Bengal Commission for Women
9. Career option programme for students in collaboration with career counselling cell	9. A workshop on Theatrical mime' as an alternative career was conducted by Smt. Soma Das an alumnus of the college on 18/05/2022. Employability skill training programme will be organised in collaboration with Mahindra Group and Naandi Foundation after the completion of final sem exam
10. Orientation Programme for Teachers	10. To be organized at the beginning of the new session in collaboration with the Dept. of Psychology

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

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Data of the Institution	
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- 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
2021-22	16/01/2023

15.Multidisciplinary / interdisciplinary

To promote holistic development of the institution, college encourages faculty exchange programme for interdisciplinary teaching learning development. The initiative has been started

with departments of Philosophy and Psychology.

College has been successfully running a mentor-mentee programme where a faculty member as mentor is assigned a group of studenrts as mentees from a different department. The objective of the programme is to encourage students to open up before their mentors without being conscious about their academic performances.

As part of their curriculam all students of semester II have to take an interdisciplinary course in environmental studies that includes field work as well as submission of project reports.

16.Academic bank of credits (ABC):

The parent university is yet to start Academic Bank of Credits

17.Skill development:

The college recognises the need of imperative life skills and strives to create a holistic ambience where students are encouraged to push boundaries and explore multiple opportunities to develop soft and critical technical skills. In order to enhance communicative, leadership and analytical skills, the college periodically organises students' seminars and workshops where students form teams and interact with their peers. In orderto increase employability of young graduates, the college collaborated with Mahindra Pride Classroom and conducted a workshop on "Employability Skills Training". This enabled thestudents to understand the nuances of adaptability at workplace and identify their potentialthrough practical experiences. The college has taken initiative to equip students withdigital literacy courses and has collaborated with Webel to train students with variouscertificate courses. National Education Policy 2020 lays special focus on inculcating resilience among students. The college in collaboration with Shotokan Karate Do-Awareness Programme has introduced a Self Defence course. The main objective of thiscourse is to build resilience and self-reliance in students and instill confidence in them to
adapt to adversities and combat life's challenges and setbacks.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Degree courses in Modern Indian Languages- Bengali, Sanskrit and Urdu are offered by the college. As our students come from diverse linguistic background, it is a common practise of the

teachers to deliver classroom lectures in bilingual mode- English and Bengali.It is a constant endeavor of the institute to promote Indian language, art, culture and traditions.Courses in subjects like Philosophy,Political Science and History promote themes like ancient Indian philosophy, ethics, ancient Indian political thought, ancient Indian art and architecture respectively. Various departments undertake study tours to places of historical and cultural importance which give the students an insight into Indian heritage and traditions.Department of Sanskrit trains their students to chant Vedic hymns as part of their curriculam. Most cultural events organised by the institution commences with chanting of Vedic hymns by the students of the Sanskrit department.

Cultural competitions are held on a regular basis to showcase Indian art and culture. It includes music, dance, recitation and painting competitions. Students are encouraged to celebrate birthday of Rabindranath Tagore with enthusiasm every year. College commemorated 75 years of India's independence on August 15th 2022 by hoisting the tricolour and conducting a short programme involving the NCC cadets and NSS volunteers of the college. The programme began with a salutary parade led by the NCC cadets, involving the NSS volunteers as well. Thereafter, the tricolour was hoisted ceremoniously by Dr. Uma Ray Srinivasan, Teacher-in-Charge of the college following which, the NCC anthem was sung by all those who participated in the parade.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

As per syllabus of University of Calcutta in the CBCS system Skill Enhancement Course has been incorporated for the students in every discipline. The objective of the programme is to make the syllabus more practical and job-oriented. The courses have been designed in a manner to impart employabiliity skill among students and promote outcome based education. In our college department of History offers courses on 'Historical Tourism' and 'Architecture and Archives', department of Political Science offers 'Legal Studies', Physics offers courses in scientific writing LATEX and ARDUINO, an electronic prototype which is a precurssor of robotics.Department of Bengali offers courses on Script Writing, Creative Writing, Film Appreciation etc. These are some of the examples of skill enhancement programmes of the institution.

20.Distance education/online education:

The College is a Study Centre for Netaji Subhas Open University

for distance education. Every Saturday and Sunday counselling programmes of the concernedUniversity are conducted in the College Centre. The courses which are at present being offered at the NSOU, Victoria Institution (College) Centre are as follows:

? Bachelor's Degree Programme (3 years BA, B.Sc., B.Com) (BDP).

? Bachelor's Preparatory Programme (6 months).

? 2 yrs. P.G. Degree Course in Bengali, English, Political Science, Mathematics and Commerce, History and Public Administration.

? 2 yrs. Masters in Social Work (MSW).

? 2 yrs. Post Graduate Diploma in Journalism and Mass Communications(PGDJMC).

? 2 yrs. Post Graduate Diploma in Public Relations and Advertising (PGDPR &Ad.).

? 1 yr. Diploma Course in (1) Cooperation, (ii) Consumer Affairs.

? 1 yr. Bachelor of Library and Information Science.

? Certificate course on Human Rights (6 months).

? Certificate course (six month) on Pre-Primary Teachers' Training (in Englishand Bengali medium) is conducted on a collaboration basis by the Netaji Subhas Open University, Victoria Institution (College) and Learning and Living Resources Society at the College Study Centre. "The course is designed to impart a thorough and practical training in pre-primary child education based on the Montessori methods. The training provides an excellent foundation for all those who are involved or likely to be involved in pre-primary education,including teachers and parents".

It is to be noted that any student of Victoria Institution (Day & Morning sections) studying B.A./B.Sc. course under Calcutta University can simultaneously pursue any CertificateCourse and BDP (Bachelor's Degree Programme) course of NSOU.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**493**

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	**1662**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**1061**

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	**74**

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)	**2564328.33**
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 & DayScience, prepared by the Routine committee 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, Students' Talks, Extension Lectures, Research Walk, Quiz Competitions, Wall Magazines, Poster Presentations 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. All these activities are supervised by the Academic Sub Committee and the IQAC.

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.

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. Besides, multiple innovative evaluation formats such Class tests, Quiz,Students' Talk-cum-presentation are adoptedby 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   **B. Any 3 of the above**

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

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

19

File Description	Documents
Any additional information	**No File Uploaded**
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)	[View File](#)

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

0

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. Environmental awareness programmes and field trips are held on a regular basis as a part of environmental awareness programme. 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 college in collaboration with Mahindra Pride Classroom inculcates Professional Ethics in the students. Gender Sensitisation is a regular practice through observance of Women's Day and workshops organised in collaboration with Women's Commission, West Bengal.

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	<u>View File</u>

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

22

File Description	Documents
Any additional information	<u>View File</u>
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
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)	<u>View File</u>

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

1011

File Description	Documents
Any additional information	<u>View File</u>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

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)	View File
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/assets/front/data/feedback-2021.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	View File
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

227

File Description	Documents
Any additional information	View File
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 reliable and comprehensive support system to cater to the needs of all kind of learners and motivate them in every possible way. The learning levels of the learners along withtheir strength and weaknesses are assessed through a meticulous process of continuous internal evaluation. IQAC identifies advancedand slow learners.Advanced learners are always encouraged to participate in various competitions including quizzes, debates, poster preparation, essay competition for enhancing their skills, knowledge and expertise to the next level. Some departments create opportunities for students to actas Mentor/Teacher where they deliver lectures.

The institution identifies the slow learners and encourages them to upgrade themselves through doubt clearing sessions, accessing additional study materials,customised personal guidance,remedial classes and so on. The teachers keep track of their performances in each semester exams on a regular basis.

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	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
2103	93

File Description	Documents
Any additional information	View File

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

Professors encourage interactive sessions in class.The students are compulsorily required to prepare projects on ENVS and other courses which boost their research-oriented skills and make them more acquainted with various aspects of their subjects.

Tutorials and special classes are reserved for clearing the doubts of both advanced and slow learners. The faculties even resolve the queries posted in Google classrooms and other official groups.

Various departments conduct special educational tours which allow the students to assimilate various learning experiences in a better way.

The active participation of the students in debate and qiuz sharpens their thinking skills and encourages self-assessment.

On special occasions, the students of the Commerce Department conduct "Practice teaching sessions" where they act as teachers and exhibit their pedagogical skills.

Mentoring by senior students of junior students is also undertaken, as in the department of Psychology.

The students of various Departments participate in different group presentations.

E-magazines, wall magazines, posters and charts prepared by the students ensure group activities and participative learning.

Department of Commerce use Case Studies while teaching which help the students to analyse a situation with proper methodologies.

The students of the Department of Geography get the proper

Practical training to manage hazards.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://victoriacollege.co.in/annual-report-activities

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

ICT tools have been used for teaching-learning during Pandemic throughapplications like Google-meet, Zoom meeting etc. Reference materials, PowerPoint presentations were shared using whatsapp, e mail, Google Classrooms etc. Department of Physics used ICT to conduct virtual Practical classes. Answer scripts were evaluated by using various online tools like Kami, Adobe, MS Edge etc.

Departmentsincorporate ICT- enabled lecture sessions along with the conventional traditional methods whichhelp the students to comprehend the concepts clearly. Many departments conduct projector-based lectures, power-point presentations,screen documentary and relevant feature films for effective teaching-learning processes.

Department of Commerce uses ICT-enabled learning methods to teach Information Technology, which is an integral part of the syllabus. Department of Mathematics use various softwarefrom open source as teaching aid for Graphical Demonstration of analysis of various portions of the syllabus.

The overall system of library management goes hand in hand with manual skill and technological skill based on Koha software.Effective lending and reference services using OPAC,N-LIST database for scholarly content, e-books and articles available in the Library page of College facebook are a few ICT modes used by the library.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://victoriacollege.co.in/ict

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	View File
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

50

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

1448

File Description	Documents
Any additional information	View File
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 format of Internal Assessment and Tutorial as set by the affiliating university is followed by the Institution properly. Towards the end of each semester, the students are evaluated through Internal Assessment and Tutorial, as instructed by the Board of Studies of each department. As the Internal Assessment is an important component of the University Examination, the evaluation records are kept secret strictly and not communicated to the students by any means.

The college has an Examination Committee for the Internal Assessment and Tutorial whose convenor is in charge of overall supervision of the mechanism and duly reports to the Head of the Institution. All the components involved in this mechanism, like setting of Question Paper, conducting the Examination on the basis of an Examination Routine, evaluation of Answer Scripts and Uploading of Marks are completed within the time stipulated by the

University of Calcutta with maximum clarity and sincerity on behalf of all the teachers.

Moreover, a Multiple Choice Question (MCQ) based test has been organised by our Institution for Semester 1 students to designate the advanced, average and weak learners so that the concerned departments may take proper measures for the overall betterment of all the students.

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

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

Grievances related to Internal Examination, if any, are generally mentioned to the concerned teachers of the particular department. The matter is then sent forward to the Grievance Redressal Cell of the college as early as possible to be resolved properly. Immediate actions are taken with accuracy. In case of any inadvertent typological flaw, the respective department conveys the matter to the Head of the Institution for corrective measures. The matter is then corresponded to the office of the Controller of Examination of the University for Redressal through proper steps.

This is to be mentioned that, no such grievances related to Internal Examination has been recorded in this articulated period.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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 and an Induction Programme organized by the

IQAC of the college. The HOI 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 POand 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, intercollege competitions,essay writing competitions, student presentations, wall magazine, e-magazine, poster-making etc. to assess the skills that the college has imbibed in students. The IQAC of the college plays an important role to improve the process of attainment of POs and COs through the analysis of students' and teachers' feedback on the syllabus. The college constantly endeavours improved realisation of the PO and COs through its strategic planning.

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

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

998

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/includes/uploads/Annual_Report-RESULTS_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_2021.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)

2.5

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.csr.res.in/Kolkata_Centre

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

30

File Description	Documents
Report of the event	View File
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

10

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

20

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

Gender and Human Values are imparted through the observance of Women's Day and Human Rights Day every year.

Environmental awareness is inculcated through celebration of World Environment Day, NSS activities of plantation in the campus, maintainingmedicinal garden etc,

Health sensitisation is ensured through Awareness Campaignon Menstrual Health and Hygiene.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/activities-new
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

5

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

8

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

247

File Description	Documents
Report of the event	View File
Any additional information	View File
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

6

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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).

Classrooms are distributed in the following buildings - 1. Acharya Jagadish Chandra Bhavan (Science Building) : 3- storied building (each floor covers 541.52 sq.m area); 2.Rabindra Bhavan (Arts Building): 3- storied building (1st & 2nd floor covers 404 sq.m area); 3. Library Building: 3- storied building with Keshub Memorial Hall, Classrooms and Central Library; 4.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

Renovation of the Staff Room has been completed . It has been equipped with electrical gadgets and other facilities. Renovation of the Principal's room is under process.The plan to overhaul the entire science building has been sanctioned and the implementation will begin in 2023.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://victoriacollege.co.in/infrastructure

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

The college offers a plethora of activities like cultural programmes, sports andgames to hone the latent talents of our students and to give them opportunities to polish their skills.

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

- It is also the venue for celebrating Basanto Utsab, the festival of colours through rich cultural activities.
- It provides the perfect ambience for poster-making activities on themes related to environmental consciousness.
- Annual Sports is organized by the Sports Committee and Students in which students and teachers participate enthusiastically.
- The ground is used by NCC Cadets for various activities.
- The ground is also the venue for Academic programmes like Geography Practicals.

The Auditorium: Keshub Memorial Hall, established in 1871; Area: 321.62 sq.m, Capacity : 200 (approx).

It is the venue forcultural programmes - Annual Prize distribution and concommitant Cultural progrramme, Rabindra Jayanti celebration, Freshers' Welcome, Teachers' Day and programmes conducted by the Alumni Association.

Seminar Hall : Suniti Sabhagriha , established in December 2014: Area 510 sq.ft; Capacity: 50 (approx). This hall is used regularly used for seminars, workshops, meetings and also cultural

programmes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://victoriacollege.co.in/auditorium

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	[View File](#)
Paste link for additional information	https://victoriacollege.co.in/class_room
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)

4.52254

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

Library is automated (partially) using Integrated Library Management System (ILMS) • Name of ILMS software : Koha • Nature of automation (fully or partially) : Partially • Version: 21.05 • 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 N-LIST database subscribed from INFLIBNETenriches the library services by providing scholarly content. 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. The initiative is still going on.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.facebook.com/groups/1859147707 553749

4.2.2 - The institution has subscription for the `C. Any 2 of the above` **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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)

`0.36127`

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

`36`

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.

- **AMC for 50 computers has been outsourced to OASYS INFOCOM Pvt Ltd for regular maintenance and updation whenever necessary.**
- **World Vision Cable Network has been appointed as the outsourcing agency with the responsibility of maintaining and updating LAN in the campus.**
- **Bharat Sanchar Nigam Ltd has beenentrusted with providing Wifi connectivity.**

- **Anti-virus for the computers has been installed by OASYS Infotech Pvt Ltd.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution   **B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	View File
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)

25.64328

File Description	Documents
Upload any additional information	[View File](#)
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. Xerox machines, computers, projectors, amplifiers are maintained under Annual Maintenance Contract. Hardware and Software maintenance of computers and accessories are done by OASYS, through renewable Annual Maintenance Contracts. Regular rounds are taken by the Maintenance Committee members for any visible damage of all facilities. A Complaint Register is maintained in the college office to attend to the complaints promptly.

Cleanliness of the classrooms, washrooms and other spaces is ensured by full-time and contractual cleaning staff of the college. Sanitation and security is outsourced. The campus is under 27x7 CCTV surveillance and the 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.

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 by the librarian.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

1049

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

49

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

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

A. All of the above

File Description	Documents
Link to institutional website	https://victoriacollege.co.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

192

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

192

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

D. Any 1 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	**No File Uploaded**
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

13

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

201

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

29

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.

5

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 unive rsity/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 organize various events in the college throughout the year, take active interest in the welfare and development of the student community andrepresentstudent issues to the College authorities.

Wall magazine, E-magazines published by students enable them to cultivate awareness about the surrounding social-political-scientific events continuously shaping the world in which we live and also enhances their editorial skill. They actively take part in smooth functioning of extension lectures, seminars etc.

Students participate enthusiastically in organizing Annual Sports, Rabindra Jayanti, Teachers' Day and different Commemorative Days including Independence Day.

Students irrespective of religious identity organize Saraswati Puja - Worship of Goddess of Knowledge, Wisdom, Art and Culture.

These activities broaden the scope of education besides providing students a platform to showcase their myriad talents and learn managerial and organizational competencies.

File Description	Documents
Paste link for additional information	Nil
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

21

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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. Financial contributions have been made by the members to the Association with an objective of helping needy and meritorious students of the college.

Financial Contributions made during the period -

Sr no Date Contributor Amount 1. 23.5.22 Snigdha Sen 5000 2. 25.3.22 Some members 6100

Cultural support -

Encouragement and support from the Alumni Association enabled the successful production of a documentary -'Chirontoni Praktoni' - made by Dr. Indrani Chakroborty, Associate Professor in Bengali in May 2022.The documentary portrayed three octogenarian distinguished alumni,reminiscing their college days.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1T4yNS_GCL BzavRnwNbGmFbt_SEeVWyrI/view?usp=sharing
Upload any additional information	View File

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 ahead at 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 that the mission of the college to educate girls to become liberated and sensitive young women, empowered to respond to global challenges is fulfilled.

The IQAC provides guidance and inspiration to stimulate and ensure quality enhancement and sustenance. The Teachers' Council along with various committees formed by the Principal, facilitate overall quality enhancement of the college.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/principal-desk
Upload any additional information	View File

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 - 'Examination Committee'

College has a committee for university examination related work, that consists of Head of the Institution, few other faculty members and non-teaching staff. Objective of the committee is to distribute work among all the staff to make it decentralized, democratic and efficient. The examination committee is headed by a convenor who is assisted by other members of the committee. In every semester at the time of the announcement of university examination schedule the Examination Committee holds a meeting to make arrangements for the examination procedure to begin. Based on the seating capacity of the available classrooms, the non-teaching staff makes list for seat allotment of the examinees. Invigilation duty chart for teachers is prepared by the Examination Committee. For the smooth running of the examination, a faculty member is appointed as Supervisor of the examination for each day. Answer scripts are collected by the invigilators and submitted in the examination room, where the non-teaching staff take charge of arranging, packing the answer scripts and sending those to the alloted centers.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has always focused on the assimilation of tradition and modernity within its Institutional vision and leadership. This gets well reflected in the Institutional Strategic and perspective plan.

Individual teachers preparetheir own Lesson Plans to run the teaching-learning process smoothly.

The college adheres to the Calcutta University's curriculum and implements it accordingly.

A regular Attendance Register is maintained by the faculty members.

The Central and Departmental Libraries with their large collection of books and journals cater to the needs of the students. Open access facility through online services are also provided.

Training programs are organized at regular intervals for both teaching and non-teaching staff to keep them updated. SAR is also taken from them for up-gradation.

A transparent and regularized evaluation procedure is a part of our Institutional strategy and planning through continuous internal evaluation.

The prospective plan and tentative budget, submitted by the Departments to the Finance Sub- Committee in charge of allocations and sanction is ratified by the Governing Body. The entire process issupervised by the Bursar and the HOI.

The college focuses on more student-centric activities in order to involve them for a more holistic development to face the challenges of time successfully.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://victoriacollege.co.in/routine_lesson
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 tiercomprises of the Principal, Internal Quality Assessment Cell (IQAC), Academic Sub-Committee and Finance Sub-Committee.

Daily administration being the responsibility of the Principal is ably supported by the Bursar, other teaching and non-teaching staff.

IQAC 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 and all other stakeholders.

Proposals from IQAC, Academic and Finance -sub-Committes and the Teacher's Council are conveyed to the GB. Upon approval and

ratification these are transformed into policy decisions. No policy-decisions are contrary to govrement decisions and orders.

Appointment of teaching and non-teaching staff in substantive posts and their Service Rules are acording to Government norms. Ad hoc appointments are made as per requiremnet following a transparent and well-structured procedure.

File Description	Documents
Paste link for additional information	**Nil**
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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
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://wbhealthscheme.gov.in/Higher_Education/Reimbursement/MBUCT_clg_reimburse_appli.aspx
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

0

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

2

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

13

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/University duties and self-development. The form includes questions regarding their college/University 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 other university assigned duties, membership and involvement in corporate sphere activities are also recorded.

Non-teaching staff also submits self-appraisal . They have registered 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	View File

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. Expenditure exceedinfg Five lakhs is processed thorough e-tendering. The College has registerded itself on the West Bengal Government e-Tender portal. 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 & Associatesfor 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, sincefinancial year 2020-2021 no external auditor was assigned by the Government till date. Internal audit was undertaken for the financial years 2020 -21 and 2021-22 M.Chattopadhaya &Co. (FRN 332730E).

File Description	Documents
Paste link for additional information	https://wbtenders.gov.in/nicgep/app
Upload any additional information	View File

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)

0.16078

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 per Semester. This includes tuition fees, library fees, development fees, laboratory fees (where ever

applicable). 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 foradditional funds.

Funds are mobilised as overhead charges as thecollege is a Study Centre for Netaji Subhash Open University.

Some funds are mobilised from Calcutta University as Zonal centre charges for Theory and Practical Examinations and evaluation of answer scripts of different subjects every academic session.

File Description	Documents
Paste link for additional information	http://victoriacollege.co.in/audit/Audit_Report_2021-2022.pdf
Upload any additional information	View File

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

IQAC has been undertaking various programme for the uplift of the institution from time to time. Some of the initiatives taken by IQAC for the quality assurace are enlisted:

Staff training programme for teachers of the college was held on 28.03.2022. The resource person was Dr. Jaydeep Sarangi, Principa,l New Alipore College,

Computer training programme for the non teaching staff related to skill enhancement in computer operation was conducted by faculty of Victoria Institution College

Self Appraisal Report (SAR) of the faculty members are collected and updated on a regular basis.

SAR for non-teaching staff was introduced for 2021-22 and it was

collected in online mode.

Inter-departmental teacher exchange programme started with the departments of Psychology and Philosophy

Career options programmes for students wereheld in collaboration with Career counselling cell.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/activities
Upload any additional information	View File

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

IQAC oversees the entire teaching learning process of the institution. IQAC fuinctions in collaboration with various committees formed by the teachers council..

At the beginning of each academic year a master routine is prepared by the routine committee. HODs of all the departments distribute departmental routines and allot classes to the teachers of the department.

Different methods of teachings eg. ICT based, chalk and talk, participative learning are adopted according to the need of the department.

Periodic review of the performance of the students is done through class tests, student presentation, quiz etc.

Internal examinations, tutorials, practicals are held at the end of each semester as per schedule given by University of Calcutta.

IQAC ensures that university examinations are conducted in a smooth way. Invigilation duties for teaching and non teaching staff are alloted by the examination committee.

Self appraisal report for teaching and non teaching staff are collected on a regular basis to assess the performance of the

institution as a whole.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/routine_lesson
Upload any additional information	View File

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://victoriacollege.co.in/annual-report-activities
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 sexism through free-expression walls. Teachers sensitize and counsel the students on issues like gender disparity, barriers of stereotypes, and gender-based violence. During the lockdown, teachers conducted online counselling

sessions to understand the underlying concerns of students.

One woman security personel has been appointed along with other security men to enhance the safety and security measures of our students.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.

The college has also ensured installation and maintenance of sanitary napkin vending machine in the common room.

Internation Women's Day is celebrated by different departments to highlight the contributions of women in society. A programme on 'Gender sensitization in the light of Domestic Volence' was organised by the college in collaboration with West Bengal Commission for Women. The programme was very successful and from then on the Commiission has been maintaining contacts with students who ask for any kind of help.

File Description	Documents
Annual gender sensitization action plan	https://victoriacollege.co.in//includes/uploads/notice/7.1.1-Action_Plan_for_Gender_Sensitization.pdf
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/agar-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: College ensures that adequate number of waste bins are placed in strategic locations in the campus. Students have been strictly instructed to use the bins and to keep the campus clean.Solid waste management is implemented by disposing off food waste from the campus and hostel with the help of the Municipality garbage disposal system. Used answerscripts and other waste papers are disposed off to vendors for recycling.

E-waste management: The College Authority keeps record of defective computers and other defunct Accessories. Inventories are taken annually and local vendors are engaged for proper disposal of the generated e-waste.

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. Radioactive elements are not used in the laboratory.

Biological Waste: Waste generated in the Zoology and Botany laboratories are collected properly packed and disposed off by the laboratory attendants to municipality garbage vat.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	View File

7.1.4 - Water conservation facilities available   **C. Any 2 of the above**
in the Institution: Rain water harvesting

Bore well /Open well recharge Construction of tanks and bunds Waste water recycling 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:

B. Any 3 of the above

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**

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).

Inclusivity is a dynamic and multidimensional construct and the College recognises the implementation of inclusive education as vital for the development of students.The college believes that all students irrespective of their gender orientation, ethnic or social origin, language,religion, nationality, economic condition

or ability have an equal right to education. In order to create secular awareness, the students were taken for a trip to Hoogly Imambara, Bandel Church and Hangeshwari temple.This trip enabled the students to understand the country's varied culture and secular fabric. The students of the Department of Political Science published their annual wall magazine titled, Polyphony. It was themed on the abrogation of Section 377 of the Indian Penal Code and was very thoughtfully titled Bharat Premkatha. On International Women's Day, Department of Philosophy organised a lecture session, "Break the Bias" where students spoke of a world free from bias, stereotypes and discriminations.

The college addresses socio-economic divides by encouraging students to apply for scholarship programs. The college upholds the value of appreciating linguistic diversity of the nation. Lectures are delivered in both English and Bengali to cater to students from varied linguistic backgrounds. The teachers strive to create an integrated classroom that supports the diverse academic,social, emotional needs of all students.Teachers have adopted myriad learning techniques like fishbowl discussions, jigsaw reading, group work with assigned roles to create an inclusive space with positive peer interactions.

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

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

The 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 period the students turned up in large numbers to exercise their democratic right, and also 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.

* One whole core course in Political Science is dedicated to Indian constitution where students are made aware of constitutional rights, duties and responsibilities.

* Commemoration of important days like 'Independance Day, 'International Human Rights Day' areobserved on a regular basis. In 2021, on theoccasion of Independance Day, greeting cards were prepared by NCC cadets.

* Students from English, Geography and Economics departments were encouraged to participate in 'Voters Awareness' contest.

* The department of Political Science arranged for extension lectures, student talks on Citizenship,

Teachers of the institution encourage and help the students to participate in these above mentioned programmes.

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

B. Any 3 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	View File
Any other relevant information	**No File Uploaded**

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

The institution 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.

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.

1. Multi-directional Awareness and Skill Enhancement Programmes to

ensure overall development of Students

To instill greater consciousness among students regarding issues other than the academic, to further sensitize them and better equip them beyond that of the college life such programmes are undertaken by the College all the year round:

- Health and hygiene awareness- Menstrual Health Awareness Programme,NSS activities like Campus Cleaning-Beautification drive,creating No-Plastic campus.
- Social awareness- Celebration of Women's Day,Poster-Making,Students' Talk on social issues.
- Environmental awareness- ENVS project,poster-making,drawing competitions.
- Technological training- Add-on computer course.
- Hands-on Training : Theatre Workshop, Mime Workshop.

Such practices are also planned in a way so as to draw greater participation and involvement of students, and orient them towards social activities.

Limitations:

- Inadequate finance and time.
- Inhibitions and hesitations in students.
- Long-distance commuting.

2. Community-Harmony among Students

Consciously create/maintain a congenial environment for students of divergent religio-ethnic backgrounds.

Prepare them to imbibe sense of syncretism and be responsible citizens .

Need to consciously create anenvironment sensitive to differences.

- Group-based activities like Quiz, Wall & E- Magazines, Student Talks, Sports & Games, Cultural activities inculcate feelings of oneness and unity.
- Cultural programmes include Sanskrit stotras and Urdu hymns.
- Harmonious participationin Saraswati Puja, Iftar, College Social.
- No religio-communal divide/formation of identity groups in classroom activities.

- **Utilisation of common Campus-Hostel facilities by all.**
- **Know-Your-Neighbour Walks facilitate inter-communal harmony.**

Students' bonding highlights unity and social cohesion.

Limitations: Deep-rooted prejudices still found.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

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

Victoria Institution (College) has internalised the spirit of the Bengal Renaissance in the truest sense of the term. Remaining faithful to our founder Brahmananda Keshub Chandra Sen's vision of redefining women's role in restructuring our society in its "Onwards, Forward, Heavenward" march, it has maintained its distinctiveness by combining the necessity to look back at times and look ahead at the same time.

Disseminating awareness among our students regarding his contributions, showcasing the history of the period and projecting the objective of adopting a continuous process of Heritage Awareness is combined with maintenance, preservation and promotion of this invaluable inheritance comprising of Kamal Kutir (Sen's Residence), Nabadabalay (Prayer Room of Brahmo Samaj) and the Samadhikhetro (family burial ground).

Some steps taken so far --

- **Dialogue has been initiated with Bharatavarshiya Brahma Mandir Congregation, the custodians of this enclave for its maintenance and preservation.**
- **K.M.Hall, the venue for academic-cum-cultural programmes, is maintained by the college.**

- ○ The central Library houses his books and furniture, dating back to the 19th century, in a separate section.
- ○ Important events like Annual Prize Distribution Ceremony, Teacher's Day etc are inaugurated by highlighting the contributions of Sen within the larger spectrum of Bengal Social Reform Movement.

The institution takes every opportunity to highlight and depict this exceptional benefaction.

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 & DayScience, prepared by the Routine committee 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, Students' Talks, Extension Lectures, Research Walk, Quiz Competitions, Wall Magazines, Poster Presentations 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. All these activities are supervised by the Academic Sub Committee and the IQAC.

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.

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. Besides, multiple innovative evaluation formats such Class tests, Quiz,Students' Talk-cum-presentation are adoptedby 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

B. Any 3 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

19

File Description	Documents
Any additional information	**No File Uploaded**
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)	_View File_

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

0

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. Environmental awareness programmes and field trips are held on a regular basis as a part of environmental awareness programme. 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 college in collaboration with Mahindra Pride Classroom inculcates Professional Ethics in the students. Gender Sensitisation is a regular practice through observance of Women's Day and workshops organised in collaboration with Women's Commission, West Bengal.

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

22

File Description	Documents
Any additional information	[View File](#)
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

1011

File Description	Documents
Any additional information	[View File](#)
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)	View File
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/assets/front/data/feedback-2021.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	View File
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

227

File Description	Documents
Any additional information	[View File](#)
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 reliable and comprehensive support system to cater to the needs of all kind of learners and motivate them in every possible way. The learning levels of the learners along withtheir strength and weaknesses are assessed through a meticulous process of continuous internal evaluation. IQAC identifies advancedand slow learners.Advanced learners are always encouraged to participate in various competitions including quizzes, debates, poster preparation, essay competition for enhancing their skills, knowledge and expertise to the next level. Some departments create opportunities for students to actas Mentor/Teacher where they deliver lectures.

The institution identifies the slow learners and encourages them to upgrade themselves through doubt clearing sessions, accessing additional study materials,customised personal guidance,remedial classes and so on. The teachers keep track of their performances in each semester exams on a regular basis.

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	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
2103	**93**

File Description	Documents
Any additional information	View File

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

Professors encourage interactive sessions in class.The students are compulsorily required to prepare projects on ENVS and other courses which boost their research-oriented skills and make them more acquainted with various aspects of their subjects.

Tutorials and special classes are reserved for clearing the doubts of both advanced and slow learners. The faculties even resolve the queries posted in Google classrooms and other official groups.

Various departments conduct special educational tours which allow the students to assimilate various learning experiences in a better way.

The active participation of the students in debate and qiuz sharpens their thinking skills and encourages self-assessment.

On special occasions, the students of the Commerce Department conduct "Practice teaching sessions" where they act as teachers and exhibit their pedagogical skills.

Mentoring by senior students of junior students is also undertaken, as in the department of Psychology.

The students of various Departments participate in different group presentations.

E-magazines, wall magazines, posters and charts prepared by the students ensure group activities and participative learning.

Department of Commerce use Case Studies while teaching which help the students to analyse a situation with proper methodologies.

The students of the Department of Geography get the proper Practical training to manage hazards.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://victoriacollege.co.in/annual-report-activities

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

ICT tools have been used for teaching-learning during Pandemic throughapplications like Google-meet, Zoom meeting etc. Reference materials, PowerPoint presentations were shared using whatsapp, e mail, Google Classrooms etc. Department of Physics used ICT to conduct virtual Practical classes. Answer scripts were evaluated by using various online tools like Kami, Adobe, MS Edge etc.

Departmentsincorporate ICT- enabled lecture sessions along with the conventional traditional methods whichhelp the students to comprehend the concepts clearly. Many departments conduct projector-based lectures, power-point presentations,screen documentary and relevant feature films for effective teaching-learning processes.

Department of Commerce uses ICT-enabled learning methods to teach Information Technology, which is an integral part of the syllabus. Department of Mathematics use various softwarefrom open source as teaching aid for Graphical Demonstration of analysis of various portions of the syllabus.

The overall system of library management goes hand in hand with manual skill and technological skill based on Koha software.Effective lending and reference services using OPAC,N-LIST database for scholarly content, e-books and articles available in the Library page of College facebook are a few ICT modes used by the library.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://victoriacollege.co.in/ict

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	[View File](#)
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

50

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

1448

File Description	Documents
Any additional information	View File
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 format of Internal Assessment and Tutorial as set by the affiliating university is followed by the Institution properly. Towards the end of each semester, the students are evaluated through Internal Assessment and Tutorial, as instructed by the Board of Studies of each department. As the Internal Assessment is an important component of the University Examination, the evaluation records are kept secret strictly and not communicated to the students by any means.

The college has an Examination Committee for the Internal Assessment and Tutorial whose convenor is in charge of overall supervision of the mechanism and duly reports to the Head of the Institution. All the components involved in this mechanism, like setting of Question Paper, conducting the Examination on the basis of an Examination Routine, evaluation of Answer Scripts and Uploading of Marks are completed within the time

stipulated by the University of Calcutta with maximum clarity and sincerity on behalf of all the teachers.

Moreover, a Multiple Choice Question (MCQ) based test has been organised by our Institution for Semester 1 students to designate the advanced, average and weak learners so that the concerned departments may take proper measures for the overall betterment of all the students.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

Grievances related to Internal Examination, if any, are generally mentioned to the concerned teachers of the particular department. The matter is then sent forward to the Grievance Redressal Cell of the college as early as possible to be resolved properly. Immediate actions are taken with accuracy. In case of any inadvertent typological flaw, the respective department conveys the matter to the Head of the Institution for corrective measures. The matter is then corresponded to the office of the Controller of Examination of the University for Redressal through proper steps.

This is to be mentioned that, no such grievances related to Internal Examination has been recorded in this articulated period.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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 and an Induction Programme organized by the IQAC of the college. The HOI 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 POand 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, intercollege competitions,essay writing competitions, student presentations, wall magazine, e-magazine, poster-making etc. to assess the skills that the college has imbibed in students. The IQAC of the college plays an important role to improve the process of

attainment of POs and COs through the analysis of students' and teachers' feedback on the syllabus. The college constantly endeavours improved realisation of the PO and COs through its strategic planning.

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

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

998

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/includes/uploads/Annual_Report-RESULTS_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_2021.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)

2.5

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

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://www.csr.res.in/Kolkata_Centre

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

30

File Description	Documents
Report of the event	[View File](#)
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

10

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

20

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

Gender and Human Values are imparted through the observance of Women's Day and Human Rights Day every year.

Environmental awareness is inculcated through celebration of World Environment Day, NSS activities of plantation in the campus, maintainingmedicinal garden etc,

Health sensitisation is ensured through Awareness Campaignon Menstrual Health and Hygiene.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/activities-new
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

5

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

8

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

247

File Description	Documents
Report of the event	View File
Any additional information	View File
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

6

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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).

Classrooms are distributed in the following buildings - 1. Acharya Jagadish Chandra Bhavan (Science Building) : 3- storied building (each floor covers 541.52 sq.m area); 2.Rabindra Bhavan (Arts Building): 3- storied building (1st & 2nd floor covers 404 sq.m area); 3. Library Building: 3- storied building with Keshub Memorial Hall, Classrooms and Central Library; 4.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

Renovation of the Staff Room has been completed . It has been equipped with electrical gadgets and other facilities. Renovation of the Principal's room is under process.The plan to overhaul the entire science building has been sanctioned and the implementation will begin in 2023.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://victoriacollege.co.in/infrastructure

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

The college offers a plethora of activities like cultural programmes, sports andgames to hone the latent talents of our students and to give them opportunities to polish their skills.

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

- **It is also the venue for celebrating Basanto Utsab, the festival of colours through rich cultural activities.**
- **It provides the perfect ambience for poster-making activities on themes related to environmental consciousness.**
- **Annual Sports is organized by the Sports Committee and Students in which students and teachers participate enthusiastically.**
- **The ground is used by NCC Cadets for various activities.**
- **The ground is also the venue for Academic programmes like Geography Practicals.**

The Auditorium: Keshub Memorial Hall, established in 1871; Area: 321.62 sq.m, Capacity : 200 (approx).

It is the venue forcultural programmes - Annual Prize distribution and concommitant Cultural progrramme, Rabindra Jayanti celebration, Freshers' Welcome, Teachers' Day and programmes conducted by the Alumni Association.

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Seminar Hall : Suniti Sabhagriha , established in December
2014: Area 510 sq.ft; Capacity: 50 (approx). This hall is used
regularly used for seminars, workshops, meetings and also
cultural programmes.
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File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://victoriacollege.co.in/auditorium

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	View File
Paste link for additional information	https://victoriacollege.co.in/class_room
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)

4.52254

File Description	Documents
Upload any additional information	View File
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)

Library is automated (partially) using Integrated Library Management System (ILMS) • Name of ILMS software : Koha • Nature of automation (fully or partially) : Partially • Version: 21.05 • 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 N-LIST database subscribed from INFLIBNETenriches the library services by providing scholarly content. 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. The initiative is still going on.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.facebook.com/groups/185914770 7553749

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	**C. Any 2 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.36127

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

36

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.

- AMC for 50 computers has been outsourced to OASYS INFOCOM Pvt Ltd for regular maintenance and updation whenever necessary.
- World Vision Cable Network has been appointed as the outsourcing agency with the responsibility of maintaining and updating LAN in the campus.
- Bharat Sanchar Nigam Ltd has beenentrusted with providing Wifi connectivity.
- Anti-virus for the computers has been installed by OASYS Infotech Pvt Ltd.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
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)

25.64328

File Description	Documents
Upload any additional information	View File
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. Xerox machines, computers, projectors, amplifiers are maintained under Annual Maintenance Contract. Hardware and Software maintenance of computers and accessories are done by OASYS, through renewable Annual Maintenance Contracts. Regular rounds are taken by the Maintenance Committee members for any visible damage of all facilities. A Complaint Register is maintained in the college office to attend to the complaints promptly.

Cleanliness of the classrooms, washrooms and other spaces is ensured by full-time and contractual cleaning staff of the college. Sanitation and security is outsourced. The campus is under 27x7 CCTV surveillance and the 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.

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 by the librarian.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

1049

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

49

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	**A. All of the above**

File Description	Documents
Link to institutional website	https://victoriacollege.co.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

192

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

192

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	**D. Any 1 of the above**

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

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	**No File Uploaded**
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

13

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

201

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

29

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.

5

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 organize various events in the college throughout the year, take active interest in the welfare and development of the student community andrepresentstudent issues to the College authorities.

Wall magazine, E-magazines published by students enable them to cultivate awareness about the surrounding social-political-scientific events continuously shaping the world in which we live and also enhances their editorial skill. They actively take part in smooth functioning of extension lectures, seminars etc.

Students participate enthusiastically in organizing Annual Sports, Rabindra Jayanti, Teachers' Day and different Commemorative Days including Independence Day.

Students irrespective of religious identity organize Saraswati Puja - Worship of Goddess of Knowledge, Wisdom, Art and Culture.

These activities broaden the scope of education besides providing students a platform to showcase their myriad talents and learn managerial and organizational competencies.

File Description	Documents
Paste link for additional information	Nil
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

21

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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. Financial contributions have been made by the members to the Association with an objective of helping needy and meritorious students of the college.

Financial Contributions made during the period -

Sr no Date Contributor Amount 1. 23.5.22 Snigdha Sen 5000 2. 25.3.22 Some members 6100

Cultural support -

Encouragement and support from the Alumni Association enabled the successful production of a documentary -'Chirontoni Praktoni' - made by Dr. Indrani Chakroborty, Associate Professor in Bengali in May 2022.The documentary portrayed three octogenarian distinguished alumni,reminiscing their college days.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1T4yNS_GCLBzavRnwNbGmFbt_SEeVWyrI/view?usp=sharing
Upload any additional information	View File

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 ahead at 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 that the mission of the college to educate girls to become liberated and sensitive young women, empowered to respond to global challenges is fulfilled.

The IQAC provides guidance and inspiration to stimulate and ensure quality enhancement and sustenance. The Teachers'

Council along with various committees formed by the Principal, facilitate overall quality enhancement of the college.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/principal-desk
Upload any additional information	View File

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 - 'Examination Committee'

College has a committee for university examination related work, that consists of Head of the Institution, few other faculty members and non-teaching staff. Objective of the committee is to distribute work among all the staff to make it decentralized, democratic and efficient. The examination committee is headed by a convenor who is assisted by other members of the committee. In every semester at the time of the announcement of university examination schedule the Examination Committee holds a meeting to make arrangements for the examination procedure to begin. Based on the seating capacity of the available classrooms, the non-teaching staff makes list for seat allotment of the examinees. Invigilation duty chart for teachers is prepared by the Examination Committee. For the smooth running of the examination, a faculty member is appointed as Supervisor of the examination for each day. Answer scripts are collected by the invigilators and submitted in the examination room, where the non-teaching staff take charge of arranging, packing the answer scripts and sending those to the alloted centers.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has always focused on the assimilation of tradition and modernity within its Institutional vision and leadership. This gets well reflected in the Institutional Strategic and perspective plan.

Individual teachers preparetheir own Lesson Plans to run the teaching-learning process smoothly.

The college adheres to the Calcutta University's curriculum and implements it accordingly.

A regular Attendance Register is maintained by the faculty members.

The Central and Departmental Libraries with their large collection of books and journals cater to the needs of the students. Open access facility through online services are also provided.

Training programs are organized at regular intervals for both teaching and non-teaching staff to keep them updated. SAR is also taken from them for up-gradation.

A transparent and regularized evaluation procedure is a part of our Institutional strategy and planning through continuous internal evaluation.

The prospective plan and tentative budget, submitted by the Departments to the Finance Sub- Committee in charge of allocations and sanction is ratified by the Governing Body. The entire process issupervised by the Bursar and the HOI.

The college focuses on more student-centric activities in order to involve them for a more holistic development to face the challenges of time successfully.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://victoriacollege.co.in/routine_lesson
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 tiercomprises of the Principal, Internal Quality Assessment Cell (IQAC), Academic Sub-Committee and Finance Sub-Committee.

Daily administration being the responsibility of the Principal is ably supported by the Bursar, other teaching and non-teaching staff.

IQAC 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 and all other stakeholders.

Proposals from IQAC, Academic and Finance -sub-Committes and the Teacher's Council are conveyed to the GB. Upon approval and ratification these are transformed into policy decisions. No policy-decisions are contrary to govrenment decisions and orders.

Appointment of teaching and non-teaching staff in substantive posts and their Service Rules are acording to Government norms. Ad hoc appointments are made as per requiremnet following a transparent and well-structured procedure.

21-06-2023 04:09:13

File Description	Documents
Paste link for additional information	**Nil**
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	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
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://wbhealthscheme.gov.in/Higher_Education/Reimbursement/MBUCT_clg_reimburse_appli.aspx
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

0

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

2

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

13

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/University duties and self-development. The form includes questions regarding their college/University 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 other university assigned duties, membership and involvement in corporate sphere activities are also recorded.

Non-teaching staff also submits self-appraisal . They have registered 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	View File

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. Expenditure exceedinfg Five lakhs is processed thorough e- tendering. The College has registerded itself on the West Bengal Government e-Tender

portal. 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 & Associatesfor 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, sincefinancial year 2020-2021 no external auditor was assigned by the Government till date. Internal audit was undertaken for the financial years 2020 -21 and 2021-22 M.Chattopadhaya &Co. (FRN 332730E).

File Description	Documents
Paste link for additional information	https://wbtenders.gov.in/nicgep/app
Upload any additional information	View File

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)

0.16078

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 per Semester. This includes tuition
fees, library fees, development fees, laboratory fees (where
ever applicable). 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 foradditional funds.

Funds are mobilised as overhead charges as thecollege is a
Study Centre for Netaji Subhash Open University.

Some funds are mobilised from Calcutta University as Zonal
centre charges for Theory and Practical Examinations and
evaluation of answer scripts of different subjects every
academic session.

File Description	Documents
Paste link for additional information	http://victoriacollege.co.in/audit/Audit_ Report_2021-2022.pdf
Upload any additional information	View File

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

IQAC has been undertaking various programme for the uplift of
the institution from time to time. Some of the initiatives
taken by IQAC for the quality assurace are enlisted:

Staff training programme for teachers of the college was held
on 28.03.2022. The resource person was Dr. Jaydeep Sarangi,
Principa,l New Alipore College,

Computer training programme for the non teaching staff related

to skill enhancement in computer operation was conducted by faculty of Victoria Institution College

Self Appraisal Report (SAR) of the faculty members are collected and updated on a regular basis.

SAR for non-teaching staff was introduced for 2021-22 and it was collected in online mode.

Inter-departmental teacher exchange programme started with the departments of Psychology and Philosophy

Career options programmes for students wereheld in collaboration with Career counselling cell.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/activities
Upload any additional information	View File

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

IQAC oversees the entire teaching learning process of the institution. IQAC fuinctions in collaboration with various committees formed by the teachers council..

At the beginning of each academic year a master routine is prepared by the routine committee. HODs of all the departments distribute departmental routines and allot classes to the teachers of the department.

Different methods of teachings eg. ICT based, chalk and talk, participative learning are adopted according to the need of the department.

Periodic review of the performance of the students is done through class tests, student presentation, quiz etc.

Internal examinations, tutorials, practicals are held at the end of each semester as per schedule given by University of

Calcutta.

IQAC ensures that university examinations are conducted in a smooth way. Invigilation duties for teaching and non teaching staff are alloted by the examination committee.

Self appraisal report for teaching and non teaching staff are collected on a regular basis to assess the performance of the institution as a whole.

File Description	Documents
Paste link for additional information	https://victoriacollege.co.in/routine_lesson
Upload any additional information	View File

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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://victoriacollege.co.in/annual-report-activities
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 sexism through free-expression walls. Teachers sensitize and counsel the students on issues like gender disparity, barriers of stereotypes, and gender-based violence. During the lockdown, teachers conducted online counselling sessions to understand the underlying concerns of students.

One woman security personel has been appointed along with other security men to enhance the safety and security measures of our students.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.

The college has also ensured installation and maintenance of sanitary napkin vending machine in the common room.

Internation Women's Day is celebrated by different departments to highlight the contributions of women in society. A programme on 'Gender sensitization in the light of Domestic Volence' was organised by the college in collaboration with West Bengal Commission for Women. The programme was very successful and from then on the Commiission has been maintaining contacts with students who ask for any kind of help.

File Description	Documents
Annual gender sensitization action plan	https://victoriacollege.co.in//includes/uploads/notice/7.1.1-Action_Plan_for_Gender_Sensitization.pdf
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: College ensures that adequate number of waste bins are placed in strategic locations in the campus. Students have been strictly instructed to use the bins and to keep the campus clean.Solid waste management is implemented by disposing off food waste from the campus and hostel with the help of the Municipality garbage disposal system. Used answerscripts and other waste papers are disposed off to vendors for recycling.

E-waste management: The College Authority keeps record of defective computers and other defunct Accessories. Inventories are taken annually and local vendors are engaged for proper disposal of the generated e-waste.

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. Radioactive elements are not used in the laboratory.

Biological Waste: Waste generated in the Zoology and Botany laboratories are collected properly packed and disposed off by the laboratory attendants to municipality garbage vat.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
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 Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

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).

Inclusivity is a dynamic and multidimensional construct and the College recognises the implementation of inclusive education as vital for the development of students.The college believes that all students irrespective of their gender orientation, ethnic or social origin, language,religion, nationality, economic condition or ability have an equal right to education. In order to create secular awareness, the students were taken for a trip to Hoogly Imambara, Bandel Church and Hangeshwari temple.This trip enabled the students to understand the country's varied culture and secular fabric. The students of the Department of Political Science published their annual wall magazine titled, Polyphony. It was themed on the abrogation of Section 377 of the Indian Penal Code and was very thoughtfully titled Bharat Premkatha. On International Women's Day, Department of Philosophy organised a lecture session, "Break the Bias" where students spoke of a world free from bias, stereotypes and discriminations.

The college addresses socio-economic divides by encouraging students to apply for scholarship programs. The college upholds the value of appreciating linguistic diversity of the nation. Lectures are delivered in both English and Bengali to cater to students from varied linguistic backgrounds. The teachers strive to create an integrated classroom that supports the diverse academic,social, emotional needs of all students.Teachers have adopted myriad learning techniques like fishbowl discussions, jigsaw reading, group work with assigned roles to create an inclusive space with positive peer interactions.

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

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

The 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 period the students turned up in large numbers to exercise their democratic right, and also 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.

* One whole core course in Political Science is dedicated to Indian constitution where students are made aware of constitutional rights, duties and responsibilities.

* Commemoration of important days like 'Independance Day, 'International Human Rights Day' areobserved on a regular basis. In 2021, on theoccasion of Independance Day, greeting cards were prepared by NCC cadets.

* Students from English, Geography and Economics departments were encouraged to participate in 'Voters Awareness' contest.

* The department of Political Science arranged for extension lectures, student talks on Citizenship,

Teachers of the institution encourage and help the students to participate in these above mentioned programmes.

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	**B. Any 3 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	View File
Any other relevant information	**No File Uploaded**

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

The institution 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.

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.

1. Multi-directional Awareness and Skill Enhancement Programmes to ensure overall development of Students

To instill greater consciousness among students regarding issues other than the academic, to further sensitize them and better equip them beyond that of the college life such programmes are undertaken by the College all the year round:

- Health and hygiene awareness- Menstrual Health Awareness Programme,NSS activities like Campus Cleaning-Beautification drive,creating No-Plastic campus.
- Social awareness- Celebration of Women's Day,Poster-Making,Students' Talk on social issues.
- Environmental awareness- ENVS project,poster-making,drawing competitions.
- Technological training- Add-on computer course.
- Hands-on Training : Theatre Workshop, Mime Workshop.

Such practices are also planned in a way so as to draw greater participation and involvement of students, and orient them towards social activities.

Limitations:

- ○ **Inadequate finance and time.**
- ○ **Inhibitions and hesitations in students.**
- ○ **Long-distance commuting.**

2. Community-Harmony among Students

Consciously create/maintain a congenial environment for students of divergent religio-ethnic backgrounds.

Prepare them to imbibe sense of syncretism and be responsible citizens .

Need to consciously create anenvironment sensitive to differences.

- **Group-based activities like Quiz, Wall & E- Magazines, Student Talks, Sports & Games, Cultural activities inculcate feelings of oneness and unity.**
- **Cultural programmes include Sanskrit stotras and Urdu hymns.**
- **Harmonious participationin Saraswati Puja, Iftar, College Social.**
- **No religio-communal divide/formation of identity groups in classroom activities.**
- **Utilisation of common Campus-Hostel facilities by all.**
- **Know-Your-Neighbour Walks facilitate inter-communal harmony.**

Students' bonding highlights unity and social cohesion.

Limitations: Deep-rooted prejudices still found.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

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

Victoria Institution (College) has internalised the spirit of the Bengal Renaissance in the truest sense of the term. Remaining faithful to our founder Brahmananda Keshub Chandra Sen's vision of redefining women's role in restructuring our society in its "Onwards, Forward, Heavenward" march, it has maintained its distinctiveness by combining the necessity to look back at times and look ahead at the same time.

Disseminating awareness among our students regarding his contributions, showcasing the history of the period and projecting the objective of adopting a continuous process of Heritage Awareness is combined with maintenance, preservation and promotion of this invaluable inheritance comprising of Kamal Kutir (Sen's Residence), Nabadabalay (Prayer Room of Brahmo Samaj) and the Samadhikhetro (family burial ground).

Some steps taken so far --

- Dialogue has been initiated with Bharatavarshiya Brahma Mandir Congregation, the custodians of this enclave for its maintenance and preservation.
- K.M.Hall, the venue for academic-cum-cultural programmes, is maintained by the college.
- The central Library houses his books and furniture, dating back to the 19th century, in a separate section.
- Important events like Annual Prize Distribution Ceremony, Teacher's Day etc are inaugurated by highlighting the contributions of Sen within the larger spectrum of Bengal Social Reform Movement.

The institution takes every opportunity to highlight and depict this exceptional benefaction.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action – 2023

Academic and Co-Curricular

1. Observance of Students' Week, 2023- programmes for both Students and Parents
2. Observance of Science Day by the Science Departments.
3. Electoral Awareness Programme.
4. Career-oriented workshops in different subjects.
5. Publication of the College Academic Journal with ISSN number.

Infrastucture

1. Provisions and arrangements for specially-abled persons.
2. Negotiate with the Trustees of the Brahmo Samaj to convert Kamalkutir (Lily Cottage) to Keshub Memorial Museum
3. Modernization of hostel toilets.
4. Beautification of campus and installation of more lights at strategic points.

Extension Activities

1. Add-on courses for students in - a) Communicative English b) Soft Skills, Life Skills and Digital Literacy c) Photography d) Legal Awareness, e) self defence, f) Environmental awareness
2. Discipline specific add-on courses in different subjects.
3. NAAC Workshop on filling up AQAR and SSR according to new format.
4. Skill development programmes for teaching and non-teaching staff on Data Management.