



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	Vidyasagar Metropolitan College
• Name of the Head of the institution	Dr. Arghya Sarkar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	7980759561
• Mobile No:	9433159354
• Registered e-mail	vidyasagar.metropolitancollege@yahoo.in
• Alternate e-mail	vidyasagarevening@yahoo.in
• Address	39, Sankar Ghosh Lane & 8A, Shib Narayan Das Lane, Kolkata-700006.
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700006
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr Sarajit Sardar				
• Phone No.	9836440904				
• Alternate phone No.	8910662098				
• Mobile	9836440904				
• IQAC e-mail address	iqacvec@gmail.com				
• Alternate e-mail address	iqacvec@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.vec.ac.in/documents/nac/aqar/2021-2022/20240124_AQAR_21-22.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vec.ac.in/documents/academic_calendar/20230711_Academic_Calendar_2022-23.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.25	2016	16/09/2016	15/09/2021
6. Date of Establishment of IQAC	19/04/2013				
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
Vidyasagar Metropolitan College	Salary, DA and bonus	Govt. of West Bengal	2022-2023	Rs. 84651057
Vidyasagar Metropolitan College	Medical reimbursement	Govt. of West Bengal	2022	Rs. 20000
Dr. Shubhankar Roy, Department of Physics	Research Project	UGC-DAE CSR, Mumbai	2022	Rs. 45000
Department of Physiology	Distance course in DCNM	Govt. of West Bengal	2022	Rs. 576200
Sri Suman Mahakal	Contingency of CSIR project	CSIR, Govt. of India	2022	Rs. 20000/-

8. Whether composition of IQAC as per latest NAAC guidelines	No		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	No File Uploaded		
9.No. of IQAC meetings held during the year	5		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> 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)	
Organizing invited lectures, study tours, and experiential learning for students	
Organizing mental health programme for students	
Organizing a National Seminar	
Organizing career counselling sessions for students	
Organizing commemorative and collaborative events	
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
Organize special/invited lectures for students and teachers	Twenty special lectures were organised
Organize mental health programme for students	Eleven mental health programmes were organised
Organize study tours and experiential learnings for students	Five study tours were organised
Organize career counselling sessions for students	Three career counselling programmes organised
Organize commemorative and collaborative events	Six commemorative events and four collaborative events were organised
13. Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	
Name	Date of meeting(s)
Governing Body	02/01/2024
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2022-23	19/04/2024

15. Multidisciplinary / interdisciplinary

Recognizing the significance of evolving into a multidisciplinary institution revolves around fostering an environment where students can explore various disciplines seamlessly, breaking down traditional silos between subjects. This involves restructuring the curriculum, enhancing faculty collaboration across disciplines, and promoting interdisciplinary research and projects. The goal is to produce graduates who not only excel in their chosen fields but also possess a broader understanding of interconnected knowledge areas. Being an institution affiliated with the University of Calcutta, the college has to follow the curriculum developed by the various Board of Studies. The institutional approach towards integrating humanities and science with STEM involves offering Environmental Science as a compulsory subject for students of all disciplines. The institution also offers curricula that incorporate credit-based courses as per the curriculum of the University of Calcutta. Given NEP 2020 promotes the implementation of multidisciplinary/interdisciplinary courses or modules within existing programs the institution consistently arranges special Lectures, seminars, and workshops on interdisciplinary topics. These events actively invite speakers from diverse subject streams to engage, learn, and interact with the students beyond their regular coursework. Even amid challenges like class load, infrastructural bottlenecks, and shortage of time, departments and sub-committees have heightened efforts to expand the scope of these special lectures, fostering a multidisciplinary environment through online and offline activities. A list of such activities are mentioned below

- 1) Historical perspectives on Romanticism organised by the Department of History where a talk was delivered by an Assistant Professor of the Department of English
- 2) Special Lectures on "Understanding Third Gender in India" organised by Internal Complaints Committee, Students' Activity Subcommittee, and Human Values and Professional Ethics Subcommittee for all the students
- 3) Special Lectures on "Gendering the Constitution" organised by the Students' Activity Subcommittee and Human Values and Professional Ethics Subcommittee for all the students

4) Unish Shatak: Kichu Katha (A lecture on the 19th Century) organised by the Department of History where a talk was delivered by an Associate Professor of the Department of Bengali

5) A Special Lecture Series on "The Use Of Statistics In Sociology And Graphical Techniques" organised by the Department of Sociology where an Assistant Professor of the Department of Mathematics spoke on the subject.

16.Academic bank of credits (ABC):

The institution realises that the Academic Bank of Credit (ABC) is an important and path-breaking change being introduced in the New Education Policy. Being an affiliated college under the University of Calcutta the institution awaits directives from the University. In the meantime, the institution has initiated measures like:

- Implementing a credit-based system where students earn credits for each course completed.
- Developing a centralized database to track and manage students' academic records and credits.
- Providing flexibility, as far as practicable, for students to choose courses according to their interests and career goals.
- Offering opportunities for credit transfer and recognition of prior learning to facilitate seamless progression through the education system.

which will be helpful once the system is implemented by the University of Calcutta

17.Skill development:

The institution has implemented various initiatives to strengthen the vocational education and soft skills of students in alignment with the National Skills Qualifications Framework (NSQF). These efforts include:

- Workshop on IQ, SQ, EQ organised by Students' Activity Sub-committee in association with Brahmakumaris
- Slogan Competition on "Digital Toxicity" organised by Students' Activity Sub-committee
- Essay Competition on "2023- How I See It" organised by Students' Activity Sub-committee
- Best out of Waste competition organised by the Environmental Consciousness & Sustainability Subcommittee and Department of Environmental Studies
- A Special Lecture Series on "The Use Of Statistics In

Sociology And Graphical Techniques" organised by the Department of Sociology where an Assistant Professor of the Department of Mathematics spoke on the subject.

- Raising investment awareness among young minds organised by the Department of Commerce in association with the Pune Institute of Business Management where skills to evaluate investment opportunities were discussed
- TCS Youth Employability Programme organised by Employability, Counselling and Placement Cell in association with TATA Consultancy Services where soft skills were taught

The institution plans to offer a variety of programs to promote vocational education and integrate it into mainstream education.

The institution provides value-based education to inculcate positivity among learners and foster the development of humanistic, ethical, constitutional, and universal human values. These efforts include:

- Invited lecture on "Meghnad Saha: Bigyani o deshpremik" (Meghnad Saha: A scientist and a patriot) by Department of Physics and Research Activity Sub-committee
- Commemorating Swami Vivekananda's Birthday and National Youth Day with a special lecture "Clarion Call to the Youth" organised by NSS and Human Values and Professional Ethics Subcommittee in association with Vivekananda Rock Memorial and Vivekananda Kendra
- Special Lectures on "Understanding Third Gender in India" organised by Internal Complaints Committee, Students' Activity Subcommittee and Human Values and Professional Ethics Subcommittee
- Special Lectures on "Gendering the Constitution" organised by Students' Activity Subcommittee and Human Values and Professional Ethics Subcommittee
- Commemorating International Mother Language Day organised by the Department of Bengali

The institution is planning to introduce vocational education and skill development courses in the future once the problems related to space are solved. One good practice of the institution pertaining to skill development in view of NEP 2020 is organising a Youth Employment program in association with Tata Consultancy Services.

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

Indian knowledge systems refer to the rich and diverse traditions of knowledge that have developed over millennia within the Indian subcontinent. These systems encompass various fields such as philosophy, science, medicine, mathematics, literature, arts, and spirituality. As an affiliated institution of the esteemed University of Calcutta, the college operates within the parameters of prescribed course materials. However, despite this limitation, the institute strives to teach the students the rich heritage of the knowledge systems consisting of the extensive and multifaceted tapestry of knowledge that has evolved over thousands of years within the confines of the Indian subcontinent. The institution offers degree courses in various disciplines, classroom delivery of which are in bilingual mode (English and vernacular). Even the seminars and workshops are conducted in bilingual mode for the benefit of the students. As a part of the syllabi of various programmes Bengali and Hindi are compulsorily taught as Ability Enhancement Course.

Further to preserve and promote The Indian Knowledge System the institute conducted the following events

- 1) Historical exhibition on the National Movement of India organised by the Department of History
- 2) Invited lecture on "Meghnad Saha: Bigyani o deshpremik" (Meghnad Saha: a Scientist and a Patriot) organised Department of Physics
- 3) Commemorating the birth anniversary of Dr. Sarvepalli Radhakrishnan by different departments
- 4) Publication of the wall magazine named 'Anuranan' by the Department of Bengali where students are encouraged to write on Indian art and culture
- 5) Celebrating Founder's Day on the birth anniversary of Pandit Ishwar Chandra Vidyasagar, a distinguished academician and social reformer, by highlighting and publicizing his significant contributions
- 6) Organising competitions on traditional forms of arts like singing and dancing
- 7) Educational Tour to Alipore Jail Museum by the Department of History
- 8) Invited Lecture on "Translations in India, -India in Translation:

A Literary Perspective" organized by the Department of English

9) Commemorating Swami Vivekananda's Birthday and National Youth Day with a special lecture "Clarion Call to the Youth" organized by the National Service Scheme Unit and Human Values and Professional Ethics Subcommittee in association with Vivekananda Rock Memorial and Vivekananda Kendra

10) Commemorating International Mother Language Day organised by the Department of Bengali

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

Outcome-Based Education (OBE) is an educational approach that focuses on defining specific learning outcomes or competencies that students are expected to achieve by the end of a course, program, or educational experience. Instead of focusing solely on what is taught, OBE emphasizes integrating what students are expected to learn and the result of their learning.

Institutional Initiatives towards Outcome-Based Education (OBE) include:

- 1) displaying programme outcomes and course outcomes on the website for the students
- 2) analysing the results of the students which are an indication of the learning outcomes
- 3) arranging study tours and educational excursions to synchronize classroom subjects with hands-on practical experiences for students.

Efforts to Capture Outcome-Based Education in Teaching and Learning Practices include:

- 1) Attending Faculty Development Programmes and workshops by the faculty members to familiarize themselves with the principles and practices of OBE
- 2) Organising Students' Debate by the Department of Sociology
- 3) Organising Slogan and Essay competitions by the Students' Activity Sub-committee
- 4) Organising "Best Out of Waste competition" by the Environmental Consciousness & sustainability subcommittee and the Department of

Environmental Studies

5) Organising National Seminar on "The Challenges and Opportunities before India in Contemporary Global trade Scenario" by the Department of Economics for the students and teachers.

Good Practices in Outcome-Based Education (OBE) in View of NEP 2020 include:

1) Arranging the Youth Employability Programme by the Employability, Counselling, and Placement Cell in association with Tata Consultancy Services which is a significant institute-industry collaboration.

2) The institute has a robust and highly effective mentoring program designed to provide comprehensive support and guidance to its students throughout their academic journey. This mentoring initiative is crafted to foster a nurturing and supportive environment wherein students receive personalized attention and assistance tailored to their individual needs and aspirations.

20.Distance education/online education:

The institute operates partly from a shared building, which often presents certain challenges and bottlenecks when it comes to organizing classes and conducting various activities. Due to the shared nature of the building, there are inherent limitations in terms of available space, scheduling conflicts, and resource allocation. These constraints impact the institute's ability to effectively manage its academic and administrative operations. Despite that, the institute organises programmes and activities with utmost enthusiasm which include:

1) Autonomy of faculty members to initiate online classes as needed, leveraging various digital tools and platforms. These online classes can be scheduled to accommodate diverse student schedules and preferences, providing flexibility and convenience for both educators and learners.

2) Invited Lecture on "Translations in India, - India in Translation: A Literary Perspective" organized by the Department of English in a hybrid mode where Dr Somjyoti Mridha of North Eastern Hill University spoke on the subject

3) Plans to enter into a Memorandum of Understanding with several

Non-governmental organizations which organises vocational courses online as well as offline mode.

Extended Profile

1.Programme

1.1	11
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1064
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	435
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	333
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	55
Number of full time teachers during the year	

File Description	Documents
Data Template	View File
3.2	58
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	128.48
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	55
Total number of computers on campus for academic purposes	
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	
<p>The Academic Subcommittee regularly convenes meetings with department heads to facilitate comprehensive discussions and deliberations on crucial guidelines and procedures. Following extensive consultations within the Academic Subcommittee, a meticulous centralized routine is drafted. Each department is entrusted with the task of developing detailed lesson plans that meticulously outline the syllabus and class allocations for individual teachers. The routine and lesson plans are promptly disseminated and published on the respective department websites, fostering transparency and accessibility for students, faculty members, and stakeholders.</p> <p>Aligned with the institution's commitment to continuous improvement and academic excellence, departments rigorously administer</p>	

continuous internal evaluation mechanisms. These assessments encompass various methods, including written tests, quizzes, debates, and multiple-choice questions (MCQs), aimed at evaluating students' comprehension and critical thinking abilities.

Upon completion of assessments, results undergo meticulous review by responsible teachers and mentors within each department. Through systematic analysis of students' performance, educators derive valuable insights to inform pedagogical strategies and interventions.

Necessary corrective measures are promptly implemented to address identified deficiencies or gaps in students' understanding. This systematic approach underscores its dedication to upholding rigorous academic standards and fostering a supportive learning environment conducive to student success. A sample class routine and lesson plan is enclosed.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.vec.ac.in/academics_learning_outcome.shtml

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

As an integral component of its operational framework, the Academic Subcommittee, consisting of esteemed Department Heads, regularly assembles to deliberate upon and promulgate pivotal directives. Following these deliberations, a streamlined procedural regimen is formulated, with individual departments tasked with the meticulous construction of comprehensive lesson plans delineating the syllabi and classroom allocations for faculty members. These meticulously crafted schedules and pedagogical blueprints are subsequently disseminated on the respective departmental web portals, ensuring accessibility and transparency.

To maintain academic rigor and foster continuous improvement, departments undertake a regimen of Continuous Internal Evaluation, employing diverse assessment modalities such as written examinations, quizzes, and multiple-choice questionnaires. After these evaluations, diligent scrutiny ensues, with educators and mentors conscientiously analyzing the results to identify areas

necessitating remediation. Swift and decisive corrective measures are then implemented, bolstering the educational experience and fostering a culture of excellence within the academic community.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.vec.ac.in/academics_academic_calendar.shtml

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

11

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

112

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

87

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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, in alignment with its affiliation with the University of Calcutta, meticulously integrates crucial crosscutting

themes into its curriculum, ensuring a comprehensive educational experience. Professional Ethics is the core of the Entrepreneurship Development and Business Ethics course within the Bachelor of Commerce program, inculcating ethical decision-making and responsibility in future business leaders. Gender dynamics are thoughtfully woven into the fabric of Bachelor of Arts courses like English and Political Science courses, promoting awareness of societal inequalities. Environmental stewardship and sustainability principles are deeply ingrained in the Environmental Studies subject, serving as a foundational pillar across all disciplines. Moreover, the exploration of Human Values is intricately woven into the fabric of the Political Science curriculum, nurturing a sense of empathy, integrity, and social responsibility among students. Through these concerted efforts, the institution cultivates well-rounded individuals equipped to navigate complex ethical, social, and environmental challenges in today's interconnected world.

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

11

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

494

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
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.vec.ac.in/documents/naac/agar/2022-2023/20240423_Metric_1.4.2.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

960

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

59

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

Identification of Advanced and Slow learners:

Teachers invest both class time and extra sessions to address student doubts, review assignments with feedback, and administer periodic tests to gauge comprehension. These efforts enable teachers to discern between advanced and slow learners and tailor their support accordingly.

Support for Slow Learners:

1. Remedial Class
2. Personalized Counseling
3. Parent-Teacher Meetings

Support for Advanced Learners:

1. Specialized Lecture
2. Research Assistance
3. Higher Studies

File Description	Documents
Link for additional Information	https://www.vec.ac.in/documents/naac/agar/2022-2023/All_seminar_reports.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1064	55

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

As an affiliated college of University of Calcutta it has the scope within the university curriculum to implement experiential learning, participative learning and problem solving methodologies. The DSE and SEC courses especially lend faculty members to implement experiential learning, participative learning and problem solving methodologies. Students apply the knowledge of their core courses in

these electives. Each of the science teaching departments in their practical courses offer scope for experimental learning through in hand experience in their laboratories for better understanding of the theoretical topics they learn in their theoretical courses. Regular field study of the Department of Geography gives the students a scope to discover a set of geographical facts through observation of landscape in minute details hitherto not experienced. The Department of History used to organize participative learning by taking the students to the places of Historical interest related to their syllabus (e.g. Indian Museum, Netaji Bhavan, Gandhi Museum) so that the students can come out with critical historical analysis on their field visits. Department of Bengali and Political science also arrange study tour as part of their curriculum which enhances students' depth of knowledge in particular topic and make learning a memorable experience. In the Department of Commerce, students use to get practical statistical survey experience in their project works as most of the students choose topics which require primary data which they collect personally.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.vec.ac.in/documents/naac/agar/2022-2023/20240227_Metric_2.3.1_Experimental_and_participative_learning_2022-23.pdf

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

With infrastructural constraints, teachers try their best to use ICT enabled tools in their class rooms to streamline their lessons. There are 55 computers (including departmental laptops) with uninterrupted internet facility available in the campus for academic purpose. The College provides laptops and a dedicated smart board for usage by all departments. ICT-reliant classes fine-tune the lessons as teachers can organize their teaching resources in various formats and distribute them freely. Students are also encouraged to use ICT tools through classroom presentations. The College has plans to broaden the exposure of the students to ICT based teaching-learning modules as and when newly built class rooms at the extended floor of the building become well equipped. Teachers also design study modules and integrate them with the syllabus to make learning more comprehensive. In pandemic situation the teachers were unable to use ICT enabled tools in physical class room teaching though each

and every teacher tried best to continue teaching learning in online mode using various online platforms, sharing study materials and meeting with students as and when required.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.vec.ac.in/documents/naac/agar/2022-2023/20240227 Metric 2.3.2 ICT enabled to ols.pdf

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

54

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

55

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**29**

File Description	Documents
Any additional information	View File
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****597**

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

2.5 - Evaluation Process and Reforms

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

Departments regularly conducts continuous internal assessments (CIA) in different modes. Mandatorily the internal assessments are held regularly in all the departments as stipulated by the University within its mentioned time frame. The question patterns of the internal assessments as fixed by the University (usually different for different subject) are discussed with the students to familiarize them with the exam process. As far as transparency is concerned the students are instructed on the marking pattern so that they may understand what kind of content is required from them in order to score decent marks.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.vec.ac.in/documents/naac/agar/2022-2023/20240227 Metric 2.5.1 Modalities.pdf

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

The internal examination grievance redressal mechanism ensures complete transparency.

1. The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher.
2. Faculty members address doubts or concerns raised by students to help them improve their performance in future assessments.
3. In cases where discrepancies such as errors in question papers, marking allocation, or corrections are identified by students, the respective teacher resolves the issue, and necessary corrections are implemented.
4. If a student remains dissatisfied with the resolution provided by the teacher, they have the option to escalate the matter to the Head of the Department (HoD) concerned or Principal.
5. All such representations are received with a positive outlook and, if deemed necessary, reassessed by another teacher to ensure fairness and accuracy in the evaluation process.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.vec.ac.in/contact_us_important_contact_numbers.shtml

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.

Teachers teaching the CBCS curriculum are aware of the Course Outcomes and Programme Specific Outcomes for each Core Course and Generic Elective subject. The course outcome of each paper streamlines the students' understanding of certain fundamental aspects of their chosen subject. Moreover each semester consolidates the skills acquired by the students in the earlier semester and

hones it further to give their understanding of the subject proper depth. The Departmental websites carry detailed account of the Programme Specific Outcomes and Course Outcomes for both the Honours and General courses. The different types of courses -Core, Discipline Specific Elective and Skill Enhancement courses all have variegated outcomes and the teachers continuously strive to moderate their teaching to complement the Course Outcome and Programme Specific Outcome goals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.vec.ac.in/academics_learning_outcome.shtml
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.

1. Attainment of CO:

Validation of Course Outcomes occurs through both Internal and University examination systems. The examination attainment levels of courses are determined through the following methods:

Level of attainment for Internal and University Examination

The Internal and University Examination attainment level are calculated as follows:

Level of Attainment for Internal Examination

Level 1

Below 60% of students scoring more than 60%

Level 2

60% - 80% of students scoring more than 60%

Level 3

Above 80% of students scoring more than 60%

Level of Attainment for University Examination

Level 1

Below 45% of students scoring more than 60%

Level 2

45% - 60% of students scoring more than 60%

Level 3

Above 60% of students scoring more than 60%

Calculation of Attainment of CO

Name of the Course

University Examination

Internal Examination

Attainment of Course (I+II)

% of Students scoring more than 60% Marks

Level of Attainment

80% of Attainment Level (I)

% of Students scoring more than 60% Marks

Level of Attainment

20% of Attainment Level (II)

2. Attainment of PO

The direct attainment of Programme Outcomes (PO) is evaluated by averaging the attainment of Course Outcomes (CO) across all courses from the 1st to 6th semesters.

Sample CO and PO attainment for the students (Batch 2020- 2023) of Physics Department is attached.

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

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

126

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	No File Uploaded
Paste link for the annual report	https://www.vec.ac.in/documents/naac/aqar/2022-2023/20240227_Metric_2.6.3_Pass_percentage_of_students_during_the_year_2023.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://www.vec.ac.in/documents/naac/aqar/2022-2023/STUDENT_SATISFACTION_SURVEY.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)**0.65**

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.csr.res.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****23**

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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	No File Uploaded
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

7

File Description	Documents
Any additional information	No File Uploaded
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

The NSS unit of the college offers opportunity to the students to inculcate the democratic spirit, group learning etc. and provide holistic development of students by involving them in various

extension activities, community services. The regular activities of NSS include cleaning drive of the nearby slum, celebration of important days, NSS day celebration through various events, awareness rallies, free medical camps etc. Through these programmes, the students develop hands-on experience in management and thus leadership qualities are groomed. The academic experience thus is complemented by their participation in social activities and they acquire the skill for becoming good, responsible citizens with zeal for social work.

Various departments and subcommittees also carry out extension activities like workshop on mental wellbeing, employability programmes, career counselling, tours, competitions etc. to expand the horizon of students. All of these activities have been described in the later sections.

File Description	Documents
Paste link for additional information	Nil
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

0

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	No File Uploaded

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

11

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

472

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

3.4 - Collaboration

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

13

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

13

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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.

The College strives to provide an enhanced academic environment for the students befitting an HEI. Classrooms, laboratories, and computing equipment are provided to the students studying in the various disciplines of the College to enhance the quality of the teaching-learning process. The building-sharing facility with the day section of the College enables us to minimize our space constraints.

Currently, the College offers 1 auditorium, 10 classrooms and 7 laboratory-cum-classrooms (for Botany, Chemistry, Computer, Geography, Physics, Physiology and Zoology) in new building and 17 classrooms and 3 laboratory cum classrooms (Physics) in old (shared) building, i.e. total 38 classrooms, auditorium and lab-cum-classrooms.

The number of LCD class rooms have been increased from 7 to 8. All classrooms are Wi-Fi enabled and some of them have a LAN connection. Development of physical facilities is an ongoing process and Vidyasagar Metropolitan College has plans to develop the infrastructure continuously to realise our commitment to the students and stakeholders of the College.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vec.ac.in/documents/naac/agar/2022-2023/20240422_Metric_4.1.1_Physical_Infrastructure.pdf

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

Cultural and extra-curricular activities are vital in the imparting of a comprehensive and holistic learning environment. The College celebrates various cultural events throughout the year where the students and staff members participate wholeheartedly. The College Auditorium "Ishwarchandra Sabhakaksho" is the venue for most of these cultural events. Commemorative programmes and intra-departmental competitions are hosted in the auditorium regularly. Various sub committees organize seminar and events in the College campus where students and teachers participate and these sessions add a further dimension to the cultural environment of the College. The College does not have any playground but the students regularly participate in sports competitions organized by the University and various other Colleges.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vec.ac.in/documents/naac/agar/2022-2023/20240422_Metric_4.1.2_Cultural_Sports_and_other_activities.pdf

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

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/2022-2023/20240422_Metric_4.1.3.1_Class_Room_with_ICT_Facilities.pdf
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)

45.91

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)

The library is using SOUL software, version 3.0.4 installed at one computer of the library to provide access to all the workstations attached through LAN,

The software enables the library in the meticulous entry of bibliographic records of documents, updating of records, generation of reports and circulation of documents.

Modules of SOUL software:

Cataloguing Module: provides catalogued books already available for acquisitions or in its stock.

A separate GODEX printer is available in the library to print Bar code of books and membership ID given in the Library card.

Circulation Module: provides membership record keeping, membership transaction management, reservation of books, circulation maintenance.

OPAC: provides a robust Online Public Access Catalogue with simple and advanced search facility using author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more fields of bibliographic records. Students and staff members are encouraged to make judicious use of the library resources to aid their academic research.

Administrative Module: it is the master of all modules, which has provision to administrate all the modules and system settings. The Library is using Administrative Module which is the master of all modules, which has provision to administrate all the modules and system settings. This module consists of three major sub modules i.e. User Settings, System Settings and Masters.

The library also uses Godex printers for printing barcodes and a barcode scanner for reading the barcode on library books and membership cards.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.vec.ac.in/facilities_library.shtml

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

A. Any 4 or more 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)

0.58346

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

30

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

IT Infrastructure:

The College provides the following IT facilities to its stakeholders:

1. The College Computer Laboratory has 10 desktops and the College Library has two desktops for students' access respectively.
2. There are eight ICT enabled classrooms in the New Building.
3. The RAM capacity of the desktops in the Computer Laboratory, have been expanded from 2 GB to 4GB.
4. The new building has Wifi Broadband connectivity provided by Alliance Broadband Service with 50 mbps capacity.
5. The institution plans to improve its IT infrastructure substantially in the near future to ensure that stakeholders benefit from an ICT enabled learning environment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vec.ac.in/documents/naac/agar/2022-2023/20240422_Metric_4.3.1_Maintenance_of_ICT_Inrastructure.pdf

4.3.2 - Number of Computers

55

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 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)**

60.91

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.

The College has a maintenance procedure and a systematic policy of disbursement for the optimum utilization of funds:in the following manner

- Submission of Proposal for Activity to IQAC.
- Submission of Financial Proposal by Departments and Subcommittees to Finance Committee.
- Preparation of Central Budget by accommodating financial requirements of all Departments and subcommittees.
- Approval of Budget Proposal through discussion in Finance Committee meeting.
- Approval of recommendations of Finance Committee by the Governing Body.
- Expenditure on different heads are managed by the Principal and Bursar following the decisions taken in the meeting of Finance Committee and regulations of Directorate of Higher Education council of Govt. of W.B.
- The College has now started a system where the budget allocated to the various Subcommittees is reviewed and scrutinized by the IQAC.

On a day to day basis , maintenance of the infrastructure is done in the following ways:

- Maintenance of the College Auditorium is managed by a subcommittee through the cleaning and dusting of the auditorium by assigning a number of support staff.
- All IT infrastructure and or equipments are maintained by a technically skilled staff.
- The acoustics and the electronic equipment of the auditorium are regularly checked for better performance.
- The Laboratories have special support staff for maintaining the equipments.
- The Campus Development Subcommittee meets regularly to ensure that the classrooms are fully functional.
- The fans, lights etc are regularly checked and the furniture is properly maintained.
- The Library Committee is in charge of maintaining the library and its facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/2022-2023/20240422_Metric_4.4.2_GB_Resolution.pdf

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

308

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

34

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://www.vec.ac.in/documents/IQAC/Best_Practices/20240222_best_practices_2022-23.pdf
Any additional information	No File Uploaded
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

239

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

239

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

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**

24

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**

3

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.**

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

College has an active students' union which is an important stakeholder of the college administration. All the students of the college are members of the Students' Union. It has a major representation in the academic and administrative bodies of the institution. General secretary of Students' Union is a member of Governing Body and Finance Committee. Similarly, Sports Secretary is the member of the sports subcommittee of the college. Student representatives are also part of Internal Complaints Committee of College for matters related to students' complaints. Students' Union is involved in organizing various extracurricular activities throughout the year which includes Freshers' welcome, Independence Day celebration, Teachers' Day celebration, Sarad Utsav, Sports event Udaan, Annual college festival and Basant Utsav. Other than these, students' union also organizes a blood donation camp every year.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/about_us_governing_body.shtml
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

16

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

The college thorough its Alumni Association has always tried to forge warm and creative relationship with its former students. Many of our alumni enthusiastically serve college in various capacities based on their specializations whenever need arises. For instance, our alumni have been actively helping in conducting mushroom cultivation course. One of them is a beneficiary of the same course conducted in the year 2018-19 and is now succesfully running his own mushroom business.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

The vision statement of an institution articulates its desired long-term objectives. Conversely, its mission statement delineates the institution's fundamental purpose and core activities undertaken to fulfill the objectives.

The mission of the institution is to cultivate a generation of future young citizens with pragmatic skills, social commitment, and moral as well as ethical values. Meanwhile, the vision is to evolve into a dynamic academic and social environment where students can freely express their perspectives while respecting those of others.

Governance plays a pivotal role in realizing these objectives, encompassing the overarching framework and processes governing the institution's direction, control, and management. The Governing Body formulates policies and establishes decision-making structures to ensure accountability, providing a sense of purpose and direction.

The institution embraces a decentralized and participative form of governance, wherein students, teachers, and non-teaching staff actively contribute to decision-making processes. This inclusive approach not only empowers the stakeholders but also fosters a sense of ownership and responsibility within the aforementioned. Further by involving students in decision-making, the institution cultivates a culture of collaboration, critical thinking, and leadership development which helps them evolve as socially responsible citizens.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/about_us_vision_mission.shtml
Upload any additional information	No File Uploaded

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

West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, emphasizes decentralized and participative management within state-aided institutions. This is reflected in the composition of the Governing Body outlined in Section 5 of the Act.

Here are some points illustrating how decentralization and participative management are ingrained:

1. **Composition of the Governing Body:** The Governing Body comprises various stakeholders, including representatives from the academic community (such as teachers, librarians, and educationists), non-teaching staff, government nominees, and student representatives. This diverse composition ensures that different perspectives are considered in decision-making processes.

2. **Involvement of Stakeholders:** The inclusion of representatives from different sectors ensures that decisions are made with inputs from various stakeholders. This promotes participative management by giving a voice to those directly involved in the functioning of the institution, such as teachers, students, and non-teaching staff.

5. **Student Representation:** The inclusion of a student representative in the Governing Body ensures that the student community's interests and concerns are taken into account in decision-making processes, fostering a sense of ownership and inclusivity within the institution.

Overall, the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, promotes decentralized and participative management by involving various stakeholders in decision-making processes.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/about_us_governing_body.shtml
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution effectively deploys its strategic and perspective plan through various mechanisms:

1. **Academic Calendar:** By preparing an Academic Calendar that includes both academic and extracurricular activities which aligns with the strategic plan's goal of providing a roadmap for decision-making and resource allocation.

2. **Lesson Plans:** Departments design lesson plans as advised by the Academic Council. These plans not only ensure that the syllabus is covered effectively but also give students an understanding of the course structure and expectations. This contributes to achieving specific learning outcomes outlined in the strategic plan.
3. **Programme and Course Outcomes:** Departments discuss Programme Outcomes and Course Outcomes with students, clarifying the specific learning outcomes expected from their courses and programs. This transparent communication helps align student expectations with institutional goals and supports the achievement of strategic objectives.
4. **Sub-committees for Various Activities:** The existence of various sub-committees responsible for planning lectures, seminars, extension activities, and programs reflects a proactive approach to holistic education. These activities aim to equip students with essential qualities such as civic education, life skills, cultural and social awareness, environmental stewardship, and leadership development. This aligns with the broader goals and aspirations outlined in the institution's vision and mission.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/2022-2023/20240419_6.2.1.pdf
Upload any additional information	No File Uploaded

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.

The effective and efficient functioning of the institutional bodies despite the limited autonomy as a state-aided institution is evident in their policies, administrative setup, appointment and service rules, and procedures.

Firstly, the Governing Body, established by The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017,

formulates clear and coherent policies. These policies, in alignment with the institution's mission and vision, guide the operations of academic and administrative units. They cover crucial aspects such as governance, decision-making, resource allocation, and accountability.

The Finance Committee, established under the Statute of the University of Calcutta, develops policies concerning financial procedures, ensuring transparency and accountability. The Internal Quality Assurance Cell (IQAC) serves as the paramount authority within the institution, entrusted with the responsibility of making qualitative decisions that are deeply rooted in shaping the future trajectory of the institution. In addition, the various subcommittees also assist the Principal and the Governing Body.

The employee appointment and service rules adhere to the standards set by the Government of West Bengal, ensuring fairness and consistency in personnel management.

Lastly, the college's procedures align with those set by the Government of West Bengal, ensuring compliance with regulatory frameworks and smooth functioning.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.vec.ac.in/about_us_organogram.shtml
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has various welfare measures for the teaching staff, which are enumerated below:

(i) financial support for attending conferences and workshops (3 teachers were provided financial support)

(ii) a registered Co-operative Society to provide loans at a low rate

(iii) interest-free Puja advance and salary advance for the teaching staff (Rs 19,200 during 2022-23-Schedule R of Audit Report enclosed)

The welfare measures adopted by the college for the non-teaching staff are

(i) Provide uniform and warm clothing (no warm clothing was provided during the said period)

(ii) a registered Co-operative Society to provide loans at a low rate

(iii) interest-free Puja advance for the non-teaching staff (Rs 43,200 during 2022-23-Schedule-R of Audit report enclosed)

File Description	Documents
Paste link for additional information	Nil
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**

3

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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**

3

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**

8

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 IQAC has developed a Google Form for gathering information on various activities such as direct teaching hours, invigilation, paper setting, answer script evaluation, innovative teaching methods, meeting attendance, minor research projects, published research papers, invited lectures, participation in professional development programs, and supervision of research. This form is to be completed twice annually.

Additionally, teachers are required to fill out a self-appraisal book annually, which is submitted to the IQAC. A sample copy of this book is provided for reference. The same is evaluated by the Principal. Pictures of the filled-up self-appraisal book are enclosed.

Furthermore, a separate form has been created for non-teaching staff for their performance appraisal starting from the academic year 2022-23 (A sample PBAS of Non-teaching staff is enclosed)

File Description	Documents
Paste link for additional information	Nil
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

Despite being a state-aided institution, the institution diligently conducts both internal and external financial audits on a regular basis. This practice is complemented by a robust mechanism for addressing audit objections promptly. The college recognizes that such measures significantly contribute to enhancing financial transparency, fostering accountability, and ensuring compliance with pertinent regulations. The college adheres to the financial regulations set forth in various directives by the Government of West Bengal. This responsibility is supervised collectively by the Finance Committee, the Governing Body, and the college's financial officer. The financial officer, a dedicated full-time faculty member known as Bursar and serving as the Financial Officer, manages day-to-day financial operations alongside an accountant, who is an upper division clerk approved by the Government. Moreover, a Chartered Accountant is also engaged to provide expert guidance on accounting and taxation matters. External statutory audits are conducted by auditors appointed by the government of West Bengal. Upon receiving audit objections, comprehensive discussions among the Chartered Accountant, Bursar, and Principal ensure their resolution to the satisfaction of all parties involved..

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqr/2022-2023/VMC_AUDIT_REPORT_22-23.pdf
Upload any additional information	No File Uploaded

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

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

0

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

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

The primary source of funding for the institution is the State Government, as it operates as a state-funded entity. Predominantly, these funds are allocated towards covering the salaries of both teaching and non-teaching staff members. Moreover, student fees contribute significantly to the institution's finances, facilitating campus maintenance and the provision of essential student amenities. Additional funds are acquired through various channels such as fees from Calcutta University Centre, and interest obtained from bank investments including fixed deposits and savings accounts, as evidenced in the institution's audited financial statements.

Furthermore, contributions from teaching staff further supplement the financial resources for student welfare. Financial management is overseen by an Accountant, under the guidance of an experienced educator serving as the Bursar or Financial Officer. The institution engages the services of a Chartered Accountant for auditing purposes, ensuring compliance, and offering expert financial counsel. Ultimately, the Finance Committee, constituted by the Governing Body, assumes responsibility for finalizing financial statements, thereby upholding transparency and accountability in financial matters.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/documents/naac/aqar/2022-2023/VMC_AUDIT_REPORT_22-23.pdf
Upload any additional information	No File Uploaded

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

To uphold predetermined standards aligned with the institution's mission and vision, quality assurance strategies and processes are implemented in educational institutions to meet student expectations. The IQAC of the college organized the following programs/activities to institutionalize these quality assurance strategies and processes:

1. Slum visit by NSS volunteers (Page 1 of the enclosed report)
2. E-Waste Recycling (Page 2 of the enclosed report)
3. Historical exhibition on the National Movement (Page 3 of the enclosed report)
4. Invited/Special lectures(Pages 9, 85, 89, 96, 120, 125, 140, 155, 171 and 175 of the enclosed report)
5. Students' participation in programmes organised by the University of Calcutta (Pages 33, 69, and 79 of the enclosed report)
6. Study tours and Educational excursions to enhance experiential learning (Pages 48, 75, 77, 123, 152, 205, and 208 of the enclosed report)
7. Students' debate and Students' Seinar (Pages 21, 87, and 89 of the enclosed report)
8. Book fair and Book talk (Page 91of the enclosed report)
9. Commemorative events(Pages 5, 12, 13, 15, 17, 28, 59, 125, 126, and 141,of the enclosed report)
10. Career counselling sessions and placement initiatives(Pages 100, and192 of the enclosed report)
11. Mental health programmes(Pages 107, 130, and139 of the enclosed report)
12. Interdepartmental lectures(Pages 9, 171, and 175 of the enclosed report)
13. National Seminar (Page 210 of the enclosed report)
14. Collaborative events(Pages 10, 15, 41, 60, 91, 100, 146, 159, 192, 200, and 210of the enclosed report)

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/documents/naac/agar/2022-2023/20240412_ACTIVITY_REPORT_2022_23_6.5.1.pdf
Upload any additional information	No File Uploaded

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

The Principal-led Internal Quality Assurance Cell (IQAC) convenes regular meetings to assess and enhance the institution's teaching and learning methodologies, operational structures, and educational outcomes. Detailed minutes from these sessions are published on the institution's website, facilitating transparency and accountability. Additionally, the Academic Council undertakes a similar review of teaching methods and processes.

Faculty members are actively encouraged and supported to engage in professional development opportunities such as orientation programs, refresher courses, workshops, seminars, and conferences focusing on teaching, learning, and research. They are also actively involved in examination evaluation processes.

Financial assistance from the college fund is extended to disadvantaged students, ensuring their access to education. Furthermore, the Students' Welfare Subcommittee assists students in accessing government scholarships.

The college fosters a vibrant extracurricular environment, providing opportunities for student participation in intra-college debates, competitions, and seminars. To enrich the learning experience, teachers are encouraged to utilize audio-visual aids, charts, and models effectively. Additionally, financial support is allocated to laboratories to facilitate enhanced teaching and learning experiences.

File Description	Documents
Paste link for additional information	Nil
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
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File Description	Documents
Paste web link of Annual reports of Institution	https://www.vec.ac.in/documents/naac/agar/2022-2023/20240412_ACTIVITY_REPORT_2022_23_6.5.1.pdf
Upload e-copies of the accreditations and certifications	<p style="text-align: center;">No File Uploaded</p>
Upload any additional information	<p style="text-align: center;">View File</p>
Upload details of Quality assurance initiatives of the institution (Data Template)	<p style="text-align: center;">View File</p>

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

Gender Equity is one of the foundational blocks for the growth of an educational institution as measures taken to foster the same create a safe, equitable, and gender-sensitive environment where students, faculty, and staff members can perform their best. In addition to infrastructural facilities like a girls' common room, washrooms for ladies and third genders, and an active and responsive sexual harassment cell, Vidyasagar Metropolitan College also organised several programs throughout the year to increase awareness regarding gender equity, such as:

1. A special lecture on the "Role of ICC in Higher Education Institutions" was organised by the Internal Complaints Committee on 7th January 2023. Prof. Dr. Jatindra Kumar Das, Department of Law, University of Calcutta in his illuminating lecture talked about the background and role of ICC in any workplace including Higher Education Institutions.

2. A special lecture on "Understanding Third Gender In India: Concepts and Practices," on 6/2/23, where Dr. Lopamudra Sengupta, Bangabasi College, Kolkata spoke about the difficulties faced by people belonging to the third gender in India as well as prevalent ideas and concepts regarding the LGBTQIA community and busted many myths.

3. A special lecture on "Gendering the Constitution" on 07/02/2023, where Dr. Achyut Chetan, Associate Professor, Dept of English, St Xavier's University, Kolkata spoke about the founding mothers of the Indian Constitution, changing the way we perceive our constitutional history and making us more aware of gender equity concerns embedded in our constitution.

File Description	Documents
Annual gender sensitization action plan	https://www.vec.ac.in/activities_gender_equality_programs.shtml
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://www.vec.ac.in/activities_gender_equality_programs.shtml

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

C. Any 2 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

Effective management of both degradable and non-degradable waste is crucial for several reasons. Degradable waste, if not managed properly, can emit harmful greenhouse gases like methane during

decomposition, contributing to climate change and environmental degradation. Non-degradable waste, on the other hand, poses threats to ecosystems and wildlife through pollution and habitat destruction. Proper waste management minimizes these impacts, conserves resources, and promotes a healthier environment for current and future generations.

E-WASTE MANAGEMENT

E-waste, originating from various sources such as computer laboratories, physics labs, chemistry labs, and academic, and administrative offices, encompasses a range of items including malfunctioning or obsolete equipment like lab instruments, circuits, desktops, laptops, accessories, printers, charging and network cables, Wi-Fi devices, cartridges, display units, and UPS systems. Vidyasagar Metropolitan College has ethically collected, channeled, and recycled a total of 172.80 kilograms of e-waste. This initiative has been formally recognized and certified by Hulladek Recycling, an electronic waste management company.

SOLID WASTE MANAGEMENT

At Vidyasagar Metropolitan College, solid waste is handed over to the Kolkata Municipal Corporation, aligning with the Swachh Bharat initiative and the goal of creating a Clean and Green Kolkata.

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	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

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	No File Uploaded

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

B. Any 3 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

B. Any 3 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

An inclusive and tolerant environment in college creates the possibility of better citizens of tomorrow who will carry this inclusiveness, harmony, and sense of tolerance to their workplace and homes. Hence Vidyasagar Metropolitan College organized several programs to foster an inclusive environment at the institutions:

1. As part of the Students' Week, an Interactive session was held with students regarding Mental well-being and Academic Excellence, conducted by Arup Ghosh, Life Coach, on 2/1/23 in an effort to create harmony and tolerance towards all diversities.
2. A Workshop on IQ, SQ, and EQ by Brahmakumaris, on 4/1/23, explaining the importance of spiritual quotient and emotional quotient along with intelligence quotient, in living in harmony at home and work.
3. Commemorating Swami Vivekananda's Birthday and National Youth Day with a special lecture "Clarion Call to the Youth,"

organized in association with Vivekananda Rock Memorial and Vivekananda Kendra, on 9/1/23. The eminent speakers from Vivekananda Rock Memorial and Vivekananda Kendra spoke to students and teachers about Swami Vivekananda's work and his enthusiasm to rouse the spirit of the youth of this country to work for the welfare of all.

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 Constitution of India remains a pillar of our democracy, granting us very important fundamental rights and also enumerating our fundamental duties as citizens of this nation. Hence Vidyasagar Metropolitan College organized several programs through the course of the year to sensitize students and staff regarding constitutional history and the possibilities enshrined in the constitution of India.

1. A special lecture on "Gendering the Constitution" on 07/01/2023, organized by the Students' Activity Sub-Committee in Collaboration with Human Values and Professional Ethics Sub-Committee, where Dr. Achyut Chetan, Associate Professor, Dept of English, St Xavier's University, Kolkata spoke about the founding mothers of the Indian Constitution, changing the way we perceive our constitutional history and making us more aware of gender equity concerns embedded in our constitution.

2. A Debate competition was also organized for students during Founder's Day Celebrations, by the Students' Activity Subcommittee, on the topic "India is a democratic and secular state" on 23/9/2022.

3. In addition, regular lectures sensitizing students regarding constitutional rights and duties are conducted by the Departments of Political Science and History.

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

A. All 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

Commemorative programs are an essential part of the educational process as students learn to be aware of important international events and issues as well as the contribution of stellar individuals to the fabric of society. Vidyasagar Metropolitan College organized several commemorative programs throughout the year:

1. Independence Day-- A flag hoisting ceremony in the presence of teachers, students, and staff members on 15th August 2022.

2. Commemorating the birth anniversary of Dr. Sarvepalli Radhakrishnan on 5th September, 2022

3. Commemorating International Day of Clean Air for Blue Skies, on 7th September 2022. organized in collaboration with Switch on Foundation, raising awareness regarding air pollution and its harmful effects on health and wellbeing.
4. Commemorating the birth anniversary of Pandit Ishwarchandra Vidyasagar on 26th September 2022.
5. Commemorating International Accounting Day on 10th November, 2022
6. Commemorating Swami Vivekananda's Birthday and National Youth Day on 9th January, 2023.
7. Best out of Waste Competition and Students' Seminar to Commemorate Earth Day, organized by the Department of Environmental Studies and Environmental Consciousness and Sustainability Subcommittee, on 24th April 23.
8. Commemorating International Mother Language Day on 21st February, 2023
9. Participation in Urban Climate Film Festival, Commemorating World Environment Day, organized in collaboration with CMS Vatavaran, New Delhi, between 3rd June to 5th June 2023.

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.

Vidyasagar Metropolitan College is committed to providing the best possible training and facilities to students to improve their employability skills as well as their mental health and boost their confidence. Two best practices successfully implemented by the institution include:

TCS training and Employability programme

An Affirmative Action Training Programme especially for the SCs / STs, as a part of the Corporate Social Responsibility of TCS. Following the ideals of our founder, the institution believes in creating a system of self-reliance that equips the students for life.

Website link

https://www.vec.ac.in/documents/naac/aqar/2022-2023/20240429_7.2.pdf

Mental Health Counselling and Mind Power Training Programme

In a continuous year-long program, Arup Ghosh, consultant hypnotherapist and Life Coach of the college conducted mental health awareness sessions with students of all semesters of the college, addressing their problems, stress, and concentration issues in group meditation and therapy. He also provided one-on-one counselling to those requiring individual attention in addition to these workshops, averting suicides and other health problems in students suffering from depression, abuse, and stress.

Website link:

https://www.vec.ac.in/activities_wellness_programs.shtml

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

7.3 - Institutional Distinctiveness

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

The college has been consistent in providing merit cum means scholarships to students from backward classes and economically disadvantaged positions to disseminate knowledge among all. Following the ideals of Pandit Ishwar Chandra Vidyasagar, the founding father, the college believes that education is not about learning, reading, and writing, it should provide comprehensive knowledge. It should lead to all-round development, altruism, and humanism. Education will help in character building, which in turn will go a long way in nation-building. Keeping this goal in mind, the college has instituted several academic awards, together with the award for the student of the year.

A separate subcommittee headed by the Principal looks after the entire process of selecting and awarding of scholarships. The recommendations of the subcommittee is placed before the Finance Committee and the Governing Body for approval. The fund sanctioned forms part of the audited statement. Schedule U of the Audit Report is enclosed.

Website link:

https://www.vec.ac.in/facilities_scholarships.shtml

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

As an institution, Vidyasagar Metropolitan College strives to keep improving its infrastructure and facilities to provide the most supportive environment for students' growth and progress in academics and extra curricular activities. Hence, the plan for the next academic year, includes:

1. Enhancing the greenery on campus
2. Conducting more human values workshops
3. Conducting more programs on gender sensitization and tolerance
4. Organizing more lectures on the constitution and our responsibilities as citizens of this country.
5. Continuing commemorative programs, organizing more cultural programs
6. Conducting programs on disability studies and improving accessibility for the disabled
7. Organizing more beyond the campus green initiatives.