The Annual Quality Assurance Report (AQAR) of the IQAC
of
Ramakrishna Mission Vidyamandira

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)* | **2017 - 18** |

1. Details of the Institution

1.1 Name of the Institution | **Ramakrishna Mission Vidyamandira** |

1.2 Address Line 1 | **P.O.- Belur Math** |

Address Line 2 | **Dist.- Howrah** |

City/Town | **Belur Math** |

State | **West Bengal** |

Pin Code | **711202** |

Institution e-mail address | **vidyamandira@gmail.com** |

Contact Nos. | **(033) 2654-9181/9632/1115** |

Name of the Head of the Institution: | **Swami Shastrajnananda** |

Tel. No. with STD Code: **(033) 2654-9181/9632/1115**

Mobile: **9432090889**

Name of the IQAC Co-ordinator: **Indrashis Banerjee**

Mobile: **9433176430/9748726340**

IQAC e-mail address: **vidyamandira@gmail.com**

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   **WBCOGN12205**

OR

1.4 **NAAC Executive Committee No. & Date:**   **EC/65/RAR/50 dated 25.10.2013**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: **www.vidyamandira.ac.in**

Web-link of the AQAR: **http://www.vidyamandira.ac.in/AQAR**

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**A+**	**93.25 on 100**	**2005**	**5years**
2	2nd Cycle	**A**	**3.120 on 4**	**2013**	**5years**
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | **03/09/2005** |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

  i.   AQAR **2013-14 submitted to NAAC on 26-09-2014**   (DD/MM/YYYY)
 ii.   AQAR **2014-15 submitted to NAAC on 14-10-2015**   (DD/MM/YYYY)
iii.   AQAR **2015-16 submitted to NAAC on 01/10/2016**   (DD/MM/YYYY)
 iv.   AQAR **2016-17 submitted to NAAC on 23/09/2017**   (DD/MM/YYYY)

1.9 Institutional Status

University   State [ ]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [√]   No [ ]

Regulatory Agency approved Institution   Yes [ ]   No [√]

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

Type of Institution   Co-education [ ]   Men [√]   Women [ ]

Urban [√]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

Grant-in-aid + Self Financing [-]   Totally Self-financing [-]

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [-]   Law [-]   PEI (Phys Edu) [-]

TEI (Edu) [-]   Engineering [-]   Health Science [-]   Management [-]

Others   (Specify)

> A.Certificate courses: 1. Blood Donors' Motivation and Social Service, 2. Life and Teachings of Swami Vivekananda, 3. Life and Teachings of Holy Mother Sri Sarada Devi,
> B.Diploma Courses: 1. Book Publishing Management, 2. Photography.
> C.Add-On Courses:1.Tabla. 2.Pakhoaj, 3.Classical Vocal Music, 4.Bengali Recitation, 5.Violin, 6.Painting, 7. Vedic Chanting, 8.Srimad Bhagavad Gita & Effective Life Mangement, 9.Practice of Concentration, 10.Communicative English, 11.Nabyanayabhasa Parichaya

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

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

Autonomy by State/Central Govt. / University   **UGC**

University with Potential for Excellence	--	UGC-CPE	√
DST Star Scheme	--	UGC-CE	---
UGC-Special Assistance Programme	--	DST-FIST	√
UGC-Innovative PG programmes	--	Any other (*Specify*)	---
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers	17
2.2 No. of Administrative/Technical staff	07
2.3 No. of students	02
2.4 No. of Management representatives	04
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	27
2.10 No. of IQAC meetings held	05

2.11 No. of meetings with various stakeholders: No.   02   Faculty   02

        Non-Teaching Staff /Students   --   -- Alumni   -- Others

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

        If yes, mention the amount   --

2.13 Seminars and Conferences (only quality related)

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

Total No. | 03 | International | -- | National | 01 | State | 01 | Institution Level | 01

(ii) Themes	1. NAAC Assessment and Accreditation: Implementation at the Institutional Level. 2. Preparation of Students' Attendance Report.

2.14 Significant Activities and contributions made by IQAC:

- The various academic initiatives conceptualized, designed and coordinated by the IQAC commemorating the Platinum Jubilee of the college were successfully under taken. All departments came out with publications of proceedings of the seminars, both International & National funded by the UGC, RUSA etc. each publication bearing ISBN.
- The process of compiling the history of Vidyamandira, taken up in earnest by the IQAC has been a significant step in documentation that promises to open up future possibilities in research.
- A publication in the nature of memoirs that are recollections of the times & life in Vidyamandira by teachers, both present & former has indeed found a pride of place.
- The IQAC organized a One-day Workshop on 'New framework of NAAC' on 4th May, 2018 at Vidyamandira where advisors of NAAC, Dr. K. Rama & Dr. Visnukant Chatpalli were the resource persons. It was well attended by faculty and administrators from Higher Educational Institutions from across the state.
- The IQAC conducted an 'Orientation Program for newly appointed Teachers' of Vidyamandira on 27th July, 2017.
- The IQAC has been steadfast in its committed engagement with the technological up-gradation of the central library of the College, and the state-of-the-art RFID system offers an 'open access' facility to all borrowers. The fully digitized library facilitates access to online resources including INFLIBNET, National Digital Library of India, etc.
- The Calcutta University had given its approval for the introduction of PhD courses in Philosophy and Applied Chemistry and both were introduced from this academic session 2017-18.
- The Zoology Hons. Course started from this academic session July, 2017.
- The IQAC also took the initiative for introducing new Certificate courses: 1. Blood Donors' Motivation and Social Service, 2. Life and Teachings of Swami Vivekananda, 3. Life and Teachings of Holy Mother Sri Sarada Devi.
- The IQAC took the initiative for introducing new Add-on Courses: 1.Tabla. 2.Pakhoaj, 3.Classical Vocal Music, 4.Bengali Recitation, 5.Violin, 6.Painting, 7. Vedic Chanting, 8.Srimad Bhagavad Gita & Effective Life Mangement, 9.Practice of Concentration, 10.Communicative English, 11.Nabyanayabhasa Parichaya.

2.15 Plan of Action by IQAC/Outcome:

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
ACADEMIC Introduction of Combined Graduate Level (CGL Courses) under Swami Vivekananda Research Centre (SVRC).	The Calcutta University has given its approval for the introduction of Combined Graduate Level (CGL Courses) under Swami Vivekananda Research Centre (SVRC) from this academic session 2017-18.
ADMINISTRATIVE Filling up some of the vacant teaching and non-teaching posts	In the session 2017-18 One teaching posts was filled.
INFRASTRUCTURAL Enrichment of various laboratory facilities with funding from DST-FIST	a) Up gradation of Laboratories in all Science Departments. b) Purchase of new instruments in the Laboratories. c) Library-cum-reading room facility for Research Scholars and Supervisors. d) Construction of new science building. e) Installation of Elevators in new as well as existing buildings. f) Ramps for specially-abled persons were constructed in all buildings in the campus.

Attach the Academic Calendar of the year as Annexure.

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

Management √   Syndicate --   Any other body --

Provide the details of the action taken:

The AQAR was placed before the Governing Body and its approval was received in the meeting dated 6th October 2018.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	05	--	--	--
M.Phil.	03	--	--	--
PG	05	--	--	--
UG	Hons. & Gen:14 Gen: 03	--	--	--
PG Diploma	--	--	--	--

Advanced Diploma	--	--	--	--
Diploma	01	01	--	--
Certificate	03	--	10	--
Others	01	--	01	--
Total	**35**	**01**	**11**	--

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	27
Trimester	--
Annual	--

1.3 Feedback from stakeholders* Alumni $\boxed{\text{√}}$ Parents $\boxed{\text{√}}$ Employers $\boxed{\text{√}}$ Students $\boxed{\text{√}}$
   (On all aspects)

Mode of feedback : Online $\boxed{\text{√}}$ Manual $\boxed{\text{√}}$ Co-operating schools (for PEI) $\boxed{\text{--}}$

*Please provide an analysis of the feedback in the Annexure

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

- The Department of Political Science has rearranged papers to make the subject more accessible to the students in general, and those who did not have the subject in the Higher Secondary stage in particular. Some modifications have also been introduced in the paper 'Indian Political Thought and Movement' so as to include the Political Thought of Kautilya in the topic 'Ancient Indian Political Thought', which previously mentioned only the topic in general terms, as well as the topic 'Medieval Indian Political Thought', which too has been modified to specifically include the political thought of Abul Fazal.
- The Department of Physics has implemented Practical Examinations in each Semester in place of these Examinations being held year-wise earlier.
- All departments have already discussed at their BOS the need to align their syllabi to the requirements of the CBCS.

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

- No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
55	34	21	---	4* + 4#

* Management Appointed Full Time Faculty.   # Govt. Appointed Part Time Teachers

2.2 No. of permanent faculty with Ph.D.

43

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	11	--	--	--	--	--	--	01	11

2.4 No. of Guest and <u>Visiting faculty</u> and Temporary faculty

102

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	13	20	09
Presented papers	04	05	01
Resource Persons	06	02	05

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

- Under the guidance of IQAC more and more departments have incorporated projects as part of evaluation process.

- With a view to having a holistic understanding of the subject, classroom learning was complemented by field study that has also been incorporated as part of the curriculum by the department of Political Science. A book based on their articles that hinge upon classroom learning as well as field work has been published with ISBN.

- The Mentor-Mentee System has been adopted in various departments, where individual teacher-Mentors are entrusted with the responsibility of taking up issues relating to academic matters of the student-Mentees of the class of which the particular teacher is in charge.

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

216

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

Introduction of CGPA System

2.9 No. of faculty members involved in curriculum
     Restructuring / Revision/ Syllabus development
     as member of Board of Study/Faculty/Curriculum Development workshop

40	40	0

2.10 Average percentage of attendance of students

89 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG- Bengali	17	11.76	82.35	5.88	0	100
UG- Sanskrit	13	15.38	84.62	0.00	0	100
UG- Pol. Sc.	10	0.00	80.00	20.00	0	100
UG- Philosophy	11	0.00	90.91	9.09	0	100
UG- English	09	0.00	77.78	22.22	0	100
UG- History	14	0.00	71.43	28.57	0	100
UG- Economics	12	0.00	75.00	25.00	0	100
UG- Chemistry	24	12.50	79.17	8.33	0	100
UG- Physics	26	7.69	69.23	23.08	0	100
UG- Comp. Sc.	12	25.00	75.00	0.00	0	100
UG- Ind. Chemistry	18	22.22	77.78	0.00	0	100
UG- Microbiology	11	9.09	90.91	0.00	0	100
UG- Math	13	7.69	76.92	15.38	0	100
PG – App. Chemistry	09	33.33	66.67	0.00	0	100
PG – Math	09	0.00	55.56	44.44	0	100
PG- Bengali	15	6.67	93.33	0.00	0	100
PG - Sanskrit	09	44.44	55.56	0.00	0	100
PG – Philosophy	10	20.00	80.00	0.00	0	100
Photography	43	9.30	20.93	41.83	25.58	97.7

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

- All ideas related to quality enhancement and assurance in teaching, learning and evaluation are discussed on a regular basis at the IQAC and concrete proposals are forwarded to the concerned Departments for their implementation.

- The implementations of these proposals are constantly monitored by the IQAC through feedbacks from the Departments.

- Best practices of particular departments are taken up in earnest by other departments where relevant and applicable

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	05
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	02
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	01
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09	09	0	14
Technical Staff	12	02	0	01

Criterion – III
3. Research, Consultancy and Extension

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

- The initiative of the IQAC in promoting research has borne fruit and five students (Bengali- 3, Sanskrit- 2) have successfully completed their Ph.D. programmes.
- Sixteen students (Bengali- 7, Sanskrit-6, Philosophy-3) have successfully completed their M.Phil. Programmes.
- The SVRC of the college organized a workshop on Nabyanayabhasa Parichaya to facilitate research activities among the insterested scholars in keeping with the IQAC's particular interest in promoting a research climate in the institution.
- Science Departments have been engaged for the successful implementation of the DST-FIST programmes.
- The IQAC keeps the Departments aware of the various research and academic funding avenues available to them.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	4	--	--
Outlay in Rs. Lakhs	--	11.10	--	--

3.4   Details on research publications

	International	National	Others
Peer Review Journals	60	110	235
Non-Peer Review Journals	--	03	--
e-Journals	--	--	02
Conference proceedings	02	08	05
Books	01	01	03
Edited Books	01	05	10
Chapter/Article in Books	05	04	21

3.5 Details on Impact factor of publications:

Range [3 – 11] Average [6.66] h-index [11] Nos. in SCOPUS [113]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Research Grant)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published   i) With ISBN No. [35]   Chapters in Edited Books [07]

                    ii) Without ISBN No. [03]

3.8 No. of University Departments receiving funds from

                    UGC-SAP [--]   CAS [--]   DST-FIST [--]

                    DPE [--]   DBT Scheme/funds [--]

3.9 For colleges   Autonomy [√]   CPE [√]   DBT Star Scheme [ ]

INSPIRE [√]   CE [ ]   Any Other (DST) [√]

3.10 Revenue generated through consultancy   [53,372/-]

3.11 No. of conferences organized by the Institution :

Level	International	National	State	University	College
Number	04	04	12	--	40
Sponsoring agencies	RKMV	RUSA, RKMV, UGC	RKMV	--	RKMV, Govt. of West Bengal

3.12 No. of faculty served as experts, chairpersons or resource persons   [07]

3.13 No. of collaborations: International [--]   National [02]   Any other [--]

3.14 No. of linkages created during this year   [21]

3.15 Total budget for research for current year in lakhs:

From Funding agency –UGC and State Govt.   [9.17]

From Management of University/College   [02.00]

Total   [11.17]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	01
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	**--**

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

Total	International	National	State	University	Dist	College
--	--	03	--	--	---	---

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them   [11]   [62]

3.19 No. of Ph.D. awarded by faculty from the Institution   [05]

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

JRF | 41 | SVRF | 16 | Project Fellows | -- | Any other | 51 |

3.21 No. of students Participated in NSS events:

University level | -- | State level | 164 |

National level | -- | International level | -- |

3.22 No. of students participated in NCC events:

University level | -- | State level | 150 |

National level | -- | International level | -- |

3.23 No. of Awards won in NSS:

University level | -- | State level | 01 |

National level | -- | International level | -- |

3.24 No. of Awards won in NCC:

University level | -- | State level | -- |

National level | -- | International level | -- |

3.25 No. of Extension activities organized

University forum | -- | College forum | 04 |

NCC | 04 | NSS | 23 | Any other | 04 |

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

- The Social Outreach Committee of the Teachers' Council, with focus on the academic requirements of needy students of the neighbourhood schools undertook a planned program to provide academic support. Teams comprised of teachers and monastic members visited a number of schools and addressed students and liaised with teachers and the administration. Free tuitions in the evenings are offered at Vidyamandira, where classes are taken by serving teachers as well as alumni who are in the teaching profession. Such schools include Ghusuri Uchha Madhayamik Vidyalaya, Lalbaba High School etc. The teachers generously contribute towards funding the program.
- The Social Outreach Committee also undertook relief activities in flood-ravaged areas of Udaynarayanpur Development Block in the district of Howrah where apparel for both men and women and food packets were distributed in the month of September, 2017.
- The IQAC has been able to motivate our students, present and past, and many of them have taken initiatives to serve the larger society through various activities. Several student-based outreach organisations such as *Swapnangan, Kalyanbrata, Swamiji Work Circle* and *Kheya* - have been doing commendable social work and their activities which include organised support to the disadvantaged in especially far-flung rural areas of the state such as Birbhoom, Purulia, East Medinipur etc. Their untiring efforts have been greatly appreciated.

- Books and stationery were distributed to the needy children of the neighbourhood schools through the Brahmananda Book Bank.
- Monastic members of the college regularly undertake programmes meant to inculcate values among the students. The first step of this programme begins with introducing the newly admitted students to lessons in morality and ethics to which the institution subscribes through the induction programme.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.913 Acres	--	--	10.913 Acres
Class rooms	58	--	--	58
Laboratories	37	--	--	37
Seminar Halls	05	--	--	05
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	22	UGC, State Govt. & Central Govt.	22
Value of the equipment purchased during the year (Rs. in Lakhs)	216.95	88.97	UGC & State Govt.	305.92
Others	--	--	--	--

4.2 Computerization of administration and library

- The accounts Department of the college successfully implemented the Human Resource Management System (HRMS) in place of Computerization Of Salary Accounts (COSA).

- The Library is fully automated. KOHA library management software is being used for maintaining library services. Databases of books & members have been created and are updated on regular basis. Facilities for searching Databases & Internet are also available to all users in the ground floor of the library. The Online Public Access Catalogue (OPAC) is available online & accessible worldwide through the official website of the college. RFID technology is being used for circulation and inventory management of the library resources. RFID enabled smart cards are given to the members for using the library. Biometric System Based attendance monitoring system is being utilized. And the attendance records are tabulated on monthly basis. The annual subscriptions of two databases, i.e. Sage & INFLIBNET NLIST have been renewed to promote the use of e-resources among the students. The students are entitled to access 20 journals of SAGE both in online and offline format according to the subscription terms.

4.3 Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	63861		5352		69213	
Reference Books	418		--		418	
e-Books	3135000		--		3135000	
Journals	5925	70,73,693	--	23,46,865	5925	94,20,558
e-Journals	6020		--		6020	
Digital Database	--		02 (SAGE & NLIST)		02 (SAGE & NLIST)	
CD & Video	228		--		228	
Others (specify)	--		114		114	

4.4 Technology up gradation (overall):

	Total Computers	**Computer Labs**	**Internet**	**Browsing Centres**	**Computer Centres**	**Office**	**Depart -ments**	**Others**
Existing	255	04	Yes	04	01	22	80	22
Added	02	--	Yes	--	--	--	--	--
Total -	**257**	**04**	**Yes**	**04**	**01**	**22**	**80**	**22**

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.):

Mr. Bibhas Mallik, Accountant and Mr. Goutam Basak, Clerk of the college went for a training programme on 'Goods and Service Tax' at Howrah Treasury in September 2017

4.6 Amount spent on maintenance in lakhs:

   i) ICT   15.81

   ii) Campus Infrastructure and facilities   53.10

   iii) Equipments   88.97

   iv) Others   2.36

                              Total :   **160.24**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The Placement Cell of the institution has been training students for gainful employment. Under its aegis coaching classes have been organized for NET/SET with almost 150 students enrolled for these programmes.
- It also offers Combined Graduate level coaching for Bank/ Rail/ Staff selection jobs/ LIC etc. where almost 50 students are enrolled.
- The college has recently introduced coaching classes for WBCS aspirants. The total number of students enrolled for the classes is 170.
- It also runs Spoken English classes keeping in mind the importance of English in the job market.
- Under the Equal Opportunities Cell various awareness programmes have been organized by the college.
- All the students of the college were made aware of Anti-ragging regulations in the campus which has been institutionalised over the years. The students were made to fill up a declaration form to that effect.
- To cater to the requirement of the holistic development of the personality, the Student Counselling Cell organized a two day workshop titled 'How to develop Self-confidence' in July,2017 where almost 100 students participated.

5.2 Efforts made by the institution for tracking the progression

- ➢ Departments identified students in need of Remedial classes by taking inputs from concerned 'open house' as well as through the continuous assessment process.

- ➢ Heads of the Departments and the Administration participate in the results consideration meeting to track students' progression after the publication of results.

5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil.	Others
545	134	62	94	60

(b) No. of students outside the state

12

(c) No. of international students

1

	No.	%			No.	%
Men	895	100	Women		0	0

				Last Year							**This Year**		
General	SC	ST	OBC	Physically Challenged	Photography Course(Category wise data not maintained)	Total	General	SC	ST	OBC	Physically Challenged	Photography Course(Category wise data not maintained)	Total
377	**192**	**48**	**167**	**07**	**110**	**901**	**378**	**209**	**69**	**179**	**10**	**60**	**895**

Demand ratio   UG 20.79:1   Dropout %   1.19%
PG   3.43:1

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

- The Placement Cell of the institution has been training students for gainful employment. Under its aegis coaching classes have been organized for NET/SET with almost 150 students enrolled for these programmes.
- It also offers Combined Graduate level coaching for Bank/ Rail/ Staff selection jobs/ LIC etc. where almost 50 students are enrolled.
- The college has recently introduced coaching classes for WBCS aspirants. The total number of students enrolled for the classes is 170.
- It also runs Spoken English classes keeping in mind the importance of English in the job market.
- In January, 2018 the SVRC initiated the Diploma in Book Management Course where 9students were enrolled.
- In July, 2017 the certificate course in Communicative English was started with 75 students.
- Other departments (which offer postgraduates courses) have designed their syllabi in such a manner that it covers the necessary areas for appearing at the NET/SET.

No. of students beneficiaries   156

5.5 No. of students qualified in these examinations

NET   110   SET   08   GATE   02   CAT   --

IAS/IPS etc   --   State PSC   --   UPSC   --   Others   46

5.6 Details of student counselling and career guidance

- The Teachers Council offers guidance to students collectively and individually through the Career Counseling Committee.
- Students are encouraged and actively supported in developing soft skills such as acquisition of the knowledge of languages that enhances their employability.

No. of students benefitted   68

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	02

5.8 Details of gender sensitization programmes

- Though the college has not conducted any formal gender sensitization program. various Departments (e.g. English, History, etc) have incorporated certain aspects of gender studies in their syllabi.
- A conscious effort on the part of teachers ensures that students are sensitized to gender issues while addressing the curricula.

5.9 Students Activities

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

State/ University level 01   National level --   International level --

No. of students participated in cultural events

State/ University level 36   National level 01   International level --

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

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

Cultural: State/ University level 06   National level 01   International level --

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	186	14,64,825
Financial support from government	169	29,76,000
Financial support from other sources	61	1,65,500
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level --   National level --   International level --

Exhibition: State/ University level --   National level --   International level --

Poster Presentation/Quiz: State/ University level 03   National level --   International level --

5.12   No. of social initiatives undertaken by the students   02

5.13 Major grievances of students (if any) redressed: **There has been no major grievances of students.**

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college was established to fulfil the dream of Swami Vivekananda who had visualized an institute, which will combine the best of the east and the west. Established in conformity with the ancient gurukula system the college tries to give concrete shape to what Swamiji had confided his vision of an ideal educational institution in a conversation with Sri Sarat Chandra Chakraborty in 1900. Some of the salient features of the college's mission are:
- Rehabilitating the past glories of our motherland through regular awareness seminars, workshops, and exhibition.
- Combining the best elements of education with man-making and character building as its mission.
- Upholding the Indian ideals of devotion, wisdom, honesty through regular exposure of Indian spiritual heritage to students.
- Aiming to implant such education as to enable a person to stand on his feet by allowing students to actively participate both in curricular as well as co-curricular social activities.
- To help manifest the perfection already in man.

6.2 Does the Institution has a management Information System

- The college has a comprehensive management information system.

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

6.3.1   Curriculum Development

- The IQAC ensure quality in curriculum development through
  - Regular Meeting of Board of Studies of the concerned Departments.
  - Regular meetings of the departmental committee.
  - Feedback from Students.
  - Feedback from Alumni.
  - Interaction with Industry.
  - Interaction with Parents.

6.3.2   Teaching and Learning

- Upgradation of existing programmes.
- Introducing innovations in the existing programmes.
- Mentor-Mentee System
- Greater focus on ICT-based learning.
- Focus on linking the classroom teaching to field visits in relevant areas.
- Special coaching facilities for students for competitive and entrance examinations.

6.3.3 Examination and Evaluation

- Preparations are underway to adopt the CBCS in its entirety so as to make a complete switchover from the next academic session.

6.3.4 Research and Development

- Library-cum-reading room facilities for Research Scholars and Supervisors.
- Under the guidance of the IQAC in the session 2017-2018 four UGC Minor Research Programmes are still in progress in the Departments of Chemistry, Microbiology, Bengali and Philosophy.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The upgradation of laboratories and development other infrastructural facilities in the science departments are a continuous process funded by DST-FIST .
- The introduction of an Honours course in Zoology in the session 2017-18 has been possible due to the upgradation lab.
- The Library is fully automated. KOHA library management software is being used for maintaining library services. Databases of books & members have been created and are updated on regular basis. Facilities for searching Databases & Internet are also available to all users in the ground floor of the library. The Online Public Access Catalogue (OPAC) is available online & accessible worldwide through the official website of the college. RFID technology is being used for circulation and inventory management of the library resources. RFID enabled smart cards are given to the members for using the library. Biometric System Based attendance monitoring system is being utilized. And the attendance records are tabulated on monthly basis. The annual subscriptions of two databases, i.e. Sage & INFLIBNET NLIST have been renewed to promote the use of e-resources among the students. The students are entitled to access 20 journals of SAGE both in online and offline format according to the subscription terms.

6.3.6 Human Resource Management

- Ragging-free academic environment is ensured.
- Awareness of environmental issues.
- Aiming at the manifestation of the inner potential of every individual.
- Special emphasis on skill development both hard and soft.

6.3.7 Faculty and Staff recruitment

- The college does not have the appointing authority for sanctioned posts. They are appointed on the recommendation of the West Bengal College Service Commission.
- The management on the recommendation of a properly constituted interview board selects part-time [Govt.] and contractual whole-time teachers.
- Monastic Faculty members are appointed by the Governing Body of the college on the basis of their academic background.
- Visiting faculty members are selected on the recommendation of the department concerned.
- Non-teaching staff members are selected as per the regulations framed by the state Government.

6.3.8 Industry Interaction / Collaboration

- The college has regular interface with industry to facilitate students' exposure to latest industrial and technological developments. This enhances employment opportunities for students.

- Industrial Chemistry Department has offered its instrumentation facilities and human resources to various industrial units such as Tatas and institutions such as IITs.

6.3.9 Admission of Students

- The college ensures publicity and transparency in the admission process as required by the regulating authority by a) advertisement in important newspapers, b) notifying the admission procedures on the official college website www.vidyamandira.ac.in, c) Notifying on the college notice board for the public.

- Admission test and the interview are conducted by the various departments & students are admitted on the basis of a final merit list. The detailed merit list along with the marks secured in the written test and in the viva voce is displayed on the college website. To prepare the merit list the college adheres to the reservation policy of government.
  To further ensure transparency and fair play the answer scripts are made available to the candidates on request.

6.4 Welfare schemes for

Teaching	GSLI, Teachers' Benefit Fund managed by Teachers' Council of the college.
Non teaching	GSLI, Non-teaching Staff Benefit Fund managed by non-teaching staff of the college.
Students	Scholarship, Medical Help.

6.5 Total corpus fund generated   Rs.53,36,958/-

6.6 Whether annual financial audit has been done   Yes √   No --

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	IQAC

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

For UG Programmes   Yes √   No

For PG Programmes   Yes √   No

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

- CGPA system has been introduced.

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

The University is responsive to all the academic and administrative needs of this Autonomous College and has been fully cooperated. Representatives of the University are on all its committees and their valuable suggestions have greatly benefitted the functioning of the college.

6.11 Activities and support from the Alumni Association

- The Ramakrishna Mission Vidyamandira Alumni Association is registered under the Societies Registration Act, 1961
- The Alumni Association contributes greatly to the overall development of the college and the welfare of its students through such activities as
  1. Endowment lectures
  2. Medical grants to the Shramajibi Hospital, Belur, for treatment of students and staff.
  3. Scholarship for meritorious but needy students,
  4. Financial assistance to the college.
  5. Funds and support to the hostel for infrastructural development.
- In the academic session, the Alumni Association organised a camp in collaboration with the Government Administration of Gopiballabhpur Development Block, District Jhargram where essential items such as mosquito nets as also drawing and painting kits for children were distributed.
- It also conducts celebrations in association with the college, of the National Youth Day (Swamiji's Birth Anniversary) by focusing on a particular district in the state through
1. Inter-school cultural and sports competitions
2. Youth and Teachers' Conferences. This year, it was held in Village Antpur, District Hooghly.

6.12 Activities and support from the Parent – Teacher Association

- Every year a parent teacher meeting takes place and the suggestions made during the meeting are forwarded to the administration for necessary actions. For the session 2017-18 the meeting was organized in 16th September, 2017.

6.13 Development programmes for support staff

- With a mind to having a band of administrative staff dedicated to their work in general, and devoted to the lofty ideals and coveted values that define Vidyamandira in particular, regular interactive sessions are organised where resource persons mainly from the monastic order address our staff. These *Mashik Aalochona Chakra*s (Monthly Discussion Forum) help create and nourish a value-based work culture and an ambience of fraternity and peace.

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

- **Energy conservation:**
  - The College installs a spirit of energy saving in all stakeholders, particularly among the students.
- **Use of renewable energy**
  - The College has installed a small unit of Grid-connected Solar Electricity Generating System. We have a MoU with CESC ltd. for this purpose.
- **Efforts for Carbon neutrality**
  - Installation of Organic Waste Converter in the campus
- **Plantation**
  - To keep the greenery in the campus, we regularly maintain the gardens which are looked after by paid staff under the guidance of a monastic member.
  - Apart from planting saplings there has also been an initiative to name each plant with a placard which mentions their common and scientific name.
  - Seasonal flower garden is also a unique feature of this college.

Criterion – VII

7. Innovations and Best Practices

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

- Students' Colloquium was systematically introduced to develop research interest among the young learners.

- Special course on 'Practicing Concentration and Building Self Confidence' was introduced for the students to face the challenges of life.

- Mentor-Mentee System

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

The IQAC has successfully implemented most of the plan of action as decided at the beginning of the academic session. Some of these programmes are:

- Designated well-equipped offices have been provided to both SVRC and IQAC in the administrative building of the college.

- The Placement Cell has been given the responsibility to prepare and train students for Competitive and Entrance Examinations, e.g. NET/SET/WBCS/Railways/LIC etc.

- Departments of Zoology, Microbiology, Industrial Chemistry, Physics and Chemistry Laboratories were upgraded through funding from DST-FIST Programme.

- Repair of and addition to the college Hostel buildings.

- Construction of new building.

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

- The Social Outreach Programs of the Teachers' Council providing academic support to students in neighbouring schools where teachers contribute regularly to the fund, undertaking relief activities in flood ravaged areas, motivating our students to serve the larger society through student based outreach organisations such as *Swapnangan, Kalyanbrata, Swamiji Work Circle* and *Kheya.*

- The college has developed a comprehensive and effective online feedback system on all aspects of college life (academic, hostel, administration, library, etc). The outgoing students of UG courses are made to compulsorily fill the feedback form online. All concerned Faculty are given a report prepared on the basis of the feedback. The names of the students are kept anonymous and confidentiality of the

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Functioning of Organic Waste Converter
- Emphasis on the use of renewable energy sources such as Solar power
- Greening initiatives in the campus

7.5 Whether environmental audit was conducted?   Yes [ ]   No [No]

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

- **STRENGTH:**
    - The College is based on a unique philosophy of education which combines the material with the spiritual and offers students the ambience to develop themselves as fully integrated individuals.
    - The College is fully residential in nature as it tries to work under the traditional *Gurukula* system.
    - The College strives and has been successful to an appreciable degree in upholding academic discipline. The Academic Calendar has remained unaffected from disruptions/disturbances that institutions of higher learning often experience in India.
    - The College has a dedicated faculty, highly efficient support staff and a team of monastic members who are available on the campus round the clock and take care of all aspects of the campus, the academic and the personal. It may be mentioned in this connection that the monastic members of the College do not accept any monetary benefit that are available from the Government.
    - The performance of the students of the College in the national level competitive and entrance examinations like, IIT-JAM, JEST, NET, SET, GATE etc has been excellent.
    - The College has an active alumni association which works in close cooperation with the College Administration. It offers scholarships to the existing as well as passed out students. It also offers medical help to the existing students and needy people belonging to the neighborhood.
    - The NSS and NCC wings of the college have been very active and have participated with great enthusiasm in activities like blood donation, first aid training, health awareness survey, etc.
    - The interactive sessions and multi-tier feedback-mechanism for securing opinions, suggestions and advice from students, parents, teachers, administrative staff, alumni, monastic members and so on have been somewhat institutionalized through such forums as Induction Session, Open House, Mentor-Mentee System, Faculty Orientation Programme, Guardians' Meet, Alumni Reunion etc. This nurtures a desirable ambience marked by openness and respect for each other which is at the core of and in keeping with the principles of good governance.

- **Weakness:**
  - o The socio-economic background of many of the students (some of them are first and second generation learners) admitted in the college is responsible for poor language competence (both in their mother tongue as well as English).This leads to an unsatisfactory level of comprehensions and communications, particularly in the first two semesters.
  - o Students coming from the under-privileged section of society (almost 40% of the total strength) generally lack in nutrition that is necessary for proper growth and physical fitness.
  - o The recruitment of faculty and staff is dependent upon governmental agencies, and vacancies remain unfilled for years on end. This results in making *adhoc* arrangements which often prove to be below the desirable standards that the Institution seeks to achieve.

- **Opportunities**
  - o Vidyamandira is based upon shared values amongst its members that bind all as in a *parivar.* This fosters a spirit of brotherhood that provides the much needed forum for an integrated, meaningful approach to rise above narrowness and selfish, vested interests.
  - o The level of academic excellence which the College has acquired makes it possible for our students to get entry into institutes of global repute. The College has to devise mechanism for translating this potential into a reality.
  - o The new learning of the age requires greater proficiency in soft skills among students. The College has the necessary technical and infrastructural resources to take this to higher level.
  - o The vision of the college makes it imperative to engage in socially relevant programmes such as organising voluntary blood donation camps, AIDS awareness programmes and disaster management skills, The College with its resources and networking can ensure students' greater participation in these activities.
  - o The Outreach and extension activities organised by the College, the Teachers' Council, the Alumni Association as also initiatives by students, both present and former contribute to address the woes of the disadvantaged and needy in far-flung areas on a regular basis.

- **Challenges:**
  - o Retaining the unique character of the College in an increasingly consumerist society poses a great challenge to the ideas the institution upholds.

8. **Plans of institution for next year**

Academic:
- Redesigning of the Syllabi of all the Departments to align it with the requirements of the Choice based Credit System (CBCS) to be adopted in the next academic session.
- Starting Spanish Language Add-on Course.
- Starting Add-on & Certificate Course on Tourism.
- Submitting at least one Patent.
- Encouraging students to learn through Massive Open Online Course (MOOC).

Infrastructure:
- New classrooms and Laboratories.
- Washrooms for differently abled persons.
- Increasing the Internet Bandwidth at Internet Kiosk.

Name: INDRASHIS BANERJEE   *Name: SWAMI SHASTRAJNANANDA*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____