









































No. of students participated in cultural events

State/ University level  National level  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/ District level  National level   
International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	60	1,02,445/
Financial support from government ( For SC/ST Fund)	51	--
Financial support from government ( Kanyasree Prokolpo)	66	16,50,000/-
Financial support from other sources		
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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Proper common room facilities

Arrangements of indoor games

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **MISSION & VISION:**

The institution is committed to a vision shaped by its history and all the stakeholders sharing the vision make a concerted effort to translate it into its mission, objectives, and goals.

##### Vision:

- a) To empower students from all sections of society through holistic education centering on academic and non-academic engagements.
- b) To instill in our students moral values, discipline, and a broader humanistic commitment.
- c) To nurture and extend the legacy of the college – its commitment to education and society.

##### Mission:

- a) To impart quality education to students from backward classes and first generation learners from economically challenged backgrounds, thereby encouraging inclusive growth.
- b) To provide an ambience that promotes students' moral strength and professional competence, contributing to a healthy and prosperous society.
- c) To optimize the available infrastructure for sustained development of the college.
- d) To supplement and enrich the existing curriculum by means that look beyond the established one.
- e) To encourage a culture of participation for all the stakeholders that finally results in a collective team spirit.

#### 6.2 Does the Institution has a management Information System

The institution has highly disciplined management system. The Principal, head of the institution reports the governing body about the important decisions taken by IQAC and different committees and subcommittees and cells which are formed by Teachers' Council in regular meeting. The Head of the Department are responsible for assessment of departmental activities.

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

##### 6.3.1 Curriculum Development

- **For Under graduate studies:** The institution implements the curricula set by University. The syllabi are oriented periodically by the UG-BOS of University of Calcutta. In different workshops, faculties expressed their suggestions regarding syllabus. One faculty is member of UG-BOS of the affiliating university.
- **For Post graduate study:** The institution has one self financed Post Graduate department, the curricula of which are oriented by the members of PG-BOS following the guidelines of the affiliating university. Among the PG-BOS members, seven PG-BOS members are our faculty members of this institution. Student progression records suggest that the exercise had been beneficial to the students.

### 6.3.2 Teaching and Learning

- Class routine prepared by routine subcommittee.
- Academic calendar is prepared by IQAC. It is provided to all students during their orientation for the new session.
- Improvement of Laboratories: Improvement of Science Laboratories, Improvement of Classrooms with ICT facilities.
- Improvement of library: The resources of library have been enriched day by day. The reading, lending and cataloguing process are well organised. The library has been partially digitalised and INFLIBNET has been introduced.
- Improvement of Departmental libraries: The institution also maintains a dual library system and up-to-date resources help the teaching-learning process.

### 6.3.3 Examination and Evaluation

#### **For Under Graduate Studies:**

- The students are evaluated through a continuous annual evaluative system over three years of UG study referred to as 1+1+1 system.
- Periodical Mid-Term test, class tests and Test Examinations are the part of the college curricula which is in conformity with the Examination pattern of the University of Calcutta
- Project works on environmental studies are the integral parts of the curricula for all the students in final year of their study and these projects are guided and evaluated by the members of faculty.
- College holds the university examinations, both theory and practical.

#### **For Post Graduate studies:**

- Students are evaluated through a semester of six month over two years. There is a summer project and seminar presentation.

### 6.3.4 Research and Development

Function of research committee:

- To review the Research Project Proposals prepared by the College faculty members for submission to funding bodies.
- To circulate the information on projects awards, timelines etc.
- To maintain the infra structural facilities of “Common Research Facility Centre” of the college for promoting research work.
- There is a research policy of our institution and this research policy has been proposed by this committee. By this policy our institution can sponsor interested student for research.
- In this year two major research project has been sanctioned.
- A UGC enlisted quarterly journal has been published by the college.
- Articles/Papers have been published by teachers in peer reviewed journal.
- Text books have been published by teachers for UG level.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**Administration:**

- Financial: HRMS (On line Human Resource Management System)
- Student database: completely Computerised
- Networking: yes

**Library:**

- Entry of library data is done by computer by the package COHA. The process of digitalisation has been done partially, expected to be completed by the next session.

**ICT**

- Student admission has been done by online system.
- Students are provided basic guidance in internet surfing.
- Students and teacher avail internet facility centrally in the college.
- Net facility has been provided to the computer of teachers' room and science Departments, Virtual room and library for the betterment of teaching –learning process.
- Maximum Departments are using LCD projector which are very much helpful for teaching and learning.
- Photocopy facility are available to students and teachers

**Physical Infrastructure:**

- For maintenance of physical infrastructure, purchase book, maintenance of instruments and allocation of funds to the departments are maintained properly.

### 6.3.6 Human Resource Management

There is no specific HR Department in the college. However optimum and efficient employment of human resource is an integral part of any management initiative.

- Faculty recruitment is governed by state Govt. Policy.
- Temporary teacher/ Guest faculty/ Part time teachers are appointed by the college authority.

### 6.3.7 Faculty and Staff recruitment:

Recruitment is entirely done by the Government. The Service Book, leave records are maintained by properly.

### 6.3.8 Industry Interaction / Collaboration

- The interaction of industry with the students of the college is becoming very much active with the help of placement cell and this cell is promoting for the fruitful interaction of industry.
- All matters related to non-teaching staff looked after by the non-teaching staff association.
- General student related affairs are dealt by students' union with proper guidance from the teachers.
- Governing Body is the final decision maker and different sub committees monitor the overall management.

6.3.9 Admission of Students

**For UG Departments:**

- To be filled online, to be submitted online, all financial transaction done through bank.

**For Post Graduate Department:**

- Admission test (MCQ) are conducted to test aptitude for Post Graduate Department.
- Counselling is done according to provisional merit list.

6.4 Welfare schemes for

Teaching	Group insurance, retraining of teachers e.g RC, OP, Study leave, on duty leave .
Non teaching	Group insurance, Staff benefit fund in the college.
Students	Student Aid Fund, SC/ST fund, Kanyashree scholarship

6.5 Total corpus fund generated

Rs. 477600/

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 Audit Type	Yes/No Audit Type	Authority Audit Type
Academic	No	---	Yes	Principal with departmental heads
Administrative	No	Yes	No	No

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?

Post graduate department had already taken for option of semester system

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

NA

6.11 Activities and support from the Alumni Association

Alumni Association/individual (Passed out student) informally provided assistance to the college and students. Proper documentation has not been done.

6.12 Activities and support from the Parent – Teacher Association

Parents were called to meet the teachers of different departments where different students' progress related issues were discussed.

6.13 Development programmes for support staff

All support staff are covered by staff benefits fund.

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

- Plastic free campus
- Proper E-waste disposal management
- Increasing use of CFL to reduce power consumption
- Celebration of World Earth Day by NCC team.
- Tree plantation by NCC and NSS
- Celebration of Tobacco day by NCC
- SWACHH ABHIYAN in our college campus by NCC and NSS.



## 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.

- Work audit calendar
- SMS Gateway
- Biometric attendance of staff
- Parent –teacher meeting

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

• PLAN	REPORT
• Preparation of AQAR 2017-18	Prepared
• Proposal for Website up gradation.	Website up gradation has been done.
• Proposal for construction of audio visual rooms in our college	Under Processing
• Proposal for building construction to overcome space crunch problem as it is related to teaching –learning system.	Under Processing
• Introduction of new subjects both in UG & PG	Under Processing
• Completion of library digitisation	Under Processing

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

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

1. **Maintenance of Eco-friendly environment in College Campus**
2. **Career Counselling by our college**

*\*The details has been given in Annexure I*

7.4 Contribution to environmental awareness / protection

- Celebration of World Earth Day by NCC team.
- Tree plantation by NCC and NSS
- Celebration of Tobacco day by NCC
- SWACHH ABHIYAN in our college campus by NCC and NSS.
- Swachh Abhiyan in the locality of our college e.g. Cleaning of hospital area, cleaning of statue in the locality of our college.
- Organizing yoga Camp.
- Installation of solar energy plant.
- Celebration of aranya saptaha every year in the month of July.

7.5 Whether environmental audit was conducted? Yes  No

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

- **Strength:** Our college is well communicated and have healthy academic atmosphere and have no gender inequality. There are different sub-committees which will supervise the different activities of college.
- **Weakness:** Area of our college premises is very small. Economically challenged students.
- **Opportunity:** Well -equipped laboratory and partial digital library.
- **Constraint:** To run extra and remedial classes due to shortage of faculty.

8. Plans of institution for next year

- Introduction of Montessori teacher training for students.
- Organising counselling workshop for students regularly
- Organising series of invited lectures for different departments
- Introduction of Environmental Science Honours & General in UG Level
- Completion of 2<sup>nd</sup> floor of Annexe building
- Academic Audit
- To enrich all the laboratories with adequate equipments
- To construct a second computer lab
- To initiate the process for recruitment in vacant teaching post
- To increase the coverage under CCTV.
- Celebration of 150<sup>th</sup> anniversary of Mahatma Gandhi
- Increase of the number of class rooms with ICT facility.
- To make the college-environment more Eco-Friendly and Gender Bias free.
- Strengthen the student supports..
- Up gradation of infra structural setup.
- To make the website more student friendly.

## ANNEXURE I

### Best Practice:

#### 1. Maintenance of Eco-friendly environment in College Campus

• **Context:**

Over the last few decades we have been witnessing the increasing demand for energy in all fields. So, the use of photovoltaic Power plant in our campus can help us to meet the rising demand for energy. Besides this we also use the CFL lamp in our campus. We also regularly monitor the wastage of electrical energy in our campus.

- In Our campus the proper management of disposal of Science Laboratory is done.
- We regularly monitor the e-waste collection, sorting and transportation.
- We regularly do plantation to maintain the greenery look of our campus.
- Our NSS and NCC team maintain our campus as plastic free zone.
- Our college had organised awareness seminar for plastic-created pollution. In 2017-18 session a seminar on “Beat the Plastic Pollution” was organised.
- There is a “Green Consumer Club” in our college and this club also tries to grow awareness for creation of eco-friendly environment.
- A butterfly garden in the college premises is thoroughly maintained.

• **Objectives:**

- Use of photovoltaic power plant helps us to cut down the energy consumption and cost and to promote an alternative eco-friendly source of power supply. Use of CFL lamp also help us to lower the energy consumption.
- The regular management of laboratory disposal, removal e-waste and removal of plastic garbage helps college campus to maintain eco-friendly.
- Regular gardening makes our campus green.
- Arrangement of seminar on environmental issue helps to grow the awareness among the students to reduce plastic pollution.
- **The Practice:** photovoltaic Power plant had been installed two years ago and we regularly use this alternative source of eco-friendly energy. The other steps are maintained regularly.
- **Impact:** The electric bill amount has been minimised. The campus has been made green campus. We had done green audit in this session.

#### 2. Career Counselling by our college

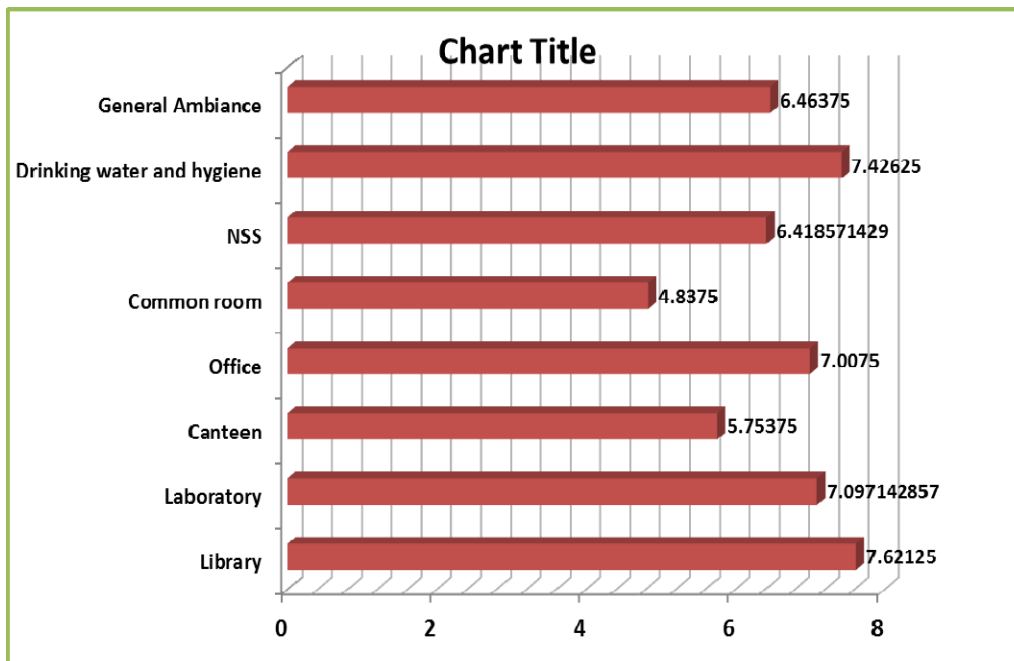
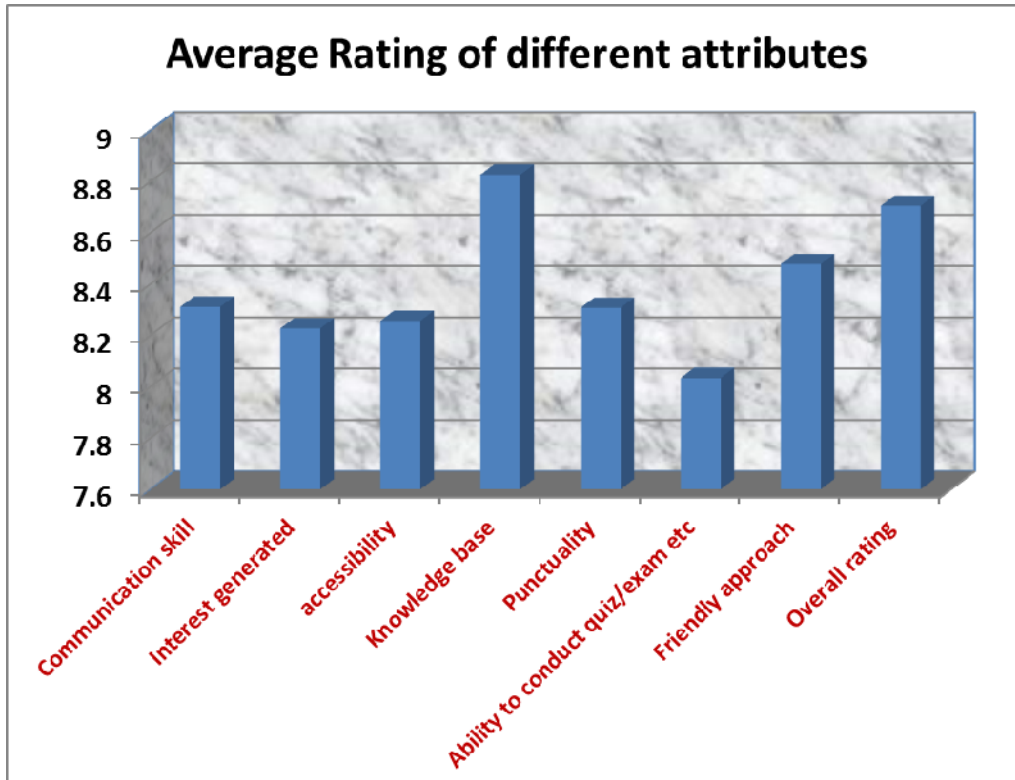
- **Context:** Our placement cell arranges orientation program with the help of different organisations. In this program these organisations guide our students how to prepare themselves for placement. This cell also arranges campus interview for their placement. In 2017-18 session a career fair was organised. In this fair different organisation arrange their stall in our campus. Our students as well as the students of our local college participated here.

- **Objective:** The vision of our college to empower students through holistic education centering on academic and non-academic engagements and our college also give importance on the career guidance by which the students can establish themselves after completion of education.

- **The Practices:** Our college is performing these responsibilities since last five years,
- **Impact:** Many students are benefitted through this program.

ANNEXURE II

Students' Feed back



ANNEXURE III

Academic Calendar: 2017-18

**VIJAYGARH JYOTISH RAY COLLEGE ACADEMIC CALENDER**  
 8/2, Bejoygarh, Jadavpur, Kolkata, West Bengal 700032, Office (033) 6459-6217, http://www.vijaygarhjrcollege.com  
 Session: 2017-2018, Published by IQAC

JULY							AUGUST							SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
30	31				1		6	7	8	9	10	11	12	3	4	5	6	7	8	9
2	3	4	5	6	7	8	13	14	15	16	17	18	19	10	11	12	13	14	15	16
9	10	11	12	13	14	15	20	21	22	23	24	25	26	17	18	19	20	21	22	23
16	17	18	19	20	21	22	27	28	29	30	31			24	25	26	27	28	29	30
23	24	25	26	27	28	29														

OCTOBER							NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7				1	2	3	4	31					1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

JANUARY							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6						1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

APRIL							MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

**July:**  
 1-5 CU Exam (BA/B.Sc Part II),  
 06 -CU Exam (B.Com Part I) Start,  
 24-Orientation,  
 25-CU Exam (BA/B.Sc.Part I) Start,  
 25-UG 1st Year Class Start.

**August:**  
 14 Janmastami  
 15 Independence Day  
 September:  
 2 Id ud Zuha  
 5 Teachers Day  
 17 Biswakarma Puja  
 19 Mahalaya  
 25Sept.-23 Oct.- Puja Vacation

**October:**  
 2 Gandhi Jayanti

**November:**  
 2 College Foundation  
 4 Gurunanak's Birth Day  
 14-20 Mid term Test  
 for Part I, Part II and Part III

**December:**  
 2 Fatcha Dohaz Dahum  
 25 Christmas Day  
 25 Dec-01 Jan- Winter Recess.

**January:**  
 1 New Years Day  
 5-9 Part III Test Exam.  
 12 Vivekananda's Birthday  
 22 Saraswati Puja  
 23 Netaji's Birth Day  
 24 CU foundation Day  
 25 Maghotshav  
 26 Republic Day

**February:**  
 5-9 Part II Test Exam.  
 14 Shivaratri

**March:**  
 1-2 Dol and Holi  
 5-9 Part I Test Exam.  
 30 Good Friday  
 31 Easter Saturday

**April:**  
 14 Chaitra Sankranti  
 15 Nababarsha

**May:**  
 1 May Day  
 7 Rabindra Jayanti  
 15-31 Summer Recess.  
 29 Buddha Purnima

**June:**  
 1-30 Summer Recess

\*Muharram (Date yet to be announced)

Name: Sampa Debnath & Prasenjit Das

Name : RAJYASRI NEOGY

*Sampa Debnath Prasenjit Das*

*Rajyasi Neogy*

Signature of the Coordinators, IQAC

Signature of the Chairperson, IQAC

CO-ORDINATOR, IQAC  
 Seal: VIJAYGARH JYOTISH RAY COLLEGE

Principal  
 Vijaygarh Jyotish Ray College  
 Kolkata-700 032



\*\*\*

**Annexure I**

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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