

[VIJAYGARH JYOTISH RAY COLLEGE AQAR] 2017-18

VIJAYGARH JYOTISH RAY COLLEGE



THE ANNUAL QUALITY ASSURANCE REPORT

2017-2018

Vijaygarh Jyotish Ray College, Kol-32

**8/2, Bejoygarh. Jadavpur
Kolkata 700032**

The Annual Quality Assurance Report (AQAR) of the IQAC

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

I. Details of the Institution

1.1 Name of the Institution	Vijaygarh Jyotish Ray College
1.2 Address Line 1	8/2, Bejoygarh
Address Line 2	Jadavpur
City/Town	Kolkata
State	West Bengal
Pin Code	700032
Institution e-mail address	vjrcollege@rediffmail.com
Contact Nos.	033-24124082
Name of the Head of the Institution:	Dr. Rajyasri Neogy
Tel. No. with STD Code:	033-24124082
Mobile:	9830658544

Name of the IQAC Co-ordinator:

Dr. Prasenjit Das
&
Dr. Sampa Debnath

Mobile:

9433285855
9433170705

IQAC e-mail address:

vjrciqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBC0GN11912

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004. EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/28/A&A/43.2
dated 30/10/2017

1.5 Website address:

www.vijaygarhjrcollege.com

Web-link of the 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	1 st Cycle	B+	76	2004	03/11/2009
2	2 nd Cycle	B+	2.64	2017	31/10/2022
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

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

- i. AQAR : 2011-12 submitted to NAAC on 29.12.2015 (DD/MM/YYYY)
- ii. AQAR: 2012-13 submitted to NAAC on 29.12.2015 (DD/MM/YYYY)
- iii. AQAR: 2013-14 submitted to NAAC on 29.12.2015 (DD/MM/YYYY)
- iv. AQAR: 2014-15 submitted to NAAC on 29.12.2015 (DD/MM/YYYY)
- v. AQAR: 2015-16 submitted to NAAC on ---23.04.2017 (DD/MM/YYYY)
- vi. AQAR: 2016-17 submitted to NAAC on ---20.09.2017 (DD/MM/YYYY)

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

University of Calcutta

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

Autonomy by State/Central Govt. / University

Academic autonomy for P.G. Course in Microbiology by the University of Calcutta

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

07

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

01

2.4 No. of Management representatives

03

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

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 Nos. International National State Institution Level

(ii) Themes

Revised rules and regulations of NAAC, application of ICT based techniques in teaching-learning.

2.14 Significant Activities and contributions made by IQAC

1. IQAC is active in the implementation of Career Advancement Scheme for the promotion of teachers.
2. IQAC prepares the AQAR and uploads the same in college website.
3. IQAC prepares and submits the yearly report to the ALL India Survey of Higher Education.
4. IQAC coordinates all programmes in the college like seminars, different student activities and career counselling initiatives, student mentoring.
5. IQAC takes initiatives for the feedback systems from different stake holders

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
Preparation of green audit	Implemented
.Arrangement of workshop and seminar	Implemented
Preparation of AISHE Report 2017-18	Submitted
Student outreach activities for participating in social work through NSS and NCC.	Implemented
Observation of different memorable days	Implemented
Preparation and submission of DPR for infrastructure grant for college under RUSA 2.0 Scheme	Submitted
To take proper initiative to submit all the relevant documents for incremental benefits of the teachers for M.Phil/ Ph.D to Education Directorate, Govt. of West Bengal	Implemented
To commemorate the 150 th Birth anniversary of Sister Nivedita by organising a seminar and publishing a book	Implemented
Preparation of AQAR 2017-18	Under processing

* Academic Calendar of the year attached 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

Sl no	Proposal	Status
1	IQAC will follow the advice of NAAC Team as they had suggested in the last visit in Sep ,2017.	Implemented
2	Arrangement of International seminar and workshop in our college and different Departmental seminar and observation of different memorable day by different activities,	Implemented
3	Planning Of Preparation of AISHE report 2017-18 and AQAR 2017-18 and Preparation of DPR for infrastructure grant for college under RUSA 2.0 Scheme	Submission of AISHE report was done and Submission of DPR for infrastructure grant for college under RUSA 2.0 Scheme, Submission of AQAR will be done by December, 2018.
4	To take proper initiative to submit all the relevant documents for incremental benefits of the teachers for M.Phil/ Ph.D to Education Directorate, Govt. of West Bengal	Implemented
5	To motivate the students to participate in the intra college cultural competition, poster competition, in different outreach activities, in different social activities.	Started from new academic session.
6	To discuss few problems which is related to teaching learning system of our college, e.g space crunch in our college, full digitalisation of library etc.	Under processing

Part – B

Criterion – I

I. 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
PhD	01	Nil	Nil	
PG	01	Nil	Nil	
UG	16	Nil	Nil	
PG Diploma		Nil	Nil	
Advanced Diploma		Nil	Nil	
Diploma		Nil	Nil	
Certificate		10	Nil	10
Others		Nil	Nil	
Total	18	Nil	01	
Interdisciplinary	Nil	--	--	---
Innovative	--		--	--

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

Pattern	Number of programmes
Semester	02
Trimester	--
Annual	16

1.3 Feedback from stakeholders* Alumni Parents Employers Students
 (*On all aspects*)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure
 Feedback form of alumni, student, parents to be incorporated*

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

The college follows the syllabus prescribed by the University of Calcutta in respective subjects for under graduate courses offered. Student feedback regarding the syllabus, are conveyed to the workshop regarding the framing of under graduate syllabus by the college teacher member of Undergraduate Board of studies.

P.G Section of the Department of Microbiology, along with external Board of studies members nominated by the university of Calcutta and Govt. of West Bengal, modified the current semester syllabus to include a **paper review and presentation** section to acclimatize the students with modern day researches in relevant fields.

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
	33	16	11	1 (Principal)	Contractual- 2 G.L.I - 3

2.2 No. of permanent faculty with Ph.D. 17

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

Assistant Professor		Associate Professor		Professor		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	11	NA	NA	NA	NA	0	01	01	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

College approved G.F: 49	--	Govt. approved P.T.T :15
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	28	7	3
Presented papers	16	5	3
Resource Persons	3	-	-

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

Subject quiz, Students' seminar, Poster and model competition, wall magazine, teaching using online resource e.g question bank, study material, career fair

2.7 Total No. of actual teaching days during this academic year 195

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop BOS PG: 7 ----- BOS UG: 1

2.10 Average percentage of attendance of students 70.12

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (H)	69	----	Nil	85.5		85.5
B.SC (H)	89	----	25.8	53.97		79.77
B.Com	69	----	Nil	100		100
B.Sc (G)	54		9.2	48.2		57.4
B.A (G)	281		Nil	57.65		57.65
M.Sc in Microbiology	30		49.9	43.43		93.33

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

- IQAC supervises the preparation of academic calendar and timetable, monitors the attendance of the students regularly, organizes the internal and University Examinations and looks into the matter of timely publication of the internal results.
- IQAC also plans for innovative teaching method in the college curriculum such as student seminar, syllabus-centric quizzes, inter-departmental poster competitions, cultural programmes, wall magazines, educational tours, etc.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	2
Orientation programmes	12
Faculty exchange programme	2
Staff training conducted by the university	05
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops , etc.	19
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	03	05	Nil	05
Technical Staff	13	07	Nil	13

Criterion – III**3. Research, Consultancy and Extension**

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

- Continuous endeavor by the IQAC to motivate teachers to pursue research work.
- IQAC motivates teachers to apply for funding in different government agencies.
- IQAC encourages departments to organize seminars/ invited talk/ workshops
- Actively guide for publication in UGC approved research journals of repute.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3	2	--
Outlay in Rs. Lakhs		7.91	27.95633	--

3.3 Details regarding minor projects

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

3.4 Research Publications:

	International	National	Others
Peer Review Journals	15	03	09
Non-Peer Review Journals	--	--	-
e-Journals	--	--	-
Conference proceedings	06	11	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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	3	UGC-DAE WB-DST	2,63400/	2,63400/ 13,88,633
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			2,63,400/	16,52,033/

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

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 (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	-	-	-	11
Sponsoring agencies	College	-	-	-	College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year 10

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
2	-	2	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="100"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="--"/>	State level	<input type="text" value="99"/>
National level	<input type="text" value="23"/>	International level	<input type="text" value="--"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="8"/>
National level	<input type="text" value="2"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value=""/>	College forum	<input type="text" value="2"/>		
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="3"/>	Any other	<input type="text" value="-"/>

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

Crowd management during festivals, Happy street Kolkata Rally, Save Drive Save Life Rally, Thalassaemia testing, Earth Day Rally. Microbiological Survey of water sample in campus and off campus of locality of College and microbiological survey of food of local vendor, plantation, arrangement of blood donation camp and participation in Swachha Abhijan Program by NCC , helping the needy children of locality by supplying their dresses, Career fair for the students of college of our locality.

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	0.84 acre	-	State Govt.	
Class rooms	25	4	College	29

Laboratories	17		College	
Seminar Halls	02	--	College, State Govt.	
No. of important equipments purchased (\geq 1.0 lakh) during the current year.	10	4	WB DBT	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	35	17	WB DBT	52
Others				

4.2 Computerization of administration and library

Administration: Computerisation of administration already exists. **Library:** Digitalisation of library is on progress with the software KOHA.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16,804	50,03.316	425	1,75,000/-	17,229	51,78316/-
Reference Books	234					
e-Books						
Journals	14					
e-Journals			INFLI BNET	5000/-		5000/-
Digital Database						
CD & Video	10					
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet		Computer Centres	Office	Departments	Others
Existing	44	18	36		--	11	09	06
Added	--	--	--		--	--	--	--
Total	44	18	36		--	11	09	6

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

One Day University Level Workshop on "Towards ICT Empowerment For Teaching-Learning Process", Wi-fi, Smart Classroom & Virtual classroom

4.6 Amount spent on maintenance in lakhs:

i) ICT	9.14249
ii) Campus Infrastructure and facilities	34.06390
iii) Equipments	1.77640
iv) Others	42.02836
Total :	87.01115

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Members of IQAC actively organize and publicize different student support services of the institution. E.g. Kanyasree Prakolpo of Govt. of West Bengal and other govt. scholarships.
- Encourages different cells and committees to organize various programs to generate awareness about available student support services of the institution.

5.2 Efforts made by the institution for tracking the progression

The efforts of the college have been all along to assist students in acquiring meaningful experience for learning at the campus and helping them towards a holistic development and growth. It also looks into the student’s performance and alumni profile and the progression of the students to higher education and gainful employment.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2094	66	5	----

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1282	59.2		883	40.8

Last Year						This Year						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Minority	Physically Challenged	Total
1557	564	11	146	1	2279	1516	500	09	52	77	11	2165

Demand ratio 2.10 Dropout % 8.8

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

On line question bank manual has been provided to students for preparation for competitive examinations.

No. of students beneficiaries

Data not available

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

There is counselling and placement cell in our college. Students are regularly counselled and are given career guidance respectively by counselling cell and placement cell.

No. of students benefitted

450

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	200	Students are guided for placement	20

5.8 Details of gender sensitization programmes

03

5.9 Students Activities

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

State/ University level

20

National level

--

International level

--

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

<p>For UG Departments:</p> <ul style="list-style-type: none"> To be filled online, to be submitted online, all financial transaction done through bank. <p>For Post Graduate Department:</p> <ul style="list-style-type: none"> 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 2nd 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 150th 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

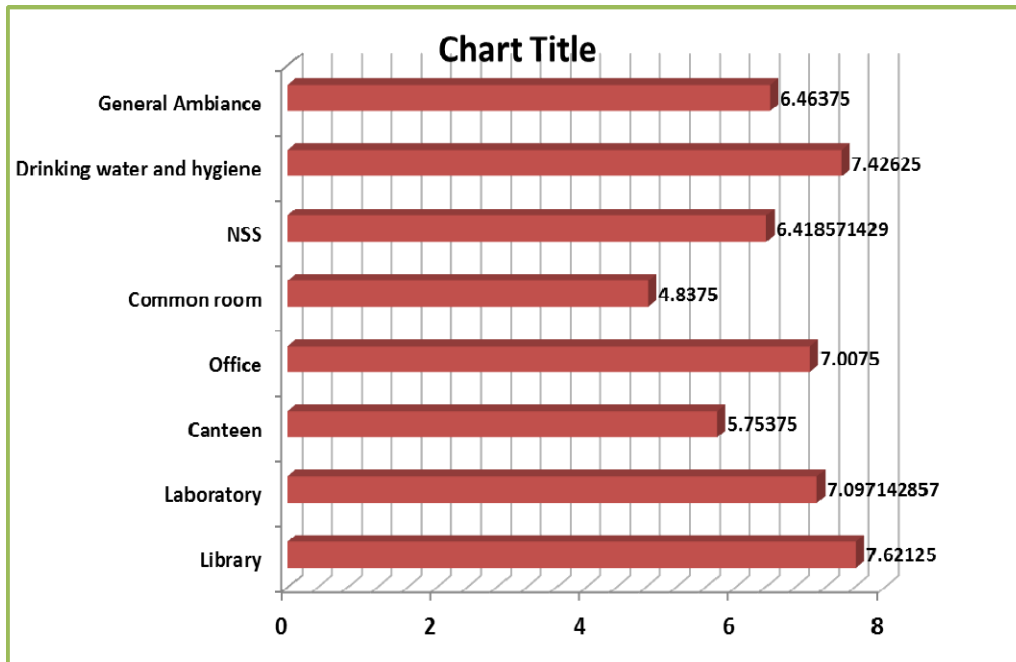
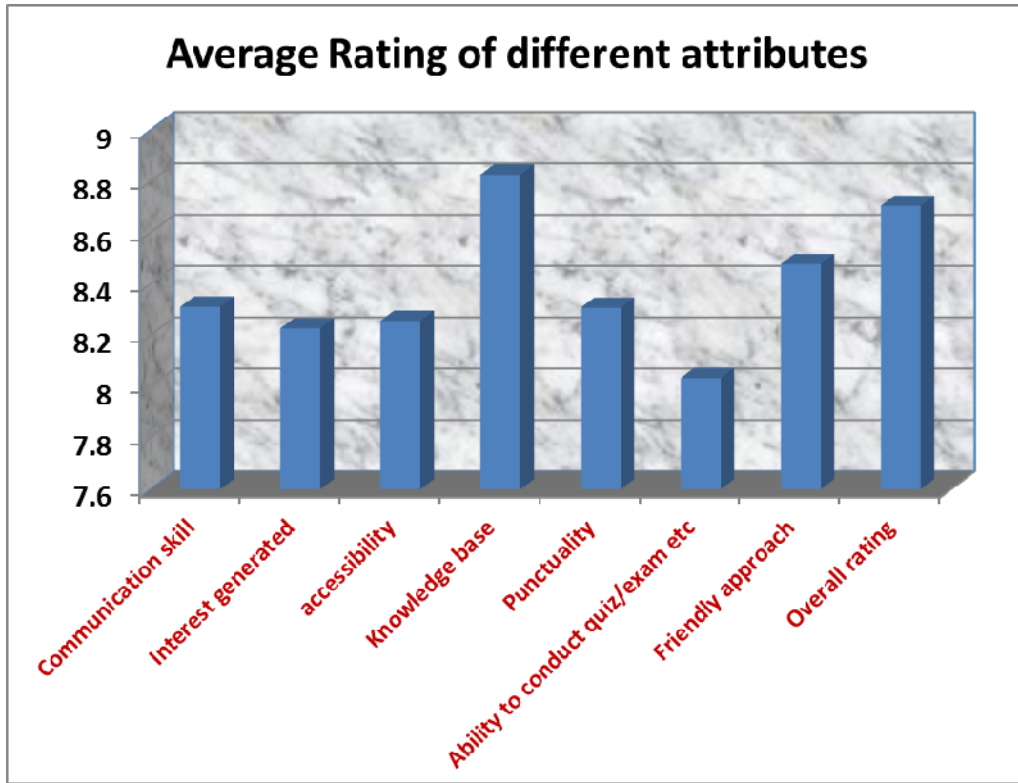
- **Context:** Our placement cell arranges orientation program with the help of different organisations. In this program these organisations guide our students how to prepare themselves for placement. This cell also arranges campus interview for their placement. In 2017-18 session a career fair was organised. 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/BSC 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
