VIDYASAGAR UNIVERSITY

Midnapore -721 102, West Bengal

The Annual Quality Assurance Report

(AQAR)

2014-2015

of

Internal Quality Assurance Cell (IQAC)

Submitted to

The National Assessment and Accreditation Council

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

AQAR for the year *(for example 2013-14)* | 2014-15

1. Details of the Institution

1.1 Name of the Institution

Vidyasagar University

1.2 Address Line 1

P.O: Vidyasagar University, Midnapore

Address Line 2

Dist : Paschim Medinipur

City/Town

Midnapore

State

West Bengal

Pin Code

721102

Institution e-mail address

Vidya295@ mail.vidyasagar.ac.in

Contact Nos.

03222-276554

Name of the Head of the Institution:

Prof. Ranjan Chakrabarti

Tel. No. with STD Code:

03222-275329

Mobile:

> 09476432828

Name of the IQAC Co-ordinator:

> Prof. Prakash Chandra Dhara

Mobile:

> 09433226695

IQAC e-mail address:

> Iqac.vu@gmail.com

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

> WBUNGN10050

OR

1.4 **NAAC Executive Committee No. & Date:**
(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:

> http://www.vidyasagar.ac.in/

Web-link of the AQAR:

> http://www.vidyasagar.ac.in/CentreCell/IQAC.aspx

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	Three Star	---	2002	5 Years
2	2nd Cycle	B	2.81	2009	5 Years
3	3rd Cycle	B	2.86	2014	5 Years

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

> 01/03/2006

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)*

> AQAR 2013-14 submitted to NAAC on 8.11.2014

1.9 Institutional Status

University   State [✓]   Central [ ] eemed [ ]   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)   [.]

1.11 Name of the Affiliating University *(for the Colleges)*   [NA]

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

Autonomy by State/Central Govt. / University   [✓]

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 — 7

2.2 No. of Administrative/Technical staff — 4

2.3 No. of students — -

2.4 No. of Management representatives — -

2.5 No. of Alumni — 1

2. 6 No. of any other stakeholder and community representatives — -

2.7 No. of Employers/ Industrialists — -

2.8 No. of other External Experts — 2

2.9 Total No. of members — 14

2.10 No. of IQAC meetings held   03 + subcommittee meeting 06

2.11 No. of meetings with various stakeholders: No. | 3 | Faculty | 3 |

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 | 4. 50 Lakh |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 2 | International | | National | | State | | Institution Level | 2 |

(ii) Themes | NAAC Awareness for UG Colleges |

2.14 Significant Activities and contributions made by IQAC

i.	NAAC Accreditation (3rd cycle)
ii.	Workshop Arranged for UG college principals / teachers
iii.	Modification and detailing of guidelines for computing API scores of VU teachers.
iv.	Modification in the Format and guidelines for direct recruitment of VU teachers
v.	Participated actively in the process of promotion of teachers by CAS

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
1. Fire safety in all academic and administrative buildings	1. Fire safety system installed and posters for fire safety measures given in important places of all buildings .
2. Students coaching through Implementation of MEARGE scheme	2. MERGE scheme classes have been included in the class routine.
3. CBCS has been proposed.	3. Syllabus modification is under process.
	4. Syllabus preparation is in progress.
4. Integrated M. Phil program has been processed.	
5. Infrastructure for Seminar /Symposia	5. New lecture halls have been made including an auditorium.
6. Facilities for accommodation of teachers	6. Teachers' hostel is under construction.
	7. Space has been allotted.
7. A Biodiversity museum Proposed	8. A museum has been constructed and
8. A tribal museum proposed	furnishing is under way.

Attach the Academic Calendar of the year as Annexure. **Please see Annexure-i**

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 in the Executive Council of the university. The minor modification suggested by the council was incorporated

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
PhD	26	0		
PG	30	0	12	0
UG (In affiliated Colleges)	12	01	06	03
PG Diploma	02			3
Advanced Diploma				
Diploma	02			1
Certificate	01			4
Others	01			
Total	74	1	18	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	29
Trimester	0
Annual	

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

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

> i.   Chemistry department has revised the syllabus for the CBCS system
> ii.   All departments are going through the process of revision of syllabus for CBCS system
> iii.   PG syllabus has been revised by most of the departments .

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
136	73	28	35	16(Contractual)

2.2 No. of permanent faculty with Ph.D. | 98 |

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
8	12	1	8	0	5	3	0		

2.4 No. of Guest and Visiting faculty and Temporary faculty | 116 | | 1 | | |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	62	160	41
Presented papers	112	190	36
Resource Persons	17	103	46

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

Using more number electronic teaching aids by the faculty member.

2.7 Total No. of actual teaching days

during this academic year | 227 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) | No |

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

> ➢ All faculties are the members of PG boards of studies and they are actively involved in syllabus revision : 136 teachers
>
> ➢ All HODs and professors are members of PG faculty council : 62 teachers
>
> ➢ Teachers participated in Curriculum Development workshop for revision of UG syllabus : 95 teachers

2.10 Average percentage of attendance of students   82.8%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Distinction %	Division			Pass %
			I %	II %	III %	
Master of Arts (M.A)	1551	-	49.8	60.2		99.89
Master of Science (M.Sc)	972	-	91.15	8.85		98.06
Master of Commerce(m.Com)	72	-	58.50	11.5		96.7
Master of Library Science (MLISC)	13	-	99.01	1.00		100
Master of Social Work (MSW)	54	-	71.03	28.07		100
Master of Business Administration (MBA)	332	-	38.85	61.15		95.48
Master of Computer science(MCA)	40	-	100	0		100
Master of Philosophy (M.Phil)	12	-	99	1.00		100

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

i.	Monitoring students' feedback for evaluating teachers
ii.	Monitoring the introduction of the process of implementation in of CBCS
iii.	Stimulating NSS in the drive for community learning and outreach programmes
iv.	Providing active support to various programmes of women study center

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	12
UGC – Faculty Improvement Programme	7
HRD programmes	89
Orientation programmes	12
Faculty exchange programme	1
Staff training conducted by the university	9
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	228
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	136	19	3	4
Technical Staff	12	1	0	0

Criterion – III

3. Research, Consultancy and Extension

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

IQAC took initiative for the following
1. Regularization of Ph. D. course work
2. Decentralization of Ph. D. course work
3. Expending publication of Ph .D course results.
4. Making two research publications mandatory for submission of Ph. D thesis.
5. Making submission of progress report by Research Scholars every six months mandatory.
6. Participated in the process of introduction of D. Sc / D.Lit. program

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	13	35	19	8
Outlay in Rs. Lakhs	220.02	589.26	339.87	25.60

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	7	16	8	-
Outlay in Rs. Lakhs	12.00	10.05	7.67	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	323	130	14
Non-Peer Review Journals	5	8	4
e-Journals	28	1	
Conference proceedings	24	31	8

3.5 Details on Impact factor of publications:

Range $0 - 6.3$ Average 0.51 h-index 37 Nos. in SCOPUS 1757

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	1-3	UGC, ICSSR,NABARD,SAP, ICMR,DST(GOI),DST(WB) FIST,CSIR,CSIR-OSDD,VU, UGC Innovative.	490.0242	118.24
Minor Projects	1-2	UGC-startup, UGC,VU, UGC Innovative.	18.64	8.45
Interdisciplinary Projects	2	ICSSR, UGC	60.40	40.90
Industry sponsored				
Projects sponsored by the University/ College		VU	10.49	4.90
Students research projects *(other than compulsory by the University)*	1-5	DST Inspire fellowship , Rajib Gandhi fellowship, Moulana Azad fellowship DST (sorf) etc	10.0	5.0
Any other(Specify)	2	a)UGC Innovative project b) UGC- SAP	102.42	2.9
Total				

3.7 No. of books published   i) With ISBN No.   21   Chapters in Edited Books   84

ii) Without ISBN No.   7

3.8 No. of University Departments receiving funds from

UGC-SAP 6   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   Rs.96000.00

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	6	21	3		
Sponsoring agencies	UGC	UGC	UGC		

3.12 No. of faculty served as experts, chairpersons or resource persons 79

3.13 No. of collaborations International 17 National 18 Any other 1

3.14 No. of linkages created during this year 3

3.15 Total budget for research for current year in lakhs :

From funding agency 700 Lakhs From Management of University/College 7.36 Lakhs

Total 707.36Lakhs

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	3
	Granted	1
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
8	5	2	0	1	0	0

3.18 No. of faculty from the Institution
 who are Ph. D. Guides 97
 and students registered under them 196

3.19 No. of Ph.D. awarded by faculty from the Institution 52

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

JRF 58 SRF 28 Project Fellows 15 Any other 22

3.21 No. of students Participated in NSS events: University level   1124   State level   20

National level   10   International level   1

3.22 No. of students participated in NCC events:

University level   0   State level   0

National level   0   International level   0

3.23 No. of Awards won in NSS:

University level   3   State level   3

National level   0   International level   0

3.24 No. of Awards won in NCC:

University level   0   State level   0

National level   0   International level   0

3.25 No. of Extension activities organized

University forum   [ ]   College forum   [ ]

NCC   [ ]   NSS   37   Any other   [ ]

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

➢   Attempts have been made to adopt a village

➢   Awareness programmes regarding occupational health and nutritional status of farmers

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	138.78 acres	0	NA	138.78 acres
Class rooms	81	3	V.U	84
Laboratories	92	0	NA	92
Seminar Halls	13	3	V.U	16
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	111	3	UGC. State GOVT.DST,	12
Value of the equipment purchased during the year (Rs. in Lakhs)	790.1	23.5		30.73
Others				

4.2 Computerization of administration and library

> Adm: Finance Office:
>   I.   Fee collection, Salary preparation etc. automated.
>   II.   P.G admission automated.
>   III.   Hostel admission automated.
>   IV.   Examination: preparation of P.G mark sheets automated.
>
> Library: Most of the subsystems are automated.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	106205		4412	30.0L	110617	30.00L
Reference Books						
e-Books	439	21.80L	28	1.95L	467	23.75L
Journals	118	2.56L	118	2.77 L	118	2.77L
e-Journals	7000				7000	
Digital Database						
CD & Video	158		1CD	.60L	159	.60L
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	930	18	1GBPS	7	44	80	806	
Added	55	0	1GBPS	2	0	5	50	
Total	985	18	1GBPS	9	44	85	856	

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

- Each department has computer and internet connection. All Laboratory based departments have computer laboratory and internet connections. All teachers have access to the internet. Students get internet facility in the computer Laboratory and in the library. Besides this, there is WiFi zone in the library and surrounding areas.
- In house short term training programme "Use of ICT In Teaching Learning Process" in association with NITTTR, Kolkata, VU Faculty Member, 04-08, August 2014, Participants:25
- Spoken Tutorial Training Programme collaboration with Bombay IIT ,Students of Aquaculture and Management Technology, 20th August 2014 , Participants: 20
- Digital India Week Participation in association with NSS Vidyasagar University, First week of July, 2015, Participants: 49
- Diploma course in "Office Automation & Internet Technologies". For PG Students of the University,

4.6 Amount spent on maintenance in lakhs :

i)   ICT   50.0

ii) Campus Infrastructure and facilities   124.1

iii) Equipments   55.4

iv) Others   5.0

Total :   234.5

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Encouraged the concerned departments in the administration to publicize the student related matters in the university website.
- Encouraged student union to disseminate information related to the facilities available for the students
- Sensitizing the departments about putting up the posters and hoardings regarding anti rigging, harassment etc.
- Maintaining liaison with the placement cell (under Dean of Student Welfare) for proper notification for the students about the campus interviews for placement.

5.2 Efforts made by the institution for tracking the progression

1. The Office of the PG secretary tracks the records of student progression from UG to PG level.
2. The Office of the PG secretary and Ph. D. Cell track the progression from PG to Ph. D. Level
3. The office of the Dean of students Welfare tries to track the records of progression of PG/ Ph D. To other courses or employment, as far as practicable.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
-	3409	188	-

(b) No. of students outside the state

27

(c) No. of international students

Nil

	No	%			No	%
Men	1919	56.3	Women		1490	43.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2509	598	213	228	31	3479	2085	607	212	464	31	3399

Demand ratio   3.1   Dropout % : 0.5%

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

1. Remedial coaching for backward students (e.g., SC, ST , OBC, etc) provided
2. For NET coaching, class have been incorporated in class routine
3. Coaching for Entry into Service (under UGC scheme XII plan period) provided.

No. of students beneficiaries   660

5.5 No. of students qualified in these examinations

NET   91   SET/SLET   29   GATE   40   CAT   6

IAS/IPS etc   [ ]   State PSC   13   UPSC   1   Others   42

5.6 Details of student counselling and career guidance

Arrangement of coaching for (i) Entry into Service, (ii) Program for CSC, SSC, NET etc.

No. of students benefitted   537

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
18	269	14	111

5.8 Details of gender sensitization programmes

1. Legal literacy camp on female foeticide and women rights , UGC Sponsored held on 8th July 2014 .

   Resource person :
   - Raj Chattopadhyaya (District seasons Judge Paschim Medinipur)
   - Santanu Kr. Nag (Additional Director and season Judge Paschim Medinipur)
   - Shamistha Ghosh (Judicial Magistrate Paschim Mediniur
   - Sanjit Kr. Jha (Secretary of DLSA)
   - Raj kr. Das , (P.P)

2. UGC sponsored by Awareness and training program on health and nutrition for marginalized women and adolescent girls held on 19th Sep 2014.
   Resource Person:
   - Dr. Durgapada Dolai Assistant professor Medical College
   - Dr. Sujata Maiti Choudhury Director Womens Study Center , V.U

3. UGC sponsored by A lecture on successful aging perspectives from Health and culture in South Asia Europe And USA with special reference to women held on 18th Feb 2015 at Vidyasagar University .

   Resourse Person:
   - Prof. Prakash C. Dhara Director IQAC , Vidyasagar University.
   - Prof. Trithankar Das Purkayastha, Dean Arts & Commerce
   - Prof. Sarah Lamb Dept of Anthropology , Brandies University (USA)

4. Occupational safty and health of India women at workplace held on 24th March 2015 at Vidyasagar University.
   Resource persons:
   - Srabani Goswami , Senior Research Scholar Office Jadavpur University.
   - Dr.Chandan Kr. Pradhan Scientist Eastern zone , Deputy Director ICMR.

5. A lecture on women Medical Care and colonial state held on 31st july 2015 at Vidyasagar University
   Resourse persons :
   - Samita Sarkar Dept. Of History. Vidyasagar University

5.9 Students Activities

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

State/ University level   1500   National level   102   International level   00

    No. of students participated in cultural events

State/ University level   410   National level   40   International level   0

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

Sports: State/ University level   3   National level   1   International level   0

Cultural: State/ University level   6   National level   6   International level   0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	1003	Rs.2887720
Financial support from other sources	15	Rs.43200
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students   16

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Education, Knowledge and progress are the three goals mentioned in the university emblem. The University has set itself the goal of raising the level of education in this backward region of the state and providing the first generational learners with access to communicative and technological skills

6.2 Does the Institution has a management Information System

Yes, It is done by the computer centre of the university. It has developed software for management of infrastructure regarding finance, examination, and student registration.

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

6.3.1 Curriculum Development

1. Regular updating of syllabus through collaboration and help of external experts in BOS,
2. Syllabus Designing according to UGC/AICTE guidelines.
3. All academic departments have been asked to start CBCS system

6.3.2 Teaching and Learning

1. Internal Assessment, Tutorial , Use of ICT in Teaching, outreach programmes are continuing
2. Academic tours, students' projects are continuing . Seminar Lecture, Special lectures, Extension lectures, etc were arranged.

3. Initiative has been taken to start M. Phil course in different academic departments.

6.3.3 Examination and Evaluation

1. Moderation board comprised of both internal and external members
2.   Paper setting done by both internal and external members
3. Departments are encouraged to publish results at the earliest and ranking certificates are issued to departments to ensure early publication of results.

6.3.4   Research and Development

1. Organization of and participation in Seminars or conferences,
2. Travel grant and leave for participation in Conferences,
3. Faculty members are encouraged to attend workshops, Refresher and Orientation courses,
4. Incorporation of external members in Research Bodies

6.3.5   Library, ICT and physical infrastructure / instrumentation

- Providing facilities of books, journals, Seminar room/Hall, E- Journals, ICT Classroom, physical Laboratory, Computer Lab, departmental library.
- Progress has been made for purchasing new instrument
- Quality improvement ensured by subscribing to journals & e-journal and e-books
- Initiative has been taken to increase number of ICT enabled classroom.
- Renovation of old buildings
- New academic and administrative building are under construction

6.3.6   Human Resource Management

e- governance, Training , performance audit, self appraisal, annual report of performance, measures for greater efficiency and enhancement of professional skill

6.3.7   Faculty and Staff recruitment

Proper advertisement, consideration of API score, strict adherence to UGC norms , selection by duly formed committees.

6.3.8   Industry Interaction / Collaboration

Visiting to industry by students is included in the curriculum in some of the departments

6.3.9   Admission of Students

1. Strictly on merit basis after proper advertisement, giving written admission test to candidates other than those admitted on the basis of university examination results
2. Counseling, ST/SC/OBC reservation maintained.

3. Admission process has been computerized

6.4 Welfare schemes for

Teaching	i. Health insurance facility ii. 24 hours ambulance service iii. Special transport for women teachers and employee beyond the office hours
Non teaching	Health insurance facility
Students	Students welfare fund, Intra university transport for differently abled persons (DAP)

6.5 Total corpus fund generated

4302.34 Lakhs

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	√	Social & academic audit Cell	√	Audit Officer
Administrative	√	-	-	-

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?

> i. Examination scripts shown to the candidates on demand
> ii. Use computers for quick publication of results

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

- Colleges are encouraged for applying for autonomy during principal meet at the university
- University has granted subject autonomy of PG courses to different affiliated colleges.

6.11 Activities and support from the Alumni Association

Arranged Blood donation camp , Thalasemia awareness camp.

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

Computer Training for supporting Staff Accommodation facility within the campus

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

i. Promotion of greenery, Plastic free campus, Rooftop rain water harvest,
ii. Plantation, regular cleaning of the campus, disposal of e- Wastes, chemical and toxic waste.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

Total computerization of the admission and examination process.

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

Sl.No	Actions Planned	Actions Taken
1.	Proper waste disposal system	Separate disposal systems for bio-waste ,chemical waste, E-waste have been formed
	Academic exchange program	International collaboration has been made officially with China and Bangladesh
2.	Introduction of D. Sc and D. Lit Program	D. Sc and D. Lit Programs have been started.
	Decentralization of evaluation of examination of scripts	Controller department decentralized the process of evaluation of script of UG Examination in different affiliated college center successfully
3.	Online PG admission	Entrance examination for PG admission has been done successfully

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

1.   Access to e-resources through Remote Access facility in library
2.   User Based Authentication for Internet Access

Please See Annexure ii and iii

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

7.4 Contribution to environmental awareness / protection

1. New plantation program taken
2. Maintaining the campus as plastic free zone
3. Waste disposal system for biological and chemical and e-waste, etc has been improved
4. Surface drainage system initiated

7.5 Whether environmental audit was conducted?   Yes ☐   No √

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

> The university has set up dialogue with British council to explore possibilities of running courses on 'Adivasi' culture for visiting students of foreign universities. The proposed syllabus now with British Council , Kolkata for consideration.

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

i.	Introduction of M. Phil. in different subjects of arts and Commerce faculty
ii.	Interdisciplinary M. Phil. program in Science faculty
iii.	Integrated M. Phil and Ph. D. programmes
iv.	Commencement of CBCS system in all departments
v.	Feedback from different Stakeholders and necessary analysis

Name :   Prof. Prakash C. Dhara

Name: Prof. Ranjan Chakrabarti

22.12.2015

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Director,
Internal Quality Assurance Cell
Vidyasagar University
Midnapore - 721102

Vice - Chancellor
VIDYASAGAR UNIVERSITY
Midnapore - 721102, W.B.

Annexure i

Academic Calendar:

VIDYASAGAR UNIVERSITY
Academic Calendar for Semester- III (July,2014 to December,2014)

Day	Month	T.D.	Month	T.D.	Month	T.D.	Month	T.D.	Month	T.D.	Month	T.D.
	July,14		Aug.		Sept.		Oct.		Nov.		Dec,14	
Sun												WH
Mon					1	43					1	
Tue	1	1			2	44					2	Ex-301
Wed	2	2			3	45	1	HD			3	
Thu	3	3			4	46	2	HD			4	Ex-302
Fri	4	4	1	23	5	47	3	HD			5	
Sat	5	WH	2	WH	6	WH	4	WH	1	WH	6	WH
Sun	6	WH	3	WH	7	WH	5	WH	2	WH	7	WH
Mon	7	5	4	24	8	48	6	HD	3	77	8	Ex-303
Tue	8	6	5	25	9	49	7	HD	4	HD	9	
Wed	9	7	6	26	10	50	8	HD	5	78	10	Ex-304
Thu	10	8	7	27	11	51	9	62	6	HD	11	
Fri	11	9	8	28	12	52	10	63	7	79	12	
Sat	12	WH	9	WH	13	WH	11	WH	8	WH	13	WH
Sun	13	WH	10	WH	14	WH	12	WH	9	WH	14	WH
Mon	14	10	11	29	15	53	13	64	10	80	15	
Tue	15	11	12	30	16	54	14	65	11		16	
Wed	16	12	13	31	17	55	15	66	12		17	
Thu	17	13	14	32	18	56	16	67	13		18	
Fri	18	14	15	HD	19	57	17	68	14		19	
Sat	19	WH	16	WH	20	WH	18	WH	15	WH	20	WH
Sun	20	WH	17	WH	21	WH	19	WH	16	WH	21	WH
Mon	21	15	18	33	22	58	20	69	17	PD	22	
Tue	22	16	19	34	23	HD	21	70	18	PD	23	
Wed	23	17	20	35	24	59	22	71	19	HD	24	
Thu	24	18	21	36	25	60	23	HD	20	PD	25	HD
Fri	25	19	22	37	26	61	24	HD	21	PD	26	
Sat	26	WH	23	WH	27	WH	25	WH	22	WH	27	WH
Sun	27	WH	24	WH	28	WH	26	WH	23	WH	28	WH
Mon	28	20	25	38	29	HD	27	72	24	PD	29	
Tue	29	HD	26	39	30	HD	28	73	25	HD	30	
Wed	30	21	27	40			29	74	26	PD	31	
Thu	31	22	28	41			30	75	27	PD		
Fri			29	42			31	76	28	PD		
Sat			30	WH					29	WH		
Sun			31	WH					30	PD		
Mon												

TD—Teaching Day , HD—Holiday, WH—Weekly Holiday, Pl – Preparatory Leave
1stInternalAssessment-

To be decided by the department

2nd Internal Assessment –
Final Examination- 2nd, 4th, 8th, 10th December, 2014
Practical Examination – To be decided by the department. The Practical Examination will be completed within December, 2014

VIDYASAGAR UNIVERSITY

Academic Calendar for   Semester-II (January, 2015 to June, 2015)

Day	Month Jan.,15	T.D.	Month Feb.	T.D.	Month March	T.D.	Month April	T.D.	Month May	T.D.	Month June,15	T.D.
Sun			1	WH	1	WH						
Mon			2	1	2	21					1	
Tue			3	2	3	22					2	
Wed			4	3	4	23	1	41			3	Ex-201
Thu	1	HD	5	4	5	HD	2	42			4	
Fri	2		6	5	6	HD	3	HD	1	HD	5	Ex-202
Sat	3	WH	7	WH	7	WH	4	WH	2	WH	6	WH
Sun	4	WH	8	WH	8	WH	5	WH	3	WH	7	WH
Mon	5		9	6	9	24	6	43	4	60	8	
Tue	6		10	7	10	25	7	44	5	61	9	Ex-203
Wed	7		11	8	11	26	8	45	6	62	10	
Thu	8		12	9	12	27	9	46	7	63	11	Ex-204
Fri	9		13	10	13	28	10	47	8	64	12	
Sat	10	WH	14	WH	14	WH	11	WH	9	WH	13	WH
Sun	11	WH	15	WH	15	WH	12	WH	10	WH	14	WH
Mon	12	HD	16	11	16	29	13	48	11	65	15	
Tue	13		17	12	17	30	14	HD	12	66	16	Ex-205
Wed	14		18	13	18	31	15	HD	13	67	17	
Thu	15	HD	19	14	19	32	16	49	14	68	18	Ex-206
Fri	16		20	15	20	33	17	50	15	69	19	
Sat	17	WH	21	WH	21	WH	18	WH	16	WH	20	WH
Sun	18	WH	22	WH	22	WH	19	WH	17	WH	21	WH
Mon	19		23	16	23	34	20	51	18	PL	22	
Tue	20		24	17	24	35	21	52	19	PL	23	
Wed	21		25	18	25	36	22	53	20	PL	24	
Thu	22		26	19	26	37	23	54	21	PL	25	
Fri	23	HD	27	20	27	38	24	55	22	PL	26	
Sat	24	WH	28	WH	28	WH	25	WH	23	WH	27	WH
Sun	25	WH			29	WH	26	WH	24	WH	28	WH
Mon	26	HD			30	39	27	56	25	PL	29	
Tue	27				31	40	28	57	26	PL	30	
Wed	28						29	58	27	PL		
Thu	29						30	59	28	PL		
Fri	30								29	PL		
Sat	31	WH							30	WH		
Sun									31	WH		

 TD—Teaching Day ; HD—Holiday; WH—Weekly Holiday; Pl – Preparatory Leave

1[st]Internal Assessment & 2nd Internal Assessment – To be decided by the department

 Final Examination- June- 3, 5, 9,11,16,18
 Practical Examination – To be decided by the department and it will be completed within June, 2015

<u>**Annexure ii**</u>

<u>**BEST PRACTICE -1:**</u>

I: Title of the Practice: **Access to e-resources through Remote Access facility in the Library**

Objectives of the Practice: To provide the bona fide users of the university 24/7 access, from anywhere beyond the campus, to all the resources of the university library. Today library users need not come physically to the library to use print format, but can access online library resources and services via networks.

Generally user communities, residing outside the campus or off-campus, are disadvantaged by the inability to access library e-resources in their hours of need. Due to the pressing demand from the users' communities for off / remote campus access to all the e-resources, library initiated the search for an appropriate off-campus login access solution using SSL VPN software technology. Remote access to e-resources is a best practice for a university library because it offers opportunity for the best use of the e-resources, which is one of the objectives of a modern academic library.

The Context: The library is a knowledge centre wherein all the resources irrespective of print and e-resources are stored. E-resources are the mainstay of any modern library in this information seeking era. The phenomenal growth in the ICT has regulated in the emergence of a set of several new terms like paperless society, e-library, virtual library, gateway, etc. indicating its impact on various fields.

There is a striking effect on the users' behaviour in information utilization because of improved dissemination of web environments with the development of IT. The library users now request immediate and suitable usage of information across the time and space limit.

The university libraries are now witnessing enormously increased demand from the users' side for online resources from both within and off the campus. University libraries have passed through various stages from document delivery to direct remote access by the users with the advent of ICT.

Usually in a university library, access to subscribed e-resources is made available on intranet environment which is limited to users residing in the campus. Thus remote access to e-resources among users community wherever they reside is the priority of the library.

The Practice: The Central Library of the Vidyasagar University is designed with state-of-the-art-equipment. At present, the library has four high end servers which are running in the cloud environment using virtualization technology. Through this cloud platform majority of

the electronic library services like library web server, database server, remote access server, authentication server, digital library (e-resources repository) server, CD-DVD mirror server etc. are available all the time for access within and beyond the campus. There are more than 7000 full text e-journals, several subscribed e-books and lots of purchased/book accompanied by CD-DVD are available, while through Document Repository Portal other digitized collection such as non copyrighted books, old question papers, theses and dissertations etc. can be accessed. Different event videos/image-galleries of this university, video lectures and other different types of media files are available through Media Repository Portal. All the infrastructure & resources are maintained by in-house staffs. However, most of our e-journals, e-books, databases and other electronic resources reserve access restriction. At present, the Library provides **Remote-Access facility** to its digital collections so that library users can access online e-resources and other digital repositories from outside campus by using **SSL VPN** technology. In this knowledge management arena, the library portal of the Vidyasagar University has been playing a key role in bridging information resources, people, and intellectual properties in the knowledge sharing environment.

A virtual private network (VPN) extends a private network across a public network, such as the Internet. It enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network, and thus are benefiting from the functionality, security and management policies of the private network. A VPN is created by establishing a virtual point-to-point connection through the use of dedicated connections, virtual tunnelling protocols, or traffic encryption. An SSL VPN (Secure Sockets Layer Virtual Private Network) does not require the installation of specialized client software and can be used with a standard Web browser on the end user's computer.

Through this specialized service, users can access e-resources as per the e-resource access policy of Central Library, Vidyasagar University. Any type of systematic download is strictly prohibited. Disciplinary action may be taken for violating any policy/condition or using information received from e-resources for commercial purpose.

Steps to enjoy Remote-Access facility:

1. User has to fill up the prescribed Application Form for Remote Access Facility and submit it to the library after having forwarded by the head of the department (except faculty) along with photocopy of Library Membership Card.
2. A user account will be created and Username, Password, provided to the user.
3. Users have to open Library website (http://library.vidyasagar.ac.in) and then open the Remote-Access link and provide given username and password and will be redirected to a secured page containing links and bookmarks along with search facility.

In case of any problem encountered, the users can give their feedback/suggestion from **Access Problem:** link of the Library Website or send a mail to esupport@mail.vidyasagar.ac.in.

Evidence of Success: The idea of accessing all e-resources through remote access facility is not a very old one. But within this limited time period, heavy responses came from the users' side and they have happily accepted this facility. Faculties are showing interest in this facility and it is expected that if faculties use this facility more and more, they will advise and guide their scholars and students to access the e-resources using remote access facility in larger numbers. The scenario is encouraging and our university library is expecting increasing enthusiastic response from the users.

Problems Encountered and Resources required:

Problems encountered: No major problem has been faced by the library yet to implement this problem, but still sometimes a few problems are encountered which are not always within the control of the library which are mentioned below :

(i)   The University, being located at a remote area and with the Internet Service Provider such as NIC, link failure problem or heavy congestion in network is sometimes experienced. During that period the users face problems in using the e-resources from the campus.

(ii)   Lack of sufficient infrastructural facilities sometimes hinders the access of e-resources from remote places.

Resources Required:

(a) Basic requirements: 24/7 online UPS, 24/7 minimum 2 Mbps Bandwidth [presently our library is connected with NKN-1Gbps speed], furnished Server room with 24/7 Air-conditioning arrangement, periodic Preservation and Maintenance of servers and Network with least Downtime, Professional staff for management and Guide to the users.

(b) Hardware requirements: Managed network with firewall and L3 Network Switch, Server with sufficient storage space to archive all the e-resources.

(c) Software requirements: Web server, database server, Server configured with SSL-VPN, Virtualization server software to create VMS, authentication server, CD/DVD Mirror server for storing different archives, D-space server for document repository, in-house developed applications like media repository, different, different access catalogues, one window search library portal, etc.

<u>**Annexure iii**</u>

<u>Best practice -2</u>

Title of the Practice: User Based Authentication for Internet Access

1. **Objective of the Practice**

    i.   Build and Maintain a Secure Network

    ii.   Protect stakeholder Data

    iii.   Maintain a Vulnerability Management Program

    iv.   Implement Strong Access Control Measures

    v.   Regularly Monitor and Test Networks

    vi.   Maintain an Information Security Policy

2. **The Context**

The Security of data and information is always a major concern for any organization. Unauthorized access and access to unauthenticated content from an educational institution are also some major issues of concern. Hence a mechanism is required which will take care of these kinds of issues by providing a checkpoint. This requires effort required to monitor and maintain acceptable use policies, as well as identify attack patterns to help you fine-tune your policies. Organizations of any size will benefit from centralized security event logging, forensic research, reporting, content archiving, data mining and malicious file quarantining.

3. **The Practice**

The FortiAnalyzer family minimizes this effort. FortiAnalyzer platform, which integrates network logging, analysis and reporting to a single system, delivering increased knowledge of security events throughout the University network, is installed in Computer Centre.

FortiAnalyzer offers enterprise class features to identify threats, while providing the flexibility to evolve along with the ever-changing network. FortiAnalyzer can generate highly customized reports for any organization's requirements, while aggregating logs in a hierarchical, tiered logging topology. It aggregates alerts and log information from Fortinet

appliances and third-party devices in a single location, providing a simplified, consolidated view of the security status. In addition, FortiAnalyzer platforms provide detailed data capture for forensic purposes to comply with policies regarding privacy and disclosure of information regarding security breaches.

4. **Evidence of Success**

A **"FortiAnalyzer 300 D"** has been installed in Computer Centre, Vidyasagar University to monitor the network and provide the 'User Based Authentication' services to the stake holder of the University. The stake holders or the users are divided into some groups like Administrators (Super user), Faculty, Officer, Non Teaching Staff, Research Scholar, Student etc. for their 'User Based Authentication' to get Internet service. The authentication is also provided based on particular department/centre/lab.

After the implementation of the aforementioned "**FortiAnalyzer 300 D",** access to the internet and managing the system has become more systematic and suitable. **"FortiAnalyzer 300 D"** decreases the Adware, Malware and unintended Popup considerably. The Analyzer can generate the user or department/centre/lab based Internet access log any time. Hence, managing the log files and user authentication become more compact.

5. **Problem Encountered and Resource Required**

At the initial phase of the implementation, it is required to create the 'User ID' and 'Password' for every individual user and department/centre/lab etc. From time to time a little modification of the access policies is required; hence some human (Administrators/Super user) effort is necessary to take care of those things. The whole system is working through the network connection; therefore all the computer systems which intend to have the facility of **"FortiAnalyzer 300 D"** are required to be connected either by wire or wireless connection.