VIDYASAGAR UNIVERSITY

Midnapore -721 102, West Bengal

The Annual Quality Assurance Report

(AQAR)

2011-2012

of

Internal Quality Assurance Cell (IQAC)

Submitted to

The National Assessment and Accreditation Council

1. Kindly provide the details of the institution

Name of Institution:	Vidyasagar University
Year of Establishment of the Institution:	1981
Address Line 1:	P.O. : VIDYASAGAR UNIVERSITY, MIDNAPORE
Address Line 2:	DIST. : PASCHIM MEDINIPUR
City/Town:	Midnapore
State:	West Bengal
Postal Code:	721 102
Email Address:	vidya295@mail.vidyasagar.ac.in / vc@mail.vidyasagar.ac.in

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	31st December, 2008 (Re-accredited)
Current Grade:	'B' with effect from 29.01.2009
CGPA:	2.81 on four point scale.

3. Institutional Status

1. Central University ☐
2. State University ☑
3. State Private University ☐
4. Deemed University ☐
5. Autonomous College ☐
6. Affiliated Permanent ☐
7. Affiliated Temporary ☐
8. Any Other Category ☐

4. Contact Person Details

Name of Head of Institution:	Prof. Ranjan Chakrabarti
Contact Phone:	03222-275329 (Office), 09476432828 (Mob.)
Email:	vuvc@rediffmail.com / ranjan.jadavpur@gmail.com
Website URL:	www.vidyasagar.ac.in
Name of IQAC Co-ordinator	Prof. Kartick Chandra Paul
Email:	kcpaul.vu@gmail.com

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	40
Post Graduate (MA/M.Sc./M.Com etc.)	35
Research Programmes (M.Phil/P.hD)	M.Phil. – 01; Ph.D. – 22
Certificate Programmes	01
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Para medical/Nursing etc)	07
Other value added programmes	18
Any other programme offered (Specify)	0

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	01
New programs designed	02
Programs under revision	0
Interdepartmental collaborative programmes	0
Inter institutional collaborative programmes	7
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	8/11
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	3/11
Number of UGC/ any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	218
Total faculty on rolls	105
Faculty added during the year	23

Faculty positions vacant	57
Faculty left during the year	08
Total number of visiting faculty	10
Total number of guest faculty	473

8. Qualification of Faculty

PhD and Above	89
M. Phil.	28
Masters	122
Any other (Specify) [FCMA, ACMA, LL.B., DCA, DFA, Grad CWA, PGDIM, PGDFM, B.Ed., UCLA-USA, ADIS, AIS, DIIT, FSAB, ME, FAScT, BOYSCAST Fellow, FZS, FIFSI]	22

9. Faculty qualification improvement

PhD awarded to existing faculty	0
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	24
Administrative staff (Actual strength)	19
Added during the year of reporting	03
Left during the year	02
Number of posts vacant	05

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	135
Technical Support Staff (Actual strength)	125
Added during the year	01
Left during the year	03
Number of posts vacant	10

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

	DD	MM	YYYY
Year of establishment of IQAC	01	03	2006

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	13
Number of Alumni in IQAC	0
Number of Students in IQAC	0
Number of Faculty in IQAC	10
Number of Administrative Staff in IQAC	1
Number of Technical Staff in IQAC	0
Number of Management Representatives	0
Number of External experts in IQAC	2
Number of any other stakeholder and community representatives	0

14. IQAC Meetings

Number of IQAC meetings held during the year	3

15. Whether Calendar of activities of IQAC formulated for the academic year
YES ☐   NO ☑

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	05
Number of value added programmes proposed	01
Number of skill oriented programmes proposed	02
Number of faculty competency and development programmes proposed	68
Number of other staff development programmes proposed	01
Number of student mentoring programmes proposed	03
Number of co-curricular activities proposed	05
Number of inter departmental cooperative schemes proposed	05
Number of community extension programmes proposed	37
Any other programmes proposed (Specify) – Restoring the Language Laboratory	01

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	01
Number of value added programmes implemented	01
Number of skill oriented programmes implemented	02

Number of faculty competency and development programmes implemented	66
Number of other staff development programmes implemented	01
Number of student mentoring programmes implemented	03
Number of co-curricular activities implemented	05
Number of inter departmental cooperative programs implemented	05
Number of community extension programmes implemented	37
Any other programmes suggested that are implemented (Specify) – Restoring the Language Laboratory	01

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops organized by IQAC within the institution	0
Number of participants from the institution	0
Number of participants from outside	0
Number of external experts invited	0
Number of external conferences/seminars/ workshops on institutional quality attended	01
Number of events conducted with IQACs of other institutions as collaborative programs	01

19. Did IQAC receive any funding from UGC during the year ?

Yes	
No	✔

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC – (Input 0 – if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC	0
Amount Received from any other source including the college management	0

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- External Audit (by AG Auditor) of the accounts for the last year (2010-11) has been completed.
- Significant number of Faculty Development Programmes (Seminar Organisation & Participation).
- Regular publication of Departmental Journals.
- Computerization of Library and Administrative services.
- Revamping Medical Unit.
- Identification of and focusing on Best Practices of the University.
- Campus beautification.

SECTION III
In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	1
Number of faculty members involved in curriculum restructuring/revision/syllabus development	100%
Number of programmes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	228
Average percentage of attendance of students	83%
Percentage of classes engaged by guest faculty and temporary teachers	23%
Number of self financed programmes offered	12
Number of aided programmes offered	2
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place ?

Whether any systematic student feedback mechanism is in place? YES ☐   NO   ☑

24. Feedback Details (If answer to Question 23 is Yes)

Percentage of courses where student feedback is taken	0

25. Is feedback for improvement provided to the faculty?

Is feedback for improvement provided to the faculty? YES ☐ NO ☑

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	22
Number of minor research projects undertaken during the year	02
Number of major ongoing projects	42
Number of minor ongoing projects	16
Number of major projects completed	14
Number of minor projects completed	07
Number of major project proposals submitted for external funding	20
Number of minor project proposals submitted for external funding	17

Number of research publications in peer reviewed journals	497
Number of research publications in international peer reviewed journals	316
Number of research publications in national peer reviewed journals	181
Number of research papers accepted for publication in international peer reviewed journals	173
Number of research papers accepted for publication in national peer reviewed journals	53
Average of impact factor of publications reported	1.20 (Approximate) (range 0-3.2)
Number of books published	17
Number of edited books published	08
Number of books (single authored) published	09
Number of books (coauthored) published	00
Numbers of conferences attended by faculty	318
Number of international conferences attended	60
Number of national conferences attended	258
Number of papers presented in conferences	205
Number of papers presented in international conferences	60
Number of papers presented in national conferences	145
Number of conferences organized by the institution	18
Number of faculty acted as experts resource persons	43
Number of faculty acted as experts resource persons – international	02
Number of faculty acted as experts resource persons-national	41
Number of collaborations with international institutions	21
Number of collaborations with national institutions	35
Number of linkages created during the year	8
Total budget for research for current year as a percentage of total institution budget	54.63%
Amount of external research funding received in the year	Rs. 1,99,55,380.00
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	87
Number of Ph Ds awarded during the year	30
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other	68%

significant research activities	

SECTION IV

      This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	3262
Actual enrollment during the year	3262
Student dropout percentage during the year	2.1%
Success percentage in the final examination across the courses	99.12%
Number of academic distinctions in the final examination and percentage	190, 5.82%
Number of students who got admitted to institutions of national importance	30 approximate
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/ SET	73
Number of students qualified GATE/ CAT/ other examination (Specify)	26

28. Does student support mechanism exist for coaching for competitive examinations?

YES ☑   NO ☐

29. Student participation, if response is yes to Qn. 28

Number of students participated	3262

30. Does student counselling and guidance service exist ?

YES ☑   NO ☐

31. Student participation, if answer to Qn. 30 is yes

Number of students participated	2034

32. Career Guidance

Number of career guidance programmes organized	10
Percentage of students participated in career guidance programmes	48%

33. Is there provision for campus placement?

YES ☑   NO ☐

34. If yes to Qn. 33

Number of students participated in campus selection programmes	162
Number of students selected for placement during the year	88

35. Does gender sensitization program exist ?

YES ☑   NO ☐

36. If Answer is Yes to Qn 35

Number of programmes organized	01

37. Student activities

Number of students participated in external cultural events	20
Number of prizes won by students in external cultural events	08
Number of cultural events conducted by the institute for the students	03
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	76
Number of students participated in state level sports and games events	16
Number of students participated in university level sports and games events	55
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	0
Number of prizes won by students in state level sports and games events	0
Number of prizes won by students in university level sports and games events	1
Number of sports and games events conducted by the institute for the students	10

38. Composition of students

Percentage of Scheduled Caste	16.44
Percentage of Scheduled Tribe	6.60
Percentage of other backward communities	5.50
Percentage of women students	44.67
Percentage of physically challenged	1.00

Percentage of rural students	90.00
Percentage of urban students	10.00

39. Scholarships and Financial Support

Number of students availing financial support from the institution	652
Amount disbursed as financial support from the institution	Rs. 1,00,000.00
Number of students awarded scholarship from the institution	1073
Number of students received notable national/international achievements /recognition	49

40. Student initiatives

Number of community upliftment programmes initiated by students	23
Number of literary programmes initiated by students	12
Number of social action initiatives based on science / environment initiated by students	0
Number of student research initiatives	0

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created ?

Yes ☐   No ☑

42. If the answer for Qn. 41 is Yes, is the plan implemented and monitored ?

Yes ☐   No ☐   Not applicable.

43. Whether benchmarking is created for institutional quality management efforts ?

Yes ☐   No ☑

44. If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format

Not Applicable.

45. Is a Management Information System (MIS) in place ?

Yes ☑   No ☐

46. If answer to question 45 is Yes, please provide details of MIS applied to

(1). Administrative procedures including finance

Information generated at various sections of the administrative departments including finance is sent to the upper levels of the administration and also to the external agencies as and when required. For example, leave applications of the teachers and employees originating at different departments are sent by the departmental Heads to the Registrar's office for sanction and maintaining the records. Officers' leave applications are routed through the Office of the Vice-Chancellor. Similarly, all finance related records are maintained in the Finance department and information regarding all inflows and outflows of funds are disseminated to the respective internal and external agencies like State Govt., State Higher Education Dept., UGC, etc.

A customized Management Information System for the Administrative Departments like Offices of the Registrar, Vice-Chancellor, Inspector of Colleges, Development Officer, Secretary of the Post Graduate Faculty Councils, Secretary of the Under Graduate Faculty Councils, and of the University Engineer is being developed by an external agency under the supervision of the Programmer. It is a web based application developed in '.net' framework and this can be accessed from the internet also depending upon the permission of user security of System Admin.

A customized software for the Finance Department has also been developed by an external agency under the supervision of the Programmer for processing the day-to-day financial transactions like Payroll, PF, ITAX, Bank Reconciliation, Group Insurance, Salary Register, Income Tax related Form 16 & Form 24, Budget, etc.

(2). Student admission

Students' admission applications are collected at the office of the Secretary of Post-Graduate studies, Faculty Councils for Post Graduate Studies; these are then scrutinized by the respective academic departments. Students are admitted through admission tests followed by counseling sessions. Under Graduate students' admission is decentralized and after admission aggregate data are sent to the University (Secretary, Faculty Council for Under Graduate Studies).

(3). Student records

Records are maintained at the office of the Secretary, Faculty Councils for Post Graduate Studies; any report based on the data so generated is sent to the respective higher authorities internally and to the Govt., UGC, etc. externally. Similarly, records of under-graduate students are maintained at the office of the Secretary, Faculty Councils for Under-Graduate Studies.

(4). Evaluation and examination procedures

Evaluation of Under Graduate Examinations is conducted under the supervision of Deputy Controller of Examinations. Examinations are conducted at some selected College-Centres avoiding home-centre. For Evaluation, examination-scripts for General Course examinations are distributed amongst the examiners recommended by the respective Boards of Studies. Spot evaluation is conducted at the University premises under the supervision of Deputy Controller of Examinations. Activities related to Tabulation and result preparation are mainly outsourced. Records of examination results as approved by the Executive Council are maintained at the office of the Deputy Controller of Examinations.

Software (Examiner / Paper Setter, Result and Post Graduate Mark Sheet preparation, Review, etc.) for supervision, monitoring, up-gradation, and guidance in the day-to-day activities are in use.

(5). Research administration

Researches under Ph. D. Programmes are monitored from a Ph. D. Cell under the supervision of the Registrar. At the Departmental level, there are Ph. D. Committees that handle the Entrance Tests, selection of Scholars and the Supervisors and other academic parts like organizing Pre-registration and Pre-submission seminars. Administrative activities relating to Evaluation of theses are looked after by the Ph. D. Cell.

(6). Others

(enter the respective details corresponding to the serial numbers)

    (i) Pay Slips through e-mail.
    (ii) The Library is using SOUL software (Software for University Libraries) for housekeeping jobs in different sections viz. Processing, Periodicals, Readers' services (Circulation), Online Public Access catalogue, etc.
    (iii) The Library catalogue can be accessed online. The entire collection of University Library can be searched through OPAC of VU Central Library or through web-OPAC from inside and outside the University campus.
    (iv) Library provides specialized services to the Faculties, Research Scholars, and Students.
    (v) All the areas of the Central Library are Wi-Fi enabled to provide wireless access to the internet.
    (vi) The Central Library provides web-based access to over 5000 full-text journals and 12 databases 24x7 on institute wide network.
    (vii) Library has installed one Network Printer in the CDRS Lab with automatic quota management software for use by the registered members to print their document against payment.
    (viii) Computer Centre of the University is maintaining the Campus wide LAN (Optical Fiber based CBIC with 850 nodes throughout the campus.

47. Existence of learning resource management

	Yes	No
e-database in library	Yes	--
ICT and smartclass room	Yes	--
e-learning sources (e-Books, e-Journals)	Yes	--
Production of teaching modules	Yes	--
Interactive learning facilities	Yes	--

48. Internal resource mobilization : Kindly provide the amount contributed

Research (Project Grants)	Rs. 1,99,55,380
Consultancy and training	Nil
Student contribution	Rs. 227.68 Lakhs
Alumni contribution	Nil
Well wishers	Rs. 7.12 Lakhs

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	UGC Grant in XIth Plan (continuing spending): Rs. 742.50 lakhs
Amount spent for student welfare	Rs. 9.50 lakhs
Amount spent for staff welfare	Rs. 9.00 lakhs

50. Is delegation of authority practiced

Yes ☑	No ☐

51. Does grievance redressal cell exist ?

	Yes	NO
Faculty	Yes	--
Students	Yes	--
Staff	Yes	--

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	0
Number of grievances resolved	0

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	04
Number of grievances resolved	04

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	0
Number of grievances resolved	0

55. Has the institution conducted any SWOT analysis during the year

Yes ☑	No ☐

56. The SWOT analysis was done by internal or by external agency:

Internal ☑	External ☐

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Committed Human Resource
- Locational advantage of abundant rich traditional cultural resource
- Stress free academic atmosphere on the campus as well as in hostels for the students.

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Economic backwardness of the people in the hinterlands deterring developments of the University in general
- Distant rural location from the knowledge hub at Kolkata hindering pace and linkage creation in developmental programmes
- Mostly first generation learners with rural background

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Scope for exploring various types of huge rich resources – natural, socio-cultural, intellectual, etc. - in the rural-based hinterlands of the University
- Scope for expansion

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- To overcome the limitations arising out of disadvantageous rural location through improved and spirited project-researches under the slogan of 'One Teacher, One Project'
- To develop a well-structured system to ensure stress free academic atmosphere on the campus as well as in hostels for the students .

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Organised an International Conference in Bangkok (Thailand) with the joint initiative of the Directorate of Distance Education (DDE, Vidyasagar University) and International Institute of Management Sciences (IIMS), Kolkata.
- Steps taken to fill up the vacant positions.
- One new Post Graduate course has been introduced.
- Two Innovative programmes have been sanctioned by the UGC.
- Proposals for two new courses have been prepared and submitted to the Higher Education Department, Govt. of West Bengal.
- Huge construction work – new or expansion / extension - has been going on for creation of new space.

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- In identifying the areas of strengths and weaknesses.
- In sensitizing the entire University community towards Total Quality Management.
- Periodical assessment puts us in a comparative environment for continuous improvement in the quality of teaching, learning, and research.
- Puts us on the right direction to achieve our goals and objectives.

Prof. Kartick Chandra Paul   **Professor Ranjan Chakrabarti**
Director, IQAC   **Chairperson, IQAC**

Vidyasagar University
Midnapore, West Bengal, Pin - 721102