

The Annual Quality Assurance Report (AQAR) of the IQAC, 2011-12

Part – A

1. Details of the Institution

1.1 Name of the Institution

GOKHALE MEMORIAL GIRLS' COLLEGE

1.2 Address Line 1

1/1, HARISH MUKHERJEE ROAD

Address Line 2

1/1, HARISH MUKHERJEE ROAD

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700020

Institution e-mail address

gokhale_college@vsnl.net

Contact Nos.

(033)2223-8287/2223-2355

Name of the Head of the Institution:

SM NIRMALA KOCHAR

Tel.No. with STD Code:

(033)22238287

Mobile:

9433354821

Name of the IQAC Co-coordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.62	2008	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2008-2009 12.09.2014
- ii. AQAR 2009-2010 12.09.2014
- iii. AQAR 2010-2011 12.09.2014
- iv. AQAR NOT APPLICABLE

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 ()

(E.g. 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 () Management ()

Others (Specify)

VOCATIONAL

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

UNIVERSITY OF CALCUTTA

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

Government

—

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

2.2 No. of Administrative/ Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 10

2.11 No. of meetings with various stakeholders: No. (10) Faculty (10)

Non-Teaching Staff Students () Alumni () Others ()

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

If yes, mention the amount

2.13 Seminars and Conferences (Only quality related)

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

Total No. (1) International () National (1) State () Institution Level ()

(ii) Themes

Mathematical Methods in Applied Sciences
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2.14 Significant Activities and contributions made by **IQAC**

- | |
|--|
| <ul style="list-style-type: none">• For compliance with the College Code of Conduct three students were suspended as a disciplinary measure.• Continuous deliberation on internal assessment of students through Mid-term & Test examinations as per University of Calcutta norms and improvement of their results through mechanism like Parent Teacher interface. |
|--|

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
<ul style="list-style-type: none">• Decision was taken that admission for the Session 2012-13 would be completely online.• To introduce Physics Honours course	<ul style="list-style-type: none">• Report from the Nodal Officer was placed before the Teachers Council• The Department of Psychology was selected by the Center of Linguistics & Philology, University of Oxford, U.K. to participate in a Research Project on Neurolinguistics and Psycholinguistics, funded by ERC (European Research Council)• The college Magazine was revised after a one year hiatus.

* Attached the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes (√) No ()

Management (√) Syndicate () any other body (√)

Provide the details of the action taken

- After considering the proposal of various web-developer , Braindrops was finally selected for conducting the complete ONLINE ADMISSION PROCEDURE for the Session 2012-13
- Applied for extension of affiliation for Physics Honours (University of Calcutta)

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				
PG				
UG	20		4	3
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1			1
Others				
Total	21	NIL	4	4

Interdisciplinary	1 (computer)			
Innovative				

- 1.2 i) Flexibility of the Curriculum: CBCS/Core/Elective option(√)/open options
 ii) Pattern of Programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual √	21

- 1.3 Feedback from stakeholders* Alumni()Parents()Employers() Students (√)

(On all aspects)

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

*** An analysis of the feedback is Provided in the Annexure**

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

No

- 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(Contractual)
39+3	16	23		3

- 2.2 No. of permanent faculty with Ph.D. (22)

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
—	13							—	13

2.4 No. of Guest and Visiting faculty and Temporary faculty Guest Faculty-41 — —

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National level	State level
Attended	07	28	14
Presented papers	06	09	1
Resource Persons	—	—	02

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

OHP & LCD Presentations, Special Lectures, Group Presentation, student seminars, on-going evaluation, Parent-Teacher meetings.

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 Examinations, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

—

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

02	—	02
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2.10 Average percentage of attendance of students 79.85

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I%	II %	III %	Pass %
BNGA	17			16	1	100
ENGA	26		2	24		100
ECOA	14		9	4	1	100
ELTA	9		5	4		100
PHSA	—		—	—	—	100
MTMA	10			6	4	100
CNDV	19		12	7		100
PSYA	31		13	16	2	100
EDCA	11		3	8		100
PLSA	18			18		100
PHIA	5			5		100
HISA	21			20	1	100
ASPV	18		7	11		100
CMEV	13		7	6		100
HINA	4			4		100
GEOA	36		6	28	2	100
TOTAL	252		64	177	11	100

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

a) Academic Calendar formed at the beginning of Academic Session, b) Regular Mid-term and Selection Test c) Evaluation of students through-i) Tutor meeting, ii) preview of results by Teachers' Council, iii) Departmental Meetings, d) Parent teacher interface, e) Teacher supervised student access to checked answer scripts, f) Supplementary classes, g) Timely publication of examination results.

2.13 Initiatives undertaken towards faculty development

<i>Faculty/Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC –Faculty Improvement Programme	03
HRD programmes	–
Orientation programmes	01
Faculty exchange Programme	–
Staff training conducted by the University	—
Staff training conducted by other institutions	–
Summer / Winter schools, Workshops, etc.	06
Others	—

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Position	Number of permanent positions filled during the year	Number of positions filled temporarily
Administrative staff	9	7	NIL	NIL
Technical Staff	11	3	NIL	NIL

Criterion –III

3. Research, Consultancy and Extension

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

Previous Major and Minor projects continued, one Minor project was completed and a new one was sanctioned. Teachers pursuing their Faculty Development Programmes were allowed to take extensions. Several student projects were also undertaken.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	–	1(one)	–	–
Outlay in Rs. Lakhs	–	Rs. 2,46,000/-	–	–

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1(one)	1(one)	1(one)	1(one)
Outlay in Rs. Lakhs	Rs. 20,750/-	–	Rs. 97,000/-	

3.4 Details on research publication

	International	National	Others
Peer Review Journals	3	–	3
Non-Peer Review Journals	–	3	7
e-Journals	5	–	–
Conference proceedings	2	3	–

3.5 Details on Impact factor of publications: NOT AVAILABLE

Range () Average () h-index () Nos. in SCOPUS ()

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects	2010-2013	INSA	Rs. 7,24,333/-	Rs. 2,46,000/-
Minor Projects	2009-2012 2010-2012 2011-2013	UGC UGC UGC	Rs. 1,06,500/- Rs. 97,000/- Rs. 97,000/-	Rs. 20,750/- – Rs. 73,500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/College				
Students research projects (Other than compulsory by the University)				
Any other (Specify)				
Total				Rs. 3,40,250/-

4

3.7 No. of books published i) With ISBN No. (1) Chapters in Edited Books (1)

ii) Without ISBN No. (1)

3.8 No. of University Departments receiving funds from

UGC-SAP (NA) CAS (NA) DST-FIST (NA)

DPE (NA) DBT Scheme/funds (NA)

3.9 For colleges Autonomy (–) CPE (–) DBT Star Scheme (–)

INSPIRE (–) CE (–) Any other (specify) (–)

3.10 Revenue generated through consultancy

Rs. 71, 250/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		UGC with INSA			

3.12 No. of faculty served as experts, chairpersons or resource persons (2)

3.13 No. of collaborations International (2) National (1) Any other (1)

3.14 No. of linkages created during this year (4)

3.15 Total budget for research for current year in lakhs :

From Funding agency (INSA/UGC) From Management of University/College (-)

Total (Rs. 3,40,250/-)

3.16 No. of patents received this year

Type of Patent		Number
	Applied	-
National	Granted	-
	Applied	-
International	Granted	-
	Applied	-
Commercialized	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
1	-	-	-	1	-	-

3.18 No. of faculty from the Institution

Who are Ph.D. Guides (1)

And students registered under them (1)

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

3.20 No. of Research scholars receiving the Fellowship (Newly enrolled + existin ones)

JRF (-) SRF (-) Project Fellows (4) Any other (-)

3.21 No. of students Participated in NSS events:

University level (-) State level (-)

National level (-) International level (-)

3.22 No. of students participated in NCC events:

University level (-) State level (-)

National level (-) International level (-)

3.23 No. of Awards won in NSS:

University level (-) State level (-)

National level (-) International level (-)

3.24 No. of Awards won in NCC:

University level (-) State level (-)

National level (-) International level (-)

3.25 No. of Extension activities organized

University forum (-) College forum (1)

NCC (-) NSS (-) Any other (1)

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

- Memorial Service for Founder Principal of the College held on 18.11.11
- Blood Donation Camp held in association with West Bengal Voluntary Blood Donors Association on 18.11.11

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	1.33 acres	–	–	–
Class rooms	22	–	–	–
Laboratories	12	–	–	–
Seminar Halls	4	–	–	–
No. of important equipments purchased (> 1-0 lakh) during the year.	27	17	UGC	44
Value of the equipment purchased during the year (Rs. In Lakhs)	Rs. 1,60,142/-	Rs. 12,73,345/-	UGC	Rs. 14,33,487/-
Others	–	–	–	–

4.2 Computerization of administration and library

Partial Computerization of Administration and Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25,687	565121	266	25637.14	25953	590758.14
Reference Books	1196	149823.02	124	59938.06	1320	209,761.08
e-Books	51,746	5000	–	–	51,746	5000
e-Journals	2154		–	–	2154	
Journals	6	4560			6	4560
Digital Database	–	–	–	–	–	–
CD & Video	–	–	–	–	–	–
Others (specify)	–	–	–	85575.20	–	810079.22

4.4 Technology up gradation (overall)-

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	23 + 1 laptop (from MRP)	0	5	1	1	Computers-5 Printers-4 LAN-5 Photocopier-1	Computers - 10 Printers-3 Scanners-1 Multimedia-3 Headphone with Mic.-2 Softwares-2(Geography-1, Maths-1)	Computers-5 Printers-1 Softwares- 1 (Library-LIBSYS Starter)
Added	8+7	0	0	0	0	Computer-1 LCD Projector with Stand- 1	Computers - 11 Printers-4(1 new model replacing one old model in Maths department) Multimedia-4 Headphones-4 Softwares-3(Psychology)	Computers - 3
Total	34 (+ 4 non-functional)+ 1 laptop (from MRP)	0	5	1	1	Computers – 5(1 upgraded new model replacing the existing model) Printers-4 LAN-5 Photocopier-1 LCD Projector with Stand- 1	Computers - 21 Printers-6 Multimedia- 7 Headphones- 4 Scanners - 1 Headphone with Mic.- 2 Softwares-5 (Geography-1, Maths-1, Psychology-3)	<u>Computers - 8</u> (1 upgraded new models replacing one in Library) <u>Printers-1</u> <u>Softwares -1</u> (Lib.- LIBSYS Starter)

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

- Internet access for all through UGC Network Resource Centre
- Computer facility for some departments
- Computer training for students in collaboration with Pranavananda Institute of Management and Technology
- Computerized database for Office
- Internet facility in the Office

4.6 Amount spent on maintenance in lakhs:

- i) ICT : Rs. 3,06,383/-
- ii) Campus Infrastructure and facilities: Rs. 7,27,296/-
- iii) Equipments: Rs. 9,409/-
- iv) Others: Rs. 25,38,107/-

Total: Rs. 35,81,195/-

Criterion – V

5. Student support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Tutorials are held regularly
- Special lectures are arranged
- Preparatory tests are held
- Class assignments given regularly
- Class presentations given by students
- Library upgraded
- Decision taken to make the admission process completely online for session 2012-2013
- Decision taken to introduce Physics Honours from session 2012-2013

5.2 Efforts made by the institution for tracking the progression

- Departments meet regularly to assess the progress of the students
- Discussion of Selection Test results by the Tutors Committee and Teachers council
- Meetings with guardians to apprise them of their wards' progress
- Tutorials are held for continuous evaluation of students
- The Students' Welfare Sub-Committee meets with the Class Representatives to discuss their requirements.

5.3 (a) Total Number of Students

UG	PG	Ph. D.	Others
872	—	—	—

(b) No. of students outside the state

04

(c) No. of international students

01

Men

No	%
NIL	

Women

No	%
872	100

Last Year						This Year					
General	S C	S T	OB C	Physically Challenged	Tota l	Genera l	S C	S T	OB C	Physically Challenged	Tota l
833	64	12	—	—	909	793	70	9	—	—	872

1992:398

Demand ratio

5

Dropout %

0

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

The College does not have any formal coaching centre, but it provides adequate support to prepare students for competitive examinations. The faculty provides inputs through class room lectures. The library provides support by stocking books relevant for such studies. UGC Network Resource Centre provides access to e-resource for such preparation.

No. of students beneficiarie

All those who sought help

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS State PSC UPSC Others

5.6 Details of Student counselling and career guidance

The College does not have a formal counselling system but teachers are always available for academic counselling, career guidance and personal conflict resolution as and when required.

No. of students benefitted

5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
Number of Organisations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	77	11	9

5.8 Details of gender sensitization Programmes

Gender studies form part of the curricula of several Departments. Each Department in its own way sensitizes students on gender issues, like observance of Women’s Day, debates, projects, etc.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events: Data not available

State/ University level (—) 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 (4) National level (4) International level (1)

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	—	—
Financial support from government	—	—
Financial support from other sources	—	—
Number of students who received International/National recognitions	—	—

5.11 Student organized/initiatives

Fairs : State/University level (—) National level (—) International level (—)

Exhibitions: State/University level (—) National level (—) International level (—)

5.12 No. of social initiatives undertaken by the students: (2)

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

The vision of Gokhale Memorial Girls' College is:

To develop and empower women through education that fosters knowledge and skills, promotes values of equality, secularism and National integration, moulds character through discipline and rigour and creates an open mind capable of assimilating the best traditions of the East and the West.

The mission statements of Gokhale Memorial Girls' College aim at translating its vision into action plans through:

- Dissemination of knowledge leading to academic excellence and personal growth.
- Stimulation of the academic environment of the Institution for promotion of quality in teaching-learning
- Maintenance of a balance between education that promotes knowledge per se and training that imparts skills for employability
- Broadening the base of women's education in keeping with the framework of a pluralistic society
- Inculcation of egalitarian, secular and non-parochial values among students in addition to the core values of honesty , discipline, courage, compassion, self-respect as well as respect for others
- Promotion of all-round development of the students to face the emerging and futuristic challenges arising from complexities of the rapidly changing national and international scenario

6.2 Does the Institution have a Management Information System

Though the College does not have a formal MIS, yet it does have a functional database to serve academic and administrative purposes which leads to enhancement of quality in governance in areas such as :

- Administrative procedures including finance
- Students' Admission
- Students' record
- Evaluation and Examination procedures, etc

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

6.3.1 Curriculum Development

- Encouraging faculty members to participate actively in Under Graduate Board of Studies Meetings
- The faculty provides suggestions to teachers who are members of Under Graduate Board of Studies
- The faculty attends workshops on curriculum restructuring/ modification

6.3.2 Teaching and Learning

- Class presentation
- Special lectures
- Debates
- Wall presentations
- Students research projects
- Library upgradation
- Field visits
- ICT-enabled teaching and learning
- Workshops for students

6.3.3 Examinations and Evaluation

- Mid-term test are held to monitor student progress
- Selection test are held to evaluate students for university examination
- Regular tutorials taken to assess students comprehension ability
- Tutors committee and Teachers' Council meet to assess students performance
- Parent-Teacher interface to apprise the guardians of their wards performance

6.3.4 Research and Development

- Teachers are encouraged to take up Major and Minor Research Projects
- Faculty is permitted to go for Faculty Development Programme
- Teachers are motivated to participate in seminars/workshops
- Teachers are sent to Orientation/Refresher Courses
- Student research projects are undertaken by departmental teachers

6.3.5 Library, ICT and physical infrastructure/instrumentation

- Regular purchase of books and journal to upgrade the library.
- Extension of ICT facilities
- Partial computerization of library
- Regular maintenance of college infrastructure
- Upgradation of laboratories

6.3.6 Human Resource Management

- Staff records including salary, PF, leave etc. maintained
- Staff upgradation through FDP, Refresher and Orientation programmes and other seminars, workshops etc.

6.3.7 Faculty and Staff recruitment

- Full time permanent Faculty are appointed on College Service Commission's Recommendation.
- Vacancies are intimated to College Service Commission and necessary follow-up measures taken.
- Contractual and Guest Lecturers are appointed to fill up existing vacancies
- Casual staff appointed against non-teaching vacancies

6.3.8 Industry Interaction / Collaboration

- Students intern in various public and private sectors organizations
- Student placement through campus interviews by Tata Consultancy Services
- Department of Psychology participated in a collaborative research projects conducted by the Center for Linguistics and Philology, University of Oxford, UK, funded by European Research Council.
- College Computer Centre operates in collaboration with Pranavananda Institute of Management and Technology, an initiative of Bharat Sevashram Sangha

6.3.9 Admission of Students

- Strictly in accordance with Government and University norms.
- Partial Online admission procedure
- Admission to General and Reserved categories strictly on the basis of merit.

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	1

6.5 Total corpus fund generated

Rs. 1,24,09269/-

6.6 Whether annual financial audit has been done Yes () No ()

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	—	No	—
Administrative	Yes	Higher Education Department, Government of West Bengal	Yes	College appointed agency

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

For UG Programmes Yes (NA) No (NA)

For PG Programmes Yes (NA) No (NA)

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Not Applicable

6.12 Activities and support from the Parent – Teacher Association

Such an association does not exist. However, Parent-Teacher interfaces were organised by all department in the interest of the students and suggestions were sought from the guardians for the overall improvement of the institution.

6.13 Development Programmes for support staff

NIL

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

- The college promotes an eco-friendly environment by planting seasonal variations of flora
- Maintenance of hygienic underground and overhead water reservoir
- Special varieties of trees are planted to minimize air pollution
- Maintenance of clean campus

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 institutions. Give details.

- Distribution of payslips to entire staff of the college
- Attempt to reclaim certain areas of the building so far lying unused

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

- Some girls were handed Transfer Certificate for misconduct in cyberspace
- Attendance records published every two months
- Internal examinations were held and results published as per schedule
- Parent Teachers' meetings held to apprise guardians of their wards performance
- Strict adherence to academic calendar for completion of syllabus
- Optimum utilization of college space through efficient Timetable management
- Publication of student's magazine of the college

7.3 Give two Best Practices of the institution

- Launching of new college website
- Grant of endowment awards and memorial prizes to encourage students to perform better.

7.4 Contribution to environmental awareness / protection

- Regular cleaning of the college campus
- Some particular trees were planted that cleanses the atmosphere

7.5 Whether environment audit was conducted? Yes () No (✓)

7.6 Any other relevant information the institution wishes to add

STRENGTH: i) Good profile of students
ii) 100% student success rate
iii) Effective teaching by qualified and motivated teachers
WEAKNESS: i) In spite of sincere efforts by the authorities, space constraint could not be removed
ii) Faculty positions vacant
OPPORTUNITY: i) Scope for ICT-enabled teaching process
ii) Excellent connectivity with Kolkata and Howrah District as well
THREAT : i) Resource mobilization for expansion
ii) Inclusion of Post-graduate courses

8. Plans of institution for next year

- To shift towards complete online admission
- Maintenance of academic standards and discipline
- Maintenance of congenial atmosphere, to promote improvement in teaching-learning
- To install generator for power backup

Name

Indeshna Rai Barua

Signature of the Coordinator, IQAC

Name

Aranya

Signature of the Chairperson, IQAC

Dated: 12.09.2014

Annexure 1

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