

# The Annual Quality Assurance Report (AQAR) of the IQAC for 2012-13

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel.No. with STD Code:

Mobile:

9433554821 (Sm Nirmala Kochar)  
9830456984 (Dr. Atashi Kapha)

Name of the IQAC Co-coordinator:

Dr. Sudeshna Kar Barua (upto 27.11.2012  
Sm. Jayati Mukherjee( From 28.11.2012 )

Mobile:

9830152631( Dr. Sudeshna Kar Barua )  
9903487302 ( Sm. Jayati Mukherjee)

IQAC e-mail address:

gokhalecollegekolkata@gmail.com

**1.3 NAAC Track ID**

EC/PCA/46/121 Date 16.09.2008

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

EC/PCA/46/121 Date 16.09.2008

1.5 Website address:

www.gokhalecollegekolkata.edu.in

Web-link of the  
AQAR:

[http://www.gokhalecollegekolkata.edu.in/AQAR-IQAC/AQAR\\_2012-13.pdf](http://www.gokhalecollegekolkata.edu.in/AQAR-IQAC/AQAR_2012-13.pdf)

**1.6 Accreditation Details**

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

1.7 Date of Establishment of IQAC:

01.09.2008

1.8 AQAR for the year

2012-13

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 2010-11 12.09.2014

iv) AQAR 2011-12 12.09.2014

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2 f  UGC 12 B

Grant-in-aid Self Financial  Totally Self-Financial

1.11 Type of faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

1.13 Special status conferred by Central/State Government – [ NA ]

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

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

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

Non-Teaching staff students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (Only quality related)

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

Total Nos. [ 3 ] International [ — ] National [ 2 ] State [ — ]

Institution Level [ 1 ]

(ii) Themes

- Constructing and Deconstructing India: Political Thought and Spirituality in the Ideas of Swami Vivekananda
- Logic, Peano Axioms and Number Theory
- Workshop on Entrepreneurship Awareness

2.14

Significant Activities and Contributions made by **IQAC**

- A Platinum Jubilee Celebration Committee was formed to plan and execute the yearlong celebration programme
- Decision was taken to update the Leave Register and Service Book of Teachers regularly
- Help Desk was formed to assist students with online admission

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"> <li>• In keeping with the NAAC Peer Team's recommendations it was decided that College hours would be increased by one period each day, i.e. College would start from 9.30a.m.</li> <li>• A Staff Telephone Directory would be published and Staff Database would be prepared</li> <li>• It was decided that payment of salary would be done through NEFT Bank transfer</li> <li>• The installation of intercom facilities was also decided upon.</li> <li>• The College resolved to celebrate the completion of 75 years of its establishment</li> <li>• A decision was taken to form a new Purchase Committee to utilize UGC funds on time</li> <li>• Decision was taken to renovate the graveyard of Founder-Principal S.E. Rani Ghosh</li> <li>• Upgradation of fire-fitting arrangements.</li> </ul> | <ul style="list-style-type: none"> <li>• Complete online admission was implemented</li> <li>• The department of Psychology was selected once again by the Centre for Linguistics and Philology, University of Oxford, U.K. to participate in their ongoing project</li> <li>• A Staff salary account was opened, and payment of salary was done through NEFT Bank transfer</li> <li>• Another account opened in the bank to maintain the subscription of the Teachers' Council</li> <li>• Students were admitted in the Physics Honours Course</li> <li>• A Staff Telephone Directory was published</li> <li>• Intercom facilities were also installed.</li> <li>• Generator was installed as a power back up mechanism</li> </ul> |

\* Academic Calendar of the year attached 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

- Purchase Committee decided to invite tenders both through newspaper and College website
- In keeping with the NAAC Peer Team's recommendation the Teachers' Council agreed to extend College hours in order to accommodate one more teaching period per day
- The inauguration of the Platinum Jubilee celebration was held on 9<sup>th</sup> May 2013 at Sarala Ray Memorial Hall on the occasion of the birth anniversary of Gopal Krishna Gokhale. It was inaugurated by the Vice Chancellor of Calcutta University, Dr. Suranjan Das. A number of programmes were organized during the year
- The work on installation of a fire-fighting system was begun
- The general staff room was fully air-conditioned
- Generator was installed as a power back-up mechanism

### 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                            | 1(PHYSICS HONS)                            |                                     |  |
| PG Diploma             |                               |  |                                     |  |
| Advanced Diploma       |                               |  |                                     |  |
| Diploma                |                               |  |                                     |  |
| Certificate            | 1                             |  |                                     |  |
| Others                 |                               |  |                                     |  |
| <b>Total</b>           | 21                            | 1  | 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 <input checked="" type="checkbox"/> | 21                   |

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

**(On all aspects)**

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

**\* 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.

No

1.5. Any new Department/centre introduced during the year. If yes, give details.

Yes, Physics department upgraded from General to Honours Course.



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty

| Total  | Asst. Professors | Associate Professors | Professors | Others (Contractual) |
|--------|------------------|----------------------|------------|----------------------|
| 36+1+4 | 15               | 21+1                 | NA         | 04                   |

2.2 No. of permanent faculty with Ph.D.

|    |
|----|
| 21 |
|----|

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  |
| -                | 15 |                      |   |            |   |        |   | -     | 15 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

|                     |   |   |
|---------------------|---|---|
| Guest Faculty<br>48 | - | - |
|---------------------|---|---|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International Level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | 02                  | 20             | 06          |
| Presented papers | 03                  | 04             | -           |
| Resource Persons | -                   | -              | 01          |

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

|   |
|---|
| ICT-enabled classes, class presentations, special lectures, student seminars, workshops, on-going evaluation, parent-teacher interface. |
|---|

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

|     |
|-----|
| 197 |
|-----|

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

|    |
|----|
| NA |
|----|

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

|    |   |   |
|----|---|---|
| 02 | - | - |
|----|---|---|

2.10 Average percentage of attendance of students

|    |
|----|
| 78 |
|----|

2.11 Course/Programme wise  
Distribution of pass percentage

| Title of the programme | Total no. of students appeared |               |           |            |          |            |
|------------------------|--------------------------------|---------------|-----------|------------|----------|------------|
|                        |                                | Distinction % | I %       | II%        | III%     | Pass %     |
| BNGA                   | 19                             | NA            |           | 17         | 2        | 100        |
| ENGA                   | 37                             | NA            |           | 37         |          | 100        |
| ECOA                   | 23                             | NA            | 7         | 16         |          | 100        |
| ELTA                   | 7                              | NA            | 6         | 1          |          | 100        |
| MTMA                   | 7                              | NA            |           | 6          | 1        | 100        |
| CNDV                   | 12                             | NA            | 11        | 1          |          | 100        |
| PSYA                   | 33                             | NA            | 16        | 17         |          | 100        |
| EDCA                   | 17                             | NA            | 2         | 15         |          | 100        |
| PLSA                   | 25                             | NA            | 2         | 23         |          | 100        |
| PHIA                   | 7                              | NA            | 1         | 6          |          | 100        |
| HISA                   | 16                             | NA            | 2         | 14         |          | 100        |
| ASPV                   | 18                             | NA            | 11        | 7          |          | 100        |
| CMEV                   | 19                             | NA            | 13        | 6          |          | 100        |
| HINA                   | 9                              | NA            |           | 8          | 1        | 100        |
| GEOA                   | 30                             | NA            | 1         | 29         |          | 100        |
| <b>Total</b>           | <b>279</b>                     | NA            | <b>72</b> | <b>203</b> | <b>4</b> | <b>100</b> |

:

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

a) Academic Calendar framed at the beginning of Academic session

b) Regular Mid-Term and Selection Tests to assess students'

c) Evaluation of students' performance through-

(i) Tutors' meeting (ii) Preview of Results by the Teachers' Council (iii) Departmental meetings (iv) Parent-Teacher interface (v) Teacher- supervised Student Access to Checked Answer scripts (vi) Supplementary classes (vii) Timely publication of Internal Examination Results.

2.13 Initiatives undertaken towards faculty development

| Faculty/Staff Development Programmes           | Number of faculty benefitted |
|--|------------------------------|
| Refresher courses                              | 01                           |
| UGC –Faculty Improvement Programme             | 04                           |
| HRD programmes                                 | 01                           |
| Orientation programmes                         | -                            |
| Faculty exchange Programme                     | -                            |
| Staff training conducted by the University     | 01                           |
| Staff training conducted by other institutions | -                            |
| Summer / Winter schools, Workshops, etc.       | 02                           |
| 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 | 8                             | 8                          | NIL  | NIL                                    |
| Technical Staff      | 10                            | 4                          | NIL  | NIL                                    |

### Criterion –III

#### 3. Research, Consultancy and Extension

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

- The institution initiated a Central student project involving several departments
- Some of the teachers returned from Faculty Development Programme having completed their Ph.D studies
- Major and Minor projects were completed
- New projects were sanctioned

##### 3.2 Details regarding major projects

|                     | Completed      | Ongoing | Sanctioned | Submitted      |
|---------------------|----------------|---------|------------|----------------|
| Number              | one            | -       | -          | one            |
| Outlay in Rs. Lakhs | Rs. 2,07,333/- | -       | -          | Rs. 7,24,333/- |

##### 3.3 Details regarding minor projects

|                     | Completed    | Ongoing | Sanctioned     | Submitted |
|---------------------|--------------|---------|----------------|-----------|
| Number              | one          | one     | two            | one       |
| Outlay in Rs. Lakhs | Rs. 23,500/- | -       | Rs. 1,86,000/- |           |

##### 3.4 Details on research publication

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 2             | -        | 2      |
| Non-Peer Review Journals | -             | 6        | 5      |
| e-Journals               | -             | -        | -      |
| Conference proceedings   | 2             | 3        | 2      |

##### 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. 2,07,333/- |
| Minor Projects   | 2011-2013                 | UGC                        | Rs. 97,000/-           | -              |
|  | 2010-2012<br>2012 Onwards | UGC                        | Rs. 97,000/-           |                |
| Interdisciplinary Projects   |                           |                            |                        | -              |
| Industry sponsored   |                           |                            | -                      |                |
| Projects sponsored by the University/College                         | 2012 Onwards              | UGC                        | -                      |                |
| Students research projects (Other than compulsory by the University) |                           |                            |                        |                |
| Any other (Specify)  |                           |                            |                        |                |
| Total  |                           |                            |                        | Rs. 2,07,333/- |

5

3.7 No. of books published

i)With ISBN No  Chapters in Edited Books

ii)Without ISBN No

3.8 No. of University Departments receiving funds from

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

DPE (NA) DBT Scheme/funds (NA)

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

INSPIRE (NA) CE (NA) Any other (specify) (NA)

3.10 Revenue generated through consultancy

Rs. 64,000/-

3.11 No. of conferences organized by the Institution

| Level               | International | National  | State | University | College |
|---------------------|---------------|---|-------|------------|---------|
| Number              |               | 02  | -     | -          | -       |
| Sponsoring agencies | -             | UGC with ISI(Maths)<br>UGC with St. Xaviers College (Pol.Sc.) | -     | -          | -       |

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

1

3.13 No. of collaborations

International

2

National

2

Any other

1

3.14 No of linkages created during this year

5

3.15 Total budget for research for current year in lakhs:

From Funding agency

UGC,INSA

From Management of University/College

-

Total

Rs.4,16,833/-

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | -      |
|                | Granted | -      |
| 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 |
|-------|---------------|----------|-------|------------|------|---------|
| 2     | -             | -        | -     | 2          | -    | -       |

3.18 No. of faculty from the Institution

1

Who are Ph.D. Guides?

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 + existing ones)

JRF  SRF  Project fellows  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

3.17 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 (1)

Who are Ph.D. Guides?

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 Fellows (Newly enrolled + existing ones)

JRF (-) SRF (-) Project Fellows (3) 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

NCC  NSS  Any other

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

- Memorial Service for Founder-Principal Dr. S.E. Rani Ghosh held on 18.11.2012
- Blood donation camp held in association with West Bengal Voluntary Blood Donors Association on 8.12.12
- Thalasaemia Screening Test conducted by SSKM Hospital was held on 13.12.2012.

## 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 (Rs.in Lakhs ) | 44          | 81             | UGC            | 125            |
| Value of the equipment purchased during the year (Rs. In Lakhs                    | 14,33,487/- | Rs. 5,80,316/- | UGC            | Rs.20,13,803/- |
| 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       | 25,953   | Rs.5,90,758.14p | 116         | Rs.27,242.15p | 26,069 | Rs.6,18000.29p  |
| Reference Books  | 1320     | Rs.2,09761.08p  | 119         | Rs.41,906.20p | 1439   | Rs.2,51,667.28p |
| e-Books          | 51,746   | Rs.5,000/-      | 28,663      | Rs.5000/-     | 80,409 | Rs.5,000/-      |
| e-Journals       | 2,154    |                 | 3,748-      | -             | 5,902  |                 |
| Journals         | 6        | Rs.4560/-       |             | -             | 6      | Rs.4560/-       |
| Digital Database | -        | -               | -           | -             | -      | -               |
| CD & Video       | -        | -               | -           | -             | -      | -               |
| Others (specify) | -        | -               | -           | Rs.69,148.35p | -      | Rs.8,79,227.57p |

#### 4.4 Technology up gradation (overall)

|                 | Total Computers                            | Computer Labs | Internet (Computer Connection) | Browsing Centres | Computer Centres | Office   | Departments   | Others(Library, Staff Room)  |
|-----------------|--|---------------|--------------------------------|------------------|------------------|--|---|--|
| <b>Existing</b> | 34(+ 4 non-functional)+1 Laptop (from MRP) | 0             | 5                              | 1                | 1                | Computers-5<br>Printers-4<br>LAN-5<br>Photocopier-1<br>LCD Projector-1           | Computers-21<br>Printer-6.<br>Multimedia-7<br>Headphones-4<br>Scanners-1<br>Headphone with Mic-2<br>Softwares-5(Geography-1, Maths-1, Psychology-3)   | Computers-7<br>Printers-1<br>Softwares-1 (Lib-LIBSYS Starter )                         |
| <b>Added</b>    | 6+1(Laptop from MRP)                       | 0             | 13                             | 0                | 1                | Computer-1 (Principal's office-old model replaced)<br>LCD Projector with Stand-1 | Computer-5<br>DVD Player-1  | Photocopier-1 (Library)  |
| <b>Total</b>    | 40(+ 4 non-functional)+2 Laptop (from MRP) | 0             | 18                             | 1                | <u>1</u>         | Computers-5<br>Printers-4,<br>Lan-5,<br>LCD<br>Projectors-2<br>Photo copier-1    | <u>Computer-21</u><br><u>Printers-6</u><br><u>Multimedia-7</u><br><u>DVD Player-1</u><br><u>Headphones-4</u><br><u>Scanner-1</u><br><u>Headphone with Mic.-2</u><br>Softwares-5(Geography-1, Maths-1, Psychology-3) | Computers-7<br><u>Photocopier-1</u><br>Printers-1<br>Softwares-1 (Lib-LIBSYS Starter ) |

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

- Internet Access through UGC Network Resource Centre for all
- Computer facility for some departments
- Computer Training Course for students in collaboration with Pranavananda Institute of Management and Technology
- Computerized data-based system for the office
- Internet facility in the office

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT

Rs.3,66,112/-

ii) Campus Infrastructure and facilities

Rs.11,71,310/-

iii) Equipments

Rs. 54,312/-

iv) Others

Rs.22,73,950/-

**Total:**

**Rs.38,65,684/-**

#### Criterion – V

### 5. Student support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

To improve students' performance certain measures were adopted-

- Supplementary classes
- Special lectures
- Preparatory tests
- Tutorials
- Home assignments
- Class presentations
- Library upgradation

#### 5.2 Efforts made by the institution for tracking the progression

- Supplementary classes taken after completion of Selection Test
- Tutorials taken to ensure students' comprehension through continuous evaluation
- Discussion of Selection Test results both by Tutors' Committee and Teachers' Council
- Departmental meetings to assess performance of students
- Parent-Teachers' meetings held to apprise guardians of wards' performance
- Selection of Class Representatives and meetings of Students' Welfare Sub-Committee to discuss their needs and requirements

5.3 (a) Total Number of Students

|     |    |        |        |
|-----|----|--------|--------|
| UG  | PG | Ph. D. | Others |
| 783 | -  | -      | -      |

(b) No. of students outside the state

05

(c) No. of international students

01

Men

|     |   |
|-----|---|
| No. | % |
| NIL |   |

Women

|     |     |
|-----|-----|
| No. | %   |
| 783 | 100 |

| Last year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
| 793       | 70 | 9  | 0   | 0                     | 872   | 726       | 46 | 7  | 4   | 0                     | 783   |

2392:462

Demand ratio 5:18

Dropout % 0

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

Besides existing facilities (library and e-resource services) a reputed company like TCS conducts training classes for willing students to prepare them for corporate employability

No. of student beneficiaries

All those who approached

### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  others

### 5.6 Details of Student counselling and career guidance

Though the College does not have a formal counselling system academic and career guidance is provided through classroom teaching. Teachers also advise in personal matters when the need arises.

No. of students benefitted

### 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 |
| 2                               | 75+42                           | 12+8                      | 2                         |

### 5.8 Details of gender sensitization programmes

Gender studies form part of the curricula of several departments. Each department in its own way sensitizes its students on gender issues, through observance of Women's Day, woman-related projects, debates etc.

### 5.9 Students' Activities

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

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  National level  International level

### 5.10 Scholarships and Financial Support

|   | Number of Students | Amount       |
|---|--------------------|--------------|
| Financial support from institution                                  | 2                  | Rs.12,420/-  |
| Financial support from government                                   | 1                  | Rs. 10,800/- |
| 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 student

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

##### **Vision**

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.

##### **Mission**

The mission statements of GMGC 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 promoting 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 amongst 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 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 database to serve administrative purposes which leads to enhancement of quality in governance in areas such as administrative procedures including finance, student admission, students' records, 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 teachers to attend Board of Studies meetings at the University
- Sending teachers to participate in Workshops on Curriculum Design organized by the University

### 6.3.2 Teaching and Learning

- Library Upgradation
- Class presentation
- Special Lectures
- Field visits
- Debates, quizzes and wall presentation
- Student Research Projects
- ICT enabled teaching

### 6.3.3 Examinations and Evaluation

- Mid-term tests
- Selection tests
- Regular tutorials
- Formation of Tutor Committees as a Monitoring Body
- Discussion of results in Teachers' Council meetings
- Parent- Teacher meetings

### 6.3.4 Research and Development

Teachers are encouraged to take up Minor and Major Research projects, to apply for FDP for completion of Ph.D work. Teachers are sent to attend Orientation and Refresher courses, seminars and workshops. Students of some departments undertake projects as part of curriculum requirement.

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

- Library enriched through regular purchase of books and subscriptions of journals.
- Internet facilities in the library
- Further extension of ICT facilities in some departments
- LCD Projector for presentations
- Regular maintenance of the College
- Upgradation of laboratories
- Upgradation of the office

### 6.3.6 Human Resource Management

Staff Records including salary, PF, Leave etc. maintained. Staff Upgradation through FDP, OP, RP, Seminars, Workshops.

### 6.3.7 Faculty and Staff recruitment

- Faculty are appointed on College Service Commission recommendations
- Vacancies are immediately intimated to CSC and necessary follow-up measures taken
- Contractual and guest lecturers appointed to fill vacant posts
- Casual staff appointed against non-teaching staff vacancies
- Outsourcing non-teaching staff for smooth functioning of the institution

### 6.3.8 Industry Interaction / Collaboration

- Students interned in various public and private sectors
- International Entrepreneurship development programme
- College computer centre in collaboration with Pranavananda Institute of Management and Technology, of Bharat Sevasram Sangha
- Students' placement through campus interviews by TCS and Trust Club
- Collaboration with St.Xaviers College for organizing a National Level Seminar by Political Science department
- Dept of Psychology participated in a Collaborative Research project conducted by Centre of Linguistics and Philosophy, University of Oxford, UK, funded by ERC

### 6.3.9 Admission of Students

- Completely transparent online admission process for all departments in accordance with Government and University norms
- Help desk for student applicants
- Admission to General and Reserved Categories strictly according to merit

### 6.4 Welfare schemes for

|              |   |
|--------------|---|
| Teaching     | 3 |
| Non teaching | 3 |
| Students     | 2 |

### 6.5 Total corpus fund generated

Rs.12,409,269/-

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 | No       | -         |

6.8 Does the University/Autonomous College declare 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?

NA

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

NA

6.11 Activities and support from the Alumni Association

NA

6.12 Activities and support from the Parent – Teacher Association

Though such an Association does not exist, parent-teacher interfaces are organized by all departments in the interest of the students, and feedback and suggestions are sought from them for the betterment 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 maintains and promotes an eco-friendly environment in the campus by maintaining a garden, tending to trees and planting seasonal variety of flora
- Maintenance of hygienic underground and overhead water reservoirs
- Special variations of trees are planted to minimize air pollution
- The College maintains a 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.

- Several programmes were organized by the institutions to celebrate its Platinum Jubilee Year
- Bank A/C opened for deposition of staff salary and maintenance of Teachers' Council Fund
- Complete online admission was implemented which led to standardization and greatest transparency

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

- Strict adherence to Academic Calendar for completion of syllabus
- Attendance records published every two months
- Parent-teacher meetings to apprise guardians of wards' performance
- Optimum utilization of College space through efficient time-table management
- Internal examinations held and results published as per schedule
- Central Audit conducted by Accountant General, West Bengal

7.3 Give two Best Practices of the institution (Please see the format in the NACC Self-study Manuals)

- Updating the Leave Register and Service Book of Teachers regularly.
- Complete online admission implemented leading to standardization and maximization of transparency

#### 7.4 Contribution to environmental awareness / protection

- College Campus is kept green and clean
- Hygienic disposal of waste

#### 7.5 Whether environment audit was conducted?

Yes  No

#### 7.6 Any other relevant information the institution wishes to add.

##### STRENGTH:

- Good profile of students
- Effective teaching-learning process
- Good students' success rate
- Complete online admission

##### OPPORTUNITY:

- Urban location of the College
- Excellent connectivity with adjacent districts

##### WEAKNESS:

- Space constraint
- Vacant faculty positions

##### THREAT:

- Due to postponement of University examinations, there was pressure on faculty to complete the syllabus in time
- Lack of Alumni Association

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

- Extend College hours to accommodate more teaching periods
- Maintenance of academic standards
- Year-long Platinum Jubilee Celebration
- Publication of College Academic Journal
- Publication of Commemoration Volume with requesting a special article from the Honorable President of India
- Reconstitution of IQAC for a focussed approach in quality enhancement
- Implementation of upgraded fire-fighting arrangements

Name

*Indeshna Kar Karuz*

*Indeshna Kar*

Signature of the Coordinator, IQAC

**Dated: 12.09.2014**

Name

*Arpita*

Signature of the Chairperson, IQAC

### Annexure 1

#### Abbreviations:

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