

# The Annual Quality Assurance Report (AQAR) of the IQAC 2015-2016

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

Gokhale Memorial Girls' College

1.2 Address Line 1

1/1 Harish Mukherjee Road, Kolkata-700020

Address Line 2

Same as above

City/Town

Kolkata

State

West Bengal

Pin Code

700020

Institution e-mail address

gokhalecollegekolkata@gmail.com

Contact Nos.

(033)2223-8287/2355

Name of the Head of the Institution:

Dr. Atashi Kapha

Tel. No. with STD Code:

(033)2223-8287

Mobile:

9830456984

Name of the IQAC Co-ordinator:

Dr. Mausumi Mukherjee

Mobile:

9830170382

IQAC e-mail address:

gmgckolkata.iqac@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

WB COGN 13697

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC (SC)/11/A & A /31.2 Dated. 19/01/2016

1.5 Website address:

www.gokhalecollegekolkata.edu.in

Web-link of the AQAR:

http://www.gokhalecollegekolkata.edu.in/ AQAR 2015-16.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.62	2008	5 years
2	2 <sup>nd</sup> Cycle	B	2.79	2015	5 years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01.09.2008

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

2015-16

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

NA

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Vocational

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

University of Calcutta

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

Autonomy by State/Central Govt. / University

-

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

8

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

0

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

2

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

16

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.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. NAAC Peer Team visit for reaccreditation.
2. Chemistry Honours course introduced.
3. Tie-up with YWCA for extension of off-site Hostel facilities.
4. Upgradation of Library Management Software in January, 2016.
5. Renovation of college building and infrastructure including construction of gents' toilet in the Science Building.
6. Students gymnasium upgraded.
7. Canteen facilities extended.
8. Sports instructor appointed for conducting general fitness course for students.
9. Activities of the Students' clubs increased.
10. Institutional membership of British Council Library.
11. Medical facilities extended for staff & students through :
  - Appointment of doctor-on-call.
  - Medicine corner opened in college and stocked with emergency drugs.
  - Tie-up with Roy & Sons for availability of medicines at a discounted price.
  - Tie-up with Life Care for availability of blood, ambulance and oxygen on a priority basis.
  - Health camp organised for staff and students.
12. NSS Unit-I of the college became more active.
13. Blood Donation Camp organised.
14. Observance of - (i) World Environment Day.  
(ii) International Aids Day.  
(iii) No Plastic Day.
15. 'Save the Girl Child Awareness Programme' was organised.
16. Ramp constructed for differently-abled candidates.

## 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. *Academic Calendar attached as Annexure- 1.*

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. NAAC Peer Team visit.</li> <li>2. Introduction of Chemistry Honours Course.</li> <li>3. Renovation of College building.</li> <li>4. Plan to introduce General Fitness classes for students.</li> <li>5. Plan to introduce off-site hostel facilities.</li> <li>6. Plan to introduce Health Camp.</li> <li>7. Plan to enter into institutional membership with British Council Library for library facilities.</li> <li>8. Plan to extend medical facilities for staff and students.</li> <li>9. Maintenance of academic standard.</li> <li>10. Construction of ramp for physically challenged students.</li> <li>11. Plan to open management course.</li> </ol>	<ol style="list-style-type: none"> <li>1. Accredited for the 2<sup>nd</sup> cycle with 2.79 CGPA.</li> <li>2. Chemistry Honours course was introduced.</li> <li>3. College building renovated.</li> <li>4. Physical Instructor appointed for General Fitness classes for students.</li> <li>5. Tie-up with YWCA for hostel accommodation.</li> <li>6. Health Camp for students and staff introduced.</li> <li>7. Institutional membership with British Council Library initiated.</li> <li>8. Tie-up with Roy &amp; Sons for medicines at a discounted rate; appointment of doctor-on-call; tie-up with Life Care for oxygen, ambulance, and blood availability on a priority basis.</li> <li>9. Academic standard maintained as evident from University Examination Results.</li> <li>10. Ramp constructed in the ground floor entrance.</li> <li>11. Tie-up with Pranavananda Institute of Management &amp; Technology for introducing course on HR &amp; Supervisory Skills.</li> </ol>

2.15 Whether the AQAR was placed in statutory body Yes  No   
 Management  Syndicate  Any other body

Provide the details of the action taken

AQAR was placed before the Teachers' Council and Governing Body and approved after which it was deemed fit to be sent to NAAC.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	21	1	4	4
PG Diploma				
Advanced Diploma				
Diploma	1	1	1	1
Certificate	1		1	1
Others				
<b>Total</b>	23	2	6	6
Interdisciplinary	2			
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+1

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

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

\* *Feedback analysis attached as Annexure II*

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.

Honours course in Chemistry introduced.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	40+1+1+4	21	19+1+1	NA	04

2.2 No. of permanent faculty with Ph.D.

24

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
	5								

2.4 No. of Guest and Visiting faculty and Temporary faculty

37

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	6	11
Presented papers	2	3	2
Resource Persons	-	-	14

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

- Chemistry Honours Course introduced.
- Bar-coding continued in library.
- Tie-up with British Council Library for institutional membership.
- Peer Tutoring introduced.

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

181

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

1(Bar Coding)



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

2+1	3	2
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2.10 Average percentage of attendance of students

77.36 %
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I class	II class	III class	Pass %
BNGA	8		1	7	—	1 00
ENGA	35		—	35	—	1 00
ECOA	24		11	12	—	96
PHSA	6		2	3	1	1 00
MTMA	8		1	7	—	1 00
PSYA	28		17	11	—	1 00
EDCA	8		3	5	—	1 00
PLSA	8		2	6	—	1 00
PHIA	3		—	3	—	1 00
HISA	12		—	12	—	1 00
ASPV	8		6	2	—	1 00
CMEV	10		9	1	—	1 00
HINA	5		1	3	—	80
GEOA	30		6	23	1	100
TOTAL	193		59	130	2	98

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

- Academic calendar framed at the beginning of Academic Session.
- Feedback collected from most stakeholders.
- Holding of regular examinations and evaluation of performance through Academic Subcommittee and Teachers' Council.
- Parent-teacher interface.
- Remedial, supplementary and mock tests held
- Providing technical support to Departments and Library.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	3

## 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	7	8	0	12
Technical Staff	9	3	0	8

## Criterion – III

### 3. Research, Consultancy and Extension

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

- FDP leave continued for 2 teachers.
- Encouraging major and minor projects.
- Promoting Central Research Projects.

• 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs			2.9 lakhs	

• 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	31	1
Non-Peer Review Journals	-	3	
e-Journals	1	1	
Conference proceedings	-	-	

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	1	INSA		
Minor Projects	2	UGC		
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2	COLLEGE		
Students research projects <i>(other than compulsory by the University)</i>	2	DEPT		
Any other(Specify)				
Total			Rs.2.9 lakh	Rs.2.9 lakh

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds



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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  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

- Blood donation and health camp for staff and students.
- Exhibition jointly organised by NSS and students' clubs in aid of the differently-abled.
- Visit to Ananda Bhavan in Howrah district to provide material to visually disabled, deaf & dumb students.

## 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	2050.03	-	-	2050.03
Class rooms	24	-	-	24
Laboratories	13	-	-	13
Seminar Halls	01			01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	2	1	UGC	03
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.1,65,913/-		1,65,913/-
Others				

#### 4.2 Computerization of administration and library

Libsys, an advanced computerisation process involving bar-coding is ongoing in library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26,517	6,62,502.10	193	58,076.00	26,710	7,20,578.10
Reference Books	1,711	4,05,287.47	218	62,191.50	1929	4,67,478.97
e-Books	6	4,560.00	1	810	7	5,370.00
Journals	6000+	5000.00	Nil	5000.00	6000+	5000
e-Journals	97,000+		38,000		1,35,000+	
Digital Database	Nil		Nil		Nil	
CD & Video	Nil		Nil		Nil	
Others (specify)	Nil		Nil		Nil	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	47(+10 non-functional) 5 Laptops (MRP-4, PSYA- 1)	0	32	1		<p><u>Computers</u>-7(Office I-3, Office II-3, Principal's Room-1)</p> <p><u>Printers</u> – 5 (Office I-2, Office II-1+1 with network, Principal's Room-1 with FAX)</p> <p><u>LAN</u>-6 (Office I-2, Office II-3, Principal's Room-1) Photocopier-1(Principal's Room)</p> <p><u>LCD</u></p> <p><u>Projectors</u>-3</p>	<p>Computers-31(GEOA-6, PHSA-5, MTMA-5, CNDV-1, CEMG-1, ECOA-1, PLSA-1, HINA-1, BNGA-1, PHIA-1, EDCA-1, PSYA-4, ENGA-1, HISA-1, ASPV-1) <u>Printers</u>-6 (PSYA-2, GEOA-2, PHSA-2, MTMA-2)</p> <p>Multimedia-7(PSYA-4, GEOA-1, PSYA-1, MTMA-1)</p> <p>DVD Player-1(CMEV), <u>Headphones</u>-4 (PSYA)</p> <p><u>Scanners</u>-1 (GEOA), <u>Headphone with Mic.</u>-2 (GEOA) Smart Board-1 (PSYA) Projector-1 (PSYA), <u>Document Camera</u>-1 (PSYA) Laptop-1 (PSYA) <u>Softwares</u>-i)GEOA- 21<sup>st</sup> Century GIS professional 2012 ver-9.0, 6 users, ii)MTMA-TURBO C++ ver. 4.5, iii) PSYA-SMAM 6.1, iv) PSYA-SFRM 7.1, v) PSYA-Pneumolysis.</p>	<p><u>Computers</u>-9 (Library-7, Main Staff Room-1), SCIENCE Staff Room-1)</p> <p><u>Photocopier</u>-1 (Library) <u>Printers</u>-1 (LIB.)</p> <p><u>Softwares</u>-i)Lib.-LYBSYS Starter ii)LSEase (3- client server based architect, LAN-version)</p>
Added	NIL	NIL	NIL	NIL		NIL		
Total	47(+10 non-functional) 5 Laptops (MRP-4, PSYA- 1)	0	32	1		<p><u>Computers</u>-7(Office I-3, Office II-3, Principal's Room-1)</p> <p><u>Printers</u> – 5 (Office I-2, Office II-1+1 with network, Principal's Room-1 with FAX)</p> <p><u>LAN</u>-6 (Office I-2, Office II-3, Principal's Room-1) Photocopier-1(Principal's Room)</p> <p><u>LCD</u></p> <p><u>Projectors</u>-3</p>	<p>Computers-31(GEOA-6, PHSA-5, MTMA-5, CNDV-1, CEMG-1, ECOA-1, PLSA-1, HINA-1, BNGA-1, PHIA-1, EDCA-1, PSYA-4, ENGA-1, HISA-1, ASPV-1) <u>Printers</u>-6 (PSYA-2, GEOA-2, PHSA-2, MTMA-2)</p> <p>Multimedia-7(PSYA-4, GEOA-1, PSYA-1, MTMA-1)</p> <p>DVD Player-1(CMEV), <u>Headphones</u>-4 (PSYA)</p> <p><u>Scanners</u>-1 (GEOA), <u>Headphone with Mic.</u>-2 (GEOA) Smart Board-1 (PSYA) Projector-1 (PSYA), <u>Document Camera</u>-1 (PSYA) Laptop-1 (PSYA) <u>Softwares</u>-i)GEOA- 21<sup>st</sup> Century GIS professional 2012 ver-9.0, 6 users, ii)MTMA-TURBO C++ ver. 4.5, iii) PSYA-SMAM 6.1, iv) PSYA-SFRM 7.1, v) PSYA-Pneumolysis.</p>	<p><u>Computers</u>-9 (Library-7, Main Staff Room-1), SCIENCE Staff Room-1)</p> <p><u>Photocopier</u>-1 (Library) <u>Printers</u>-1 (LIB.)</p> <p><u>Softwares</u>-i)Lib.-LYBSYS Starter ii)LSEase (3- client server based architect, LAN-version)</p>

					network, Principal's Room-1 with FAX)  <u>LAN-6</u> (Office I-2, Office II-3, Principal's Room-1) Photocopier-1 (Principal's Room)  <u>LCD Projectors</u> -3	Multimedia-7(PSYA-4, GEOA-1, PSYA-1, MTMA-1)  DVD Player-1(CMEV), <u>Headphones-4</u> (PSYA)  <u>Scanners-1 (GEOA)</u> , <u>Headphone with Mic.-2</u> (GEOA) Smart Board-1 (PSYA) Projector-1 (PSYA), <u>Document Camera-1</u> (PSYA) Laptop-1 (PSYA) <u>Softwares</u> -i) GEOA- 21 <sup>st</sup> Century GIS professional 2012 ver-9.0, 6 users, ii)MTMA-TURBO C++ ver. 4.5, iii) PSYA-SMAM 6.1, iv) PSYA-SFRM 7.1, V) PSYA-Pneumolysis.	(LIB.)  <u>Softwares</u> - i)Lib.-LYBSYS Starter ii)LSEase (3- clint server based architect, LAN-version)
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4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computer with internet access provided in every department.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,03,896
ii) Campus Infrastructure and facilities	9,67,004
iii) Equipments	30,406
iv) Others	2,52,446
<b>Total :</b>	<b>13,53,752</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

A number of meetings held with staff, students, guardians and alumni.

5.2 Efforts made by the institution for tracking the progression

- Tests, tutorials, examinations held.
- Classroom interactions and discussions.
- Parent-teacher meetings held.
- Mock interviews and mock Viva-voce examinations taken



5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
830			

(b) No. of students outside the state

(c) No. of international students

Men

No	%
-	-

Women

No	%
830	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
730	59	11	9	0	807	751	53	07	19	-	830

Demand ratio 3985/567=7.03

Dropout % 0

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

Materials for competitive examination kept in the central library for use by students.

No. of students beneficiaries

All those who sought help.

5.5 No. of students qualified in these examinations - Data not available

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- 3 weeks Training Programme for developing Corporate Employability Skill 'Campus to Corporate' in collaboration with TCS.
- Guidance on pursuing higher studies abroad by IDP (Chopra's)

No. of students benefitted

All those who attended

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	110	15	3

### 5.8 Details of gender sensitization programmes

'Save the girl child' awareness programme held.

### 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	1	Rs.4,370/-
Financial support from government	6	Data not available as funds sent directly to students accounts
Financial support from other sources	2	Rs. 8,740
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- (i) Canteen upgraded
- (ii) Offsite hostel facility provided

## 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 has a management Information System

- Computerised student database.
- Libsys operating in the library.

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

### 6.3.1 Curriculum Development

College has no direct role but tries to convey suggestions regarding restructuring of curricula through teachers who are members of BOS.

### 6.3.2 Teaching and Learning

- Academia: GMGC continued.
- Mock Tests, supplementary classes, remedial classes continued.
- Peer Tutoring extended.
- Research Projects undertaken both centrally & department wise.
- Special lectures, students' seminars, quiz held.

### 6.3.3 Examination and Evaluation

- Mid-term tests to check student progress.
- Selection Tests to ensure student readiness for University Examinations.

### 6.3.4 Research and Development

Funds specifically allocated for student research projects, research projects by contractual lecturers and College Central Research project embracing multiple departments.

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

Library is partially digitalised, with INFLIBNET facilities as well as reprographic facility.

### 6.3.6 Human Resource Management

- Staff Welfare Schemes.
- Health check-up for staff.
- Medical facilities extended.

### 6.3.7 Faculty and Staff recruitment

Recruitment conducted according to Government rules; The college appoints guest lecturers and contractual faculty to fulfil academic necessity; casual non-teaching staff appointed in college to fulfil administrative necessity.

### 6.3.8 Industry Interaction / Collaboration

- Campus Recruitment Drives - 1. Tata consultancy services 20days Training programme in “campus to corporate”. 15 students offered job.
- Imperial Research and Consultancy Services offered job to 4 students on full time basis and 6 students on part time basis.

### 6.3.9 Admission of Students

Fully online on basis of merit in keeping with government reservation policy & university guideline.

### 6.4 Welfare schemes for

Teaching	Refundable festival advance, medical facility, discounted food ties with Sugar & Spice
Non teaching	Refundable festival advance, medical facility, discounted food ties with Sugar & Spice
Students	1.Free studentship 2. Gym facility 3. Medical facility 4. Health Camp 5. Discounts from Sugar & Spice

### 6.5 Total corpus fund generated

Rs.2,35,32,583

### 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 Deptt.GOVt of WB.	Yes	College

### 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?

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

A seminar on Corporate Social Responsibility titled "The CSR Business Case" held in the college premises on 6<sup>th</sup> July 2015. Dr. Lars I Saksson, Professor in Global Business Strategy at Bond University, Australia delivered his lecture followed by an interactive session. The seminar was attended by alumni Members as well as academics, Bank personnel and the related sectors, who are interested in CSR.

6.12 Activities and support from the Parent – Teacher Association

Parent teacher interaction is held regularly. Parents are asked to produce feed back every year. The parents are apprised about the progress of their wards and often offer valuable suggestions, but a formal Parent-Teacher association does not exist.

6.13 Development programmes for support staff

- Puja Bonus to casual staff.
- Puja advance (refundable) to permanent staff.
- Medical facility, discounted medicines from Roy & Sons.
- Blood, ambulance, oxygen facility on a priority basis from Life Care.
- Discounted food items from Sugar & Spice.
- Doctor-on-call.

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

- Herbal corner created and maintained.
- E-waste bin maintained in collaboration with Toxic Link.

## Criterion – VII

### 7. Innovations and Best Practices

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

- NAAC Peer Team visit.
- Institutional membership of British Council Library.
- Health check-up for staff and students.
- Tie-up with YWCA for extension of off-site hostel facility.
- Tie-up with Sugar & Spice for discounted food items.
- Tie-up with Roy & Sons for medicine discounts.
- Tie-up with Life-Care for ambulance, blood, oxygen facility.
- Gymnasium facility extended.
- Eco-friendly herbal garden.
- Chemistry (Hons) classes started.
- Career-course (HRD) introduced.
- Construction of gents' toilet in Science Building.

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

- NSS activities expanded.
- Career course introduced.
- Laboratories modernised.
- Chemistry (Hons) classes introduced.
- Bar-coding in library continued.
- Computerised student database maintained in office.
- Off-site hostel facility to students through collaboration with YWCA.
- Relevant authorities approached to bring about maximum utilisation of newly acquired space through planning & financing.

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

- Seeking re-accreditation through NAAC visit.
- Move towards computerisation of all relevant data both in administration and academics.

*\*Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

7.4 Contribution to environmental awareness / protection

- Application for erection of solar panel.
- Maintenance of herbal garden.
- Celebration of World Environment Day.
- Observation of No Plastic Day.
- E-waste bin maintained by college for disposal of toxic waste
- Tree Plantation by NAAC Peer Team of NSS.

7.5 Whether environmental audit was conducted?

Yes

No

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

**Strength**

- Re-accreditation by NAAC.
- Continued academic excellence as manifested in results.
- Increased student strength despite space crunch.
- Insistence on holistic learning.

**Weakness**

- Continued space crunch.
- Financial constraint preventing implementation of many projects.
- Shortage of staff, both teaching and non-teaching.

**Threat**

- Continued space crunch prevents vertical & horizontal expansion of the college, vis-a-vis, the other colleges of the state.
- Social milieu pressurising the institution to lower its standards in terms of discipline.

**Opportunity**

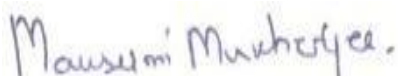
- Locational advantages.
- NAAC re-accreditation has enabled the institution to lay claim to RUSA funds.

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

- Expansion of the college building by approaching relevant authority.
- Increasing student intake
- Purchase of furniture
- To put the newly acquired space into maximum use by converting them to class rooms
- College working hours to be altered for benefit of students and staff.
- Vertical and horizontal expansion of the college.



Mausumi Mukherjee



Signature of the Coordinator, IQAC

Atashi Kapha



Signature of the Chairperson, IQAC

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## **Annexure I**

### **Abbreviations:**

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

- UPE - University with Potential Excellence
- UPSC - Union Public Service Commission

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