# The Annual Quality Assurance Report (AQAR) of the IQAC, 2010-11

## 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

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:

DR. CHITRITA ROY CHOWDHURY(TILL 30-11-10

SM NIRMALA KOCHAR (SINCE 1-12-10)

Tel.No. with STD Code:

(033)2223/8287

| Mobile: | 9830463444 (Dr. Chitrita Roy Chowdhury) |
| | 9433354821 (Sm Nirmala Kochar) |

| Name of the IQAC Co-coordinator: | DR. ELIZABETH SUSAN PAUL (TILL NOVEMBER 24, 2010) |
| | DR. SUDESHNA KAR BARUA (SINCE NOVEMBER 25, 2010) |

| Mobile: | 9432595606 (Dr. Elizabeth Susan Paul) |
| | 9830152631(Dr. Sudeshna Kar Barua) |

| IQAC e-mail address: | gokhale_college@vsnl.net |

**1.3 NAAC Track ID** — EC/PCA/46/121 dt. 16.09.08

**1.4 NAAC Executive Committee No. & Date:** — EC/PCA/46/121 dt. 16.09.08

1.5 Website address: — www.gokhalecollegekolkata.com

Web-link of the AQAR: — http://www.gokhalecollegekolkata.edu.in/AQAR-IQAC/AQAR_2010-11.pdf

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC:　　　　　　　　　01-09-2008

**1.8 AQAR for the year**　　　　　　　　　　　　　2010-11

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC .09.2014

　　i. AQAR　2008-2009　　　　12.09.2014

　　ii. AQAR　2009-2010　　　　12.09.2014

　　iii. AQAR　NOT APPLICABLE

　　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 Government –     [ NA ]
UGC/CSIR/DST/DBT/ICMR etc.

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

University with Potential for Excellence     [ — ]  UGC-CE  [ — ]

DST Star Scheme     [ — ]  UGC-CE  [ — ]

UGC-Special Assistance Programme     [ — ]  DST-FIST  [ — ]

UGC-Innovative PG Programmes     [ — ]  Any other (specify)  [ — ]

## **2. IQAC Composition and Activities**

2.1 No. of Teachers     [ 42 ]

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          42

2.10 No. of IQAC meetings held   12

2.11 No. of meetings with various stakeholders:          No.   12   Faculty   12

Students   —          Non-Teaching Staff   —   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          Recent Trends in Algebra and its Applications

2.14 Significant Activities and contributions made by **IQAC**

For academic betterment, supplementary classes for students were arranged. While, for upgradation of student facilities, a food committee was formed

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 |
|---|---|
| • Direct Admission of Students<br>• Academic Improvement<br>• Appointment of State Public Officer &Appellate Authority | • Considerable increase in Student intake<br>• Extra classes taken for Student benefit<br>• Head of the Institution was appointed as SPI officer & Appellate Authority for RTI |

* 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 √

Details of the action taken

- The decision to increase student intake was effected through direct admission of students who fulfilled admission criteria
- After the Selection Tests of Students, extra classes were arranged to help students prepare for the University Exams.
- In accordance with University instructions, RTI was given due consideration and Head of Institution was appointed SPI officer & Appellate Authority.
- In the backdrop of power failure inconveniencing the regular teaching-learning system of the College, a decision to install a generator was taken, and it was installed.

**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 | NIL | 4 | 3 |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | 1 | | | 1 |
| Others | | | | |
| **Total** | 21 | | 4 | 4 |

| Interdisciplinary | 1 (computer) | | | |
|---|---|---|---|---|
| Innovative | | | | |

1.2  i) Flexibility of the Curriculum: CBCS/Core/Elective option($\sqrt{}$)/open options

| Pattern | Number of programmes |
|---|---|
| Semester | |
| Trimester | |
| Annual $\sqrt{}$ | 21 |

1.3 Feedback from stakeholders*
**(On all aspects)**

Alumni ─   Parents ─   Employers ─   Students ─

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

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

Yes, Syllabus modified by the University of Calcutta for all Honours and General subjects and was implemented  in this session.

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 | 20 | 19 | NIL | 03 |

2.2 No. of permanent faculty with Ph.D.        20

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** |
| - | 12 | | | | | | | | 12 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| Guest Faculty 38 | — | — |
|---|---|---|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International Level | National level | State level |
|---|---|---|---|
| Attended | 4 | 12 | 14 |
| Presented papers | — | 14 | 2 |
| Resource Persons | 1 | — | 2 |

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

OHP & LCD presentations, Special Lectures, Class presentations, Student Seminars, on-going evaluation, parent-teacher interface

2.7 Total No. of actual teaching days during this academic year    233

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 | — | 04 |
|---|---|---|

2.10 Average percentage of attendance of students    79.88

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 | 11 | | — | 11 | | 1 00 |
| ENGA | 37 | | — | 37 | | 1 00 |
| ECOA | 12 | | — | 12 | | 1 00 |
| ELTA | 6 | | 3 | 3 | | 1 00 |
| PHSA | — | — | — | — | — | — |
| MTMA | 3 | | — | 2 | 1 | 1 00 |
| CNDV | 16 | | 13 | 3 | | 1 00 |
| PSYA | 30 | | 18 | 12 | | 1 00 |
| EDCA | 14 | | 2 | 12 | | 1 00 |
| PLSA | 18 | | — | 18 | | 1 00 |
| PHIA | 9 | | — | 7 | 1 | 88.9 |
| HISA | 8 | | 1 | 7 | | 1 00 |
| ASPV | 26 | | 13 | 13 | | 1 00 |
| CMEV | 12 | | 3 | 9 | | 1 00 |
| HINA | 2 | | — | 2 | | 1 00 |
| GEOA | 35 | | 10 | 25 | | 1 00 |
| **TOTAL** | **239** | | 63 | 173 | 02 | 99.59 |

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

- Academic Calendar formed at the beginning of Academic Session
- Regular examinations Midterm and Selection tests
- Evaluation of Student performance through a) Tutor's meeting b) preview of Results in TC meeting  c) Departmental meetings d) Parent-teacher interface e)Teacher supervised, student access to check answer scripts
- After Selection test, supplementary classes to improve student performance
- Timely publication of results

2.13 Initiatives undertaken towards faculty development

| Faculty/Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | 3 |
| UGC –Faculty Improvement Programme | 4 |
| HRD programmes | — |
| Orientation programmes | — |
| Faculty exchange Programme | — |
| Staff training conducted by the University | 1 |
| Staff training conducted by other institutions | — |
| Summer / Winter schools, Workshops, etc. | 7 |
| 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 | 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

The Major and Minor Projects undertaken in the previous year were continued and a new one was sanctioned. Several teachers continued to be on Faculty Development Programme. Some departments undertook student research projects.

3.2 Details regarding major projects

|                      | Completed | Ongoing         | Sanctioned | Submitted |
|----------------------|-----------|-----------------|------------|-----------|
| Number               |           | One (i)         | —          | —         |
| Outlay in Rs. Lakhs  |           | Rs. 2,46,000/-  | —          | —         |

3.3 Details regarding minor projects

|                      | Completed      | Ongoing | Sanctioned     | Submitted |
|----------------------|----------------|---------|----------------|-----------|
| Number               | One (i)        | One (i) | 1              | 1         |
| Outlay in Rs. Lakhs  | Rs. 37,500/-   |         | Rs. 97,500/-   |           |

3.4 Details on research publication

|                          | International | National | Others |
|--------------------------|--------------|----------|--------|
| Peer Review Journals     | 1            | —        | 2      |
| Non-Peer Review Journals | —            | 1        | 7      |
| e-Journals               | —            | —        | —      |
| Conference proceedings   | —            | 3        | 1      |

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 | 2010-13 | INSA | Rs. 7,24,333 | Rs. 2,46,000/- |
| Minor Projects | 2008-2010 2009-2011 2010-2012 | UGC UGC UGC | Rs.92,677/- Rs.1,06,500/- Rs. 97,000/- | Rs. 37,500/- Rs. — 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.3,57,000/- |
| | | | | |

4

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

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  (— )   CPE  ( —)    DBT Star Scheme  (— )

INSPIRE      (— )   CE   (— )    Any other (specify)( — )

3.10 Revenue generated through consultancy     Rs.1,07,150/-

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | | | 1 | | |
| Sponsoring agencies | | | UGC sponsored in collaboration with ISNA | | |

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

3.13 No. of collaborations     International (1)    National   ( 2 )  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. 3,57,000/-

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 |
|---|---|---|---|---|---|---|
| 3 | — | — | 3 | — | — | — |

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 + existing 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 18th November 2010
- Blood Donation Camp in association with West Bengal Volunteer Blood Donors Association held on 22nd December, 2010.
- The staff and students of the College raised a fund of around Rs. 80,000/- for bearing the kidney transplant expense of one of its third year student

**Criterion – IV**
**4. Infrastructure and Learning Resources**
4.1Details 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 ) | 18 | 9 | UGC | 27 |
| Value of the equipment purchased during the year ( Rs. In Lakhs | Rs. 98,223/- | 69,919/- | UGC | Rs, 1,60,142/- |
| 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 | 25,414 | 5,08,058,30/- | 273 | 57,062.70/- | 25,687 | 5,65,121/- |
| Reference Books | 977 | 77,830,02/- | 219 | 71,993,00/- | 1196 | 1,49,823.02/- |
| e-Books | — | — | 51,746 | 5000/- | 51,746 | 5000/- |
| e-Journals | — | — | 2,154 | | 2,154 | |
| Journals | 6 | 4,560/- | — | — | 6 | 4,560/- |
| Digital Database | — | — | — | — | — | — |
| CD & Video | — | — | — | — | — | — |
| Others ( specify) | — | — | — | 1,34055.70/- | — | 7,19944.02/- |

4.4 Technology up gradation (overall)

|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others (Library, Staff Rooms) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 Software-1 (Library-LIBSYS Starter) |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 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 Software-1 (Library-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 for all, through UGC Network 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. 99,402/-

ii) Campus Infrastructure and facilities         Rs. 1,30, 3608/-

iii) Equipments                                          Rs. 48312.2/-

iv) Others                                                  Rs. 17, 81, 935/-

**Total**                                          Rs. 32,33,257.2/-

**Criterion – V**
**5. Student support and Progression**
5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Supplementary Classes
- Special Lectures
- Preparatory Tests
- Tutorials
- Home Assignments
- Class Presentations
- Library Upgradation
- Formation of Food Committee

5.2 Efforts made by the institution for tracking the progression

- Tutorials taken periodically to ensure continuous evaluation
- Discussion of Selection Test Results by Tutors Committee and Teachers Council
- Departmental Meeting to assess progress of students
- Guardians meetings to apprise them of their wards' progress
- Meetings of Students  Welfare Sub Committee's with Class Representatives to discuss the students' needs and requirement

5.3 (a) Total Number of Students

| UG | PG | Ph. D. | Others |
|---|---|---|---|
| 909 | | | |

(b) No. of students outside the state

| 8 |
|---|

(c) No. of international students

| 1 |
|---|

Men

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

Women

| No | % |
|---|---|
| 909 | 100 |

| Last year | | | | | | This Year | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 716 | 52 | 8 | — | 0 | 776 | 833 | 64 | 12 | — | 0 | 909 |

Demand ratio    1893:486                    Dropout % 0

3.90

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

The faculty and the Library of the Institution act as a good support mechanism for coaching the students for competitive examination as the institution does not have any formal coaching centre. The teachers give support through classroom teaching-learning process and the relevant books in the library provide proper guidance facilities. The UGC Network Resource Centre give the students access to e-resource for such preparation.

No. of students beneficiaries    All those who sought help

5.5 No. of students qualified in these examinations

NET    4    SET/SLET    –    GATE    –    CAT    2

IAS/IPS etc    –    State PSC    –    UPSC    –    Others    16

5.6 Details of Student counseling and career guidance

Though the College does not have a formal counseling system, the teachers informally guide the students in their academic pursuits and also help them cope with social challenges, problems and stress, as per requirements. Career guidance is also given informally.

No. of students benefitted    Majority

5.7 Details of campus placement

| Number of Organizations Visited | On campus | | Off Campus |
| | Number of students Participated | Number of Students Placed | Number of Students Placed |
| --- | --- | --- | --- |
| — | — | — | 4 |

5.8 Details of gender sensitization Programmes

Gender studies form part of the curriculum 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 9   National level 1   International level 0

5.10 Scholarships and Financial Support

|  | Number of Students | Amount |
|---|---|---|
| Financial support from institution | — | — |
| Financial support from government | 2 | 12,650/- |
| 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

| 3 |
|---|

 5.13 Major grievances of students (if any) redressed: Food committee was formed to look into the quality, hygiene and service of food

**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 the 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

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 Procedure, 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 UG Board of Studies meeting
> ❖ To attend workshops on curriculum restructuring/modifications
> ❖ The Faculty provide suggestions to teachers who are members of UG Board of Studies

6.3.2 Teaching and Learning

> ❖ Library upgradation
> ❖ Class presentations
> ❖ Wall Presentations
> ❖ Students research projects
> ❖ Debates
> ❖ Special Lectures and Workshops
> ❖ Field visits
> ❖ ICT-enabled teaching and learning

6.3.3 Examination and Evaluation

> ❖ Mid term tests are held to monitor students progress
> ❖ Selection test are held to evaluate students for University Examination
> ❖ Regular tutorials to assess students comprehension ability
> ❖ Tutors Committee and Teacher Council meet to assess students performance
> ❖ Parents -Teacher interface to apprise the guardians of their ward's performance

6.3.4 Research and Development

> ❖ Teachers are encouraged to take up Major and Minor Research Projects
> ❖ Faculty is encouraged to go for Faculty Development Programme
> ❖ Teachers are motivated to participate in seminars/workshops
> ❖ Teachers are sent to Orientation/ Refresher Courses
> ❖ Students research projects are undertaken under departmental guidance

6.3.5 Library, ICT and physical infrastructure/instrumentation

> ❖ Regular purchase of books and journals to upgrade the library
> ❖ Extension of ICT facilities
> ❖ Partial computerization of library
> ❖ Regular maintenance of College infrastructure
> ❖ Up gradation of laboratories

### 6.3.6 Human Resource Management

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

### 6.3.7 Faculty and Staff recruitment

- ❖ Faculty are appointed on College Service Commission(CSC's) recommendation
- ❖ Vacancies are intimated to CSC and necessary follow up measures taken
- ❖ Contractual and Guest Lecturers are appointed to fill up the existing vacancies
- ❖ Casual staff appointed against non-teaching vacancies temporarily
- ❖ Outsourcing of non-teaching staff for smooth function of the institutions

### 6.3.8 Industry Interaction / Collaboration

- ❖ Students intern in various public/private sector organizations
- ❖ Students participate in Entrepreneurship Development Programme and Business plan competitions organized by I-creat Foundation, an NGO
- ❖ College Computer Center 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/ University norms
- ❖ Partial on-line 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 | — |

6.5 Total corpus fund generated    12038634/-

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 | |
|---|---|---|---|---|
| Academic | — | — | — | — |
| Administrative | Yes | Higher Education Department, Govt. of WB. | Yes | Gokhale Memorial Girls' College |

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

For UG Programmes          Yes ( )  No  (√  )

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

Such Association do not exist. However Parent-Teacher interfaces are organized by all departments in the interest of the students and suggestion are sought from the guardian's for the overall improvement of the institute.

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.
- ❖ Maintenance of a hygienic    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.

- ❖ Direct Admission of Students to increase Students Strength
- ❖ Development Committee sought feedback from students, teachers and guardians for suggestion for betterment of Institution

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

- ❖ Parent Teacher meetings to apprise guardians of their wards'  performance
- ❖ Internal Examination held and results published as per schedule
- ❖ Attendance record of students published every two months
- ❖ Strict adherence to Academic Calendar for completion of syllabus
- ❖ Direct Admission to increase students strength in all departments except Psychology Honours, English Honours and Geography Honours
- ❖ Optimum utilisation of College space through efficient Time Table management.
- ❖ Development Committee submitted its report on potentialities for College development.
- ❖ Buying/Purchase of furniture to facilitate smooth discharge of responsibilities assigne by University with regard to University Examination Zonal Centre

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

> ❖ Head of Institution appointed as Appellate Authority for RTI, in consonance with the Fundamental Right of Freedom
> ❖ Considerable increase in student strength

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

7.4 Contribution to environmental awareness / protection

> ❖ Tree plantation ceremony was held to mark the farewell ceremony of the Teacher-in-Charge and she planted a sapling
> ❖ College campus is kept green and clean

7.5 Whether environment audit was conducted?          Yes [ ]          No [ √ ]

7.6 Any other relevant information the institution wishes to add.

**Strength —**
> ❖ Maximum student intake
> ❖ Good profile of student
> ❖ Effective Teaching learning process

**Weakness—**
> ❖ Space constraint
> ❖ Complacency with status quo

**Opportunity —**
> ❖ Urban location of the College
> ❖ Excellent Connectivity with in Kolkata

**Threat—**
> ❖ Little scope for innovation as curriculum shaped by University
> ❖ Limited scope of student research

## 8. Plans of institution for next year

❖ To gradually shift to online admission
❖ To provide for power back-up to ensure uninterrupted power supply
❖ Maintenance of Academic Standard and College discipline

Name                                                    Name

*E S Paul*

*Indeshra Kar Karwg*                                    *Akarpha.*

Signature of the Coordinator, IQAC                      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** |