The Annual Quality Assurance Report (AQAR) of the IQAC 2013-14

Part – A

1. Details of the Institution

1.1 Name of the Institution

GOKHALE MEMORIAL GIRLS'COLLEGE

1.2 Address Line 1

1/1, HARISH MUKHERJEE ROAD

Address Line 2

1/1, HARISH MUKHERJEE ROAD

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700020

Institution e-mail address

gokhalecollegekolkata@gmail.com

Contact Nos.

(033)2223-8287/2223-2355
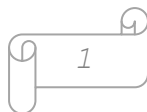
Name of the Head of the Institution:

DR. ATASHI KARPHA

Tel.No. with STD Code:

(033)22238287

Mobile:

9830456984

Name of the IQAC Co-coordinator:

SM JAYATI MUKHERJEE (upto January, 2014)

DR. MAUSUMI MUKHERJEE(from January, 2014)

Mobile:

9830170382 (DR. MAUSUMI MUKHERJEE)

9903487302 (SM JAYATI MUKHERJEE)

IQAC e-mail address:

gmgckolkata.iqac@gmail.com

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.edu.in

Web-link of the AQAR:

http://www.gokhalecollegekolkata.edu.in/AQAR-IQAC/AQAR_2013-14.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: DD/MM/YYYY

01-09-2008

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

2013-2014

1.9 Details of the previous year's AQAR submitted to NAAC after

the latest Assessment and Accreditation by NAAC

   i. AQAR   2008-2009   12.09.2014

   ii. AQAR   2009-2010   12.09.2014

   iii. AQAR   2010-2011   12.09.2014

   iv. AQAR   2011-2012   12.09.2014

   v. AQAR   2012-2013   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 [√]

. (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-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

| 39(till January,2014) |
| 8(Since January, 2014) |

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

| 39(till January,2014) |
| 16 (Since January, 2014) |

2.10 No. of IQAC meetings held: [09]

2.11 No. of meetings with various stakeholders: No. [9] Faculty [8]

Non-Teaching/ Staff/ Students [ ] Alumni [ ] Others [1]

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

If yes, mention the amount

| Rs. 3,00,000/- for next 5 year period |

2.13 Seminars and Conferences (Only quality related)

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

Total No.	**1**	International		National		State		Institution Level	1

(ii) Themes

NAAC Reaccreditation

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

> ➢ As part of the yearlong celebrations of the Platinum Jubilee year a social outreach programme was undertaken to extend material assistance to a Deaf and Blind school in Howrah.
> ➢ Platinum Jubilee celebrated through a number of programmes
> ➢ Several seminars and special lectures organized by many departments

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
❖ To publish the first issue of the Academic Journal ❖ To form an Alumni Association ❖ To celebrate Platinum Jubilee through a number of programmes ❖ To maintain a high academic standard ❖ To apply for extension of affiliation inChemistry Honours	❖ Academic Journal published with ISSN number ❖ Commemoration Volume published ❖ Platinum Jubilee celebrated through a number of programmes ❖ College hours extended ❖ Alumni Association registered ❖ Extension of affiliation obtained from University of Calcutta

* Attach the Academic Calendar of the year is 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

- Remedial classes by former students introduced
- Mock tests for preparing students for University examination
- College hour extended to accommodate one more teaching period
- First issue of Academic Journal with (ISSN No.) published.
- Commemoration Volume inaugurated by the Honourable Governor of West Bengal
- Alumni Association formed
- Student exhibition held
- Environment Awareness Programme held
- Inter college quiz competition held
- Inter college extempore competition held
- Attendance records published every month
- Internal examination were held and results published as per schedule.
- Parent Teachers' meetings held to apprise guardians of their ward's performance
- Strict adherence to academic calendar for completion of syllabus
- Optimum utilization of college space through efficient Timetable management
- A special Annual Day Programme was organized at Kala Mandir in keeping with the tone of the Platinum Jubilee Celebrations

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	21	NIL	4	3
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1			1
Others				
Total	22		4	4

Interdisciplinary	1 (computer education)			
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 √	22

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [√]   Students [√]

(*On all aspects*)

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

An analysis of the feedback is provided in the Annexure

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Contractual)
35+1+3	15	20	NA	03

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

23

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**
1	14							1	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

| Guest Faculty 57 | | - | - |

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National level	State level
Attended	4	14	7
Presented papers	4	08	1
Resource Persons	—	—	—

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

- ICT enabled classes
- Class Presentations
- Special Lectures
- Student seminar
- 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)

N.A.

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

1	—	—

2.10 Average percentage of attendance of students

| 79.07 |

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	13		—	13	—	1 00
ENGA	32		—	21	—	1 00
ECOA	21		3	18	—	100
ELTA	01		1	—	—	1 00
PHSA	—	—	—	—	—	1 00
MTMA	21		4	10	7	1 00
CNDV	2		—	2	—	1 00
PSYA	20		19	1	—	1 00
EDCA	9		1	8	—	1 00
PLSA	14		2	10	2	1 00
PHIA	12		3	9	—	1 00
HISA	8		1	7	—	1 00
ASPV	6		3	3		1 00
CMEV	—		—	—		1 00
HINA	6		1	5		1 00
GEOA	36		12	24		1 00
TOTAL	201		50	142	9	

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

a) Academic Calendar framed at the beginning of Academic Session, b) Regular internal examinations and the smooth conducting of Mid-term and Selection Tests c)Evaluation of students is made through-i) Tutors' meeting, ii) preview of results by Teachers' Council, iii) Departmental Meetings, d) Parent- teacher interface, e) f) Supplementary classes, g) Timely publication of Examination results h) Remedial classes taken by former students of the College

2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC –Faculty Improvement Programme	1
HRD programmes	–
Orientation programmes	2
Faculty exchange Programme	–
Staff training conducted by the University	1
Staff training conducted by other institutions	–
Summer / Winter schools, Workshops, etc.	4
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Position	Number of permanent positions filled during the year	Number of positions filled temporarily
Administrative staff	7	9	NIL	NIL
Technical Staff	9	5	NIL	NIL

Criterion –III

3. Research, Consultancy and Extension

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

The central student project was brought under the guidance of the newly formed research cell. The Minor projects continued, quite a few student projects were carried out by various department.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	–		1 (one)	–
Outlay in Rs. Lakhs	–		Rs. 2,17,500/-	–

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1(one)	1(one)	1
Outlay in Rs. Lakhs	-	–	Rs. 85,750/-	-

3.4 Details on research publication

	International	National	Others
Peer Review Journals	1	8	1
Non-Peer Review Journals	–	5	15
e-Journals	3	–	–
Conference proceedings	1	4	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	2013-14 onwards	INSA	—	Rs. 2,17,500/-
Minor Projects	2 ongoing+1 submitted	UGC	Rs. 17,000 /-	—
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/College				
Students research projects (Other than compulsory by the University)	2013 onwards	College		
Any other (Specify)				
Total				Rs. 2,17,500/-

4

3.7 No. of books published   i) With ISBN No. (3) Chapters in Edited Books   (4)

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. 42,750/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	—	1	1	—	3
Sponsoring agencies	—	UGC	College	—	College

3.12 No. of faculty served as experts, chairpersons or resource persons (0)

3.13 No. of collaborations   International (—)   National   (1)   Any other (3)

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. 2,17,500/-)

3.16 No. of patents received this year

Type of Patent		Number
	Applied	–
National	Granted	–
	Applied	–
International	Granted	–
	Applied	–
Commercialized	Granted	–

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
1	–	–	–	1	–	–

3.18 No. of faculty from the Institution

  Who are Ph.D. Guides | 1 |

  And students registered under them | 1 |

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

3.20 No. of Research scholars receiving the Fellowship (Newly enrolled + 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 | 2 |

NCC | — | NSS | — | Any other | 1 |

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

- ❖ Memorial Service for Founder Principal of the College held on 18.11.13
- ❖ The grave of the Founder-Principal Dr. S.E. Rani Ghosh was cleaned and the tomb stone renovated.
- ❖ Blood Donation Camp held in association with West Bengal Voluntary Blood Donors Association on 18.11.13
- ❖ The staff and students of the college visited Ananda Bhavan Deaf and Blind School, Dhulagarh, Howrah, and distributed books, teaching aids, dry foods, fruits, clothes, winter garments, blankets, sweets etc. on 26.11.2013.

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	23	–	–	–
Laboratories	14	–	College funds	–
Seminar Halls	4	2	–	–
No. of important equipments purchased (> 1-0 lakh) during the year.	125	—	UGC	207
Value of the equipment purchased during the year (Rs. In Lakhs	Rs. 20,13,803/--	Rs. 5,85,009/-		Rs. 25,98,812/-
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	26,069	Rs.6,18,000.29/-	318	Rs.42,557.81/-	26,387	Rs.6,60,588.10/-
Reference Books	1439	Rs. 2,51,667.28/-	150	Rs. 1,04,690.19/-/-	1589	Rs. 3,56,357.47/-
e-Books	80409	Rs. 5000/-	–	–		Rs. 5000/-
e-Journals	6		–	–		
Journals	5902	Rs.4560/-	-	-	7	Rs.4,560/-
Digital Database	–	–	–	–	–	–
CD & Video	–	–	–	–	–	–
Others (specify)	–	–	–	Rs. 1,47,248/-	–	Rs. 10,26,475.180/-

4.4 Technology up gradation (overall)-

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others(Library, , Staff rooms)
Existing	40 (+ 4 non-functional)+ 2 Laptops (from MRP)	0	18	1	1	Computers - 5 Printers - 4 LAN - 5 Photocopier- 1 LCD Projectors - 2	Computers - 21 Printers- 6 Multimedia- 7 DVD Player- 1 Headphones- 4 Scanners - 1 Headphone with Mic.- 2 Softwares - 5 (Geography-1, Maths-1, Psychology-3)	Computers - 7 Photocopier- 1 Printers- 1 Softwares – 1 (Lib.- LIBSYS Starter)
Added	0	0	10	0	0	0	0	0
Total	40 (+ 4 non-functional)+ 2 Laptops (from MRP)	0	28	1	1	Computers - 5 Printers - 4 LAN - 5 Photocopier- 1 LCD Projectors - 2	Computers - 21 Printers- 6 Multimedia- 7 DVD Player- 1 Headphones- 4 Scanners - 1 Headphone with Mic.- 2 Softwares - 5 (Geography-1, Maths-1, Psychology-3)	Computers - 7 Photocopier- 1 Printers- 1 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.)

- ❖ 2 faculty member and 5 non-teaching members received computer training
- ❖ Internet access for all through UGC Network Resource Centre
- ❖ Computer facility for some departments
- ❖ Computer training for students in collaboration with Pranavananda Institute of Management and Technology.
- ❖ Computerized database for Office
- ❖ Internet facility in the Office

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 2,73,073/-
ii) Campus Infrastructure and facilities	Rs. 13,82,966/-
iii)Equipments	Rs.3,854/-
iv) Others	Rs.25,82,836/-
Total:	**Rs. 42,42,729/-**

Criterion – V

5. Student support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ Mock tests
- ❖ Remedial Classes by former students
- ❖ Student exhibitions
- ❖ Open book examination
- ❖ Supplementary classes
- ❖ Tutorials
- ❖ Home assignments
- ❖ Special lectures
- ❖ Preparatory tests
- ❖ Class assignments Class presentations
- ❖ Library upgraded

5.2 Efforts made by the institution for tracking the progression

❖ Tutorials are taken to ensure students comprehend through continuous evaluation ❖ Supplementary classes taken after completion of selection test

5.3 (a) Total Number of Students

UG	PG	Ph. D.	Others
742	—	—	—

(b) No. of students outside the state | 7 |

(c) No. of international students | NIL |

Men

No	%
NIL	

Women

No	%
742	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
783	46	7	4	–	726	684	52	11	4	1	742

2062:462

Demand ratio   4.46   Dropout %   0

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

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

No. of students beneficiaries

All those who sought help

5.5 No. of students qualified in these examinations

NET — SET/SLET – GATE – CAT 1

IAS/IPS etc – State PSC – UPSC – Others 10

5.6 Details of Student counselling and career guidance

The college does not have a formal counselling system but teachers are always available for academic counselling and career guidance. Teachers also help students to cope with problems and stress in their personal lives as and when required.

No. of students benefitted Majority

5.7 Details of campus placement

On Campus			Off Campus
Number of Organisations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	50+2	12+0	—

5.8 Details of gender sensitization Programmes

- ❖ The department of Political Science organized a Sate-level seminar on "Women in Public Space : a Political Enquiry"
- ❖ The Institution in collaboration with "Samagom" an NGO organized work shop on "Atrocities on Women-Vis-vis Role of Counseling"
- ❖ Several Departments, in their own ways, sensitize students on gender issues through projects, presentation 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 | 2 | National level | 2 | International level | 0

5.10 Scholarships and Financial Support

	Numbers of Students	Amount
Financial support from institution	1	Rs. 6,170/-
Financial support from government	3	Rs. 20,700/-
Financial support from other sources		
Number of students who received International/National recognitions		

5.11 Student organized/initiatives

Fairs: Sports: State/ University level | — | National level | — | International level | →

Exhibition: Sports: 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 :_____NIL_____

Criterion – VI

6. Governance, leadership and Management

6.1 State the Vision and Mission of the institution

The vision of Gokhale Memorial Girls' College is:
To develop and empower women through education that fosters knowledge and skills, promotes values of equality, secularism and National integration, moulds character through discipline and rigour and creates an open mind capable of assimilating the best traditions of the East and the West.
The mission statements of Gokhale Memorial Girls' College aim at translating its vision into action plans through:
- ❖ Dissemination of knowledge leading to academic excellence and personal growth.
- ❖ Stimulation of the academic environment of the Institution for promotion of quality in teaching-learning
- ❖ Maintenance of a balance between education that promotes knowledge per se and training that imparts skills for employability
- ❖ Broadening the base of women's education in keeping with the framework of a pluralistic society
- ❖ Inculcation of egalitarian, secular and non-parochial values among students in addition to the core values of honesty , discipline, courage, compassion, self-respect as well as respect for others
- ❖ Promotion of all-round development of the students to face the emerging and futuristic challenges arising from complexities of the rapidly changing national and international scenario

6.2 Does the Institution have a Management Information System

Though the College does not have a formal MIS, yet it does have a functional database to serve academic and administrative purposes which leads to enhancement of quality in governance in areas such as :
- Administrative procedures including finance
- Students' Admission
- Students' record
- Evaluation and Examination 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 Board of Studies Meetings
- The faculty provides suggestions to teachers who are members of Board of Studies
- The faculty attends workshops on curriculum restructuring/ modification

6.3.2 Teaching and Learning

- Class presentations
- Special lectures
- Debates
- Wall presentations
- Students research projects
- Library up-gradation
- Field visits
- ICT-enabled teaching and learning
- Workshops for students
- Remedial Classes by former students

6.3.3 Examinations and Evaluation

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

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 are undertaken by departmental teachers

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
- Upgradation of laboratories
- Reprographic facilities

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

- Full time permanent faculty are appointed on College Service Commission's recommendation.
- Vacancies are intimated to College Service Commission and necessary follow-up measures taken.
- Contractual and Guest Lecturers are appointed to fill up existing vacancies
- Casual staff appointed against non-teaching vacancies
- Out sourcing of non-teaching staff for smooth functioning of the institution.

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	1

6.5 Total corpus fund generated | Rs. 1,57,94,110/- |

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	
Authority	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes	Higher Education Department, Government of West Bengal	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?

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Financial support from Alumni for infrastructural improvement

6.12 Activities and support from the Parent – Teacher Association

- Such association does not exist. However Parent-Teacher interfaces were organized by all department in the interest of the students and suggestion were sought from the guardians for the overall improvement of the institution
- Guardians appraised of their wards' performance as well as the overall functioning of the college was sought

6.13 Development Programmes for support staff

Computer training for two teaching and five non-teaching staff members

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

- The college promotes an eco-friendly environment by planting seasonal variations of flora
- The department of Physics organized a seminar on e-based management
- A talk on environ mental awareness and poster presentation was organized by the in institution.
- Maintenance of hygienic underground and overhead water reservoir
- Special varieties of trees are planted to minimize air pollution
- Maintenance of clean campus

Criterion – VII

7. Innovations and Best Practices

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

- Remedial classes by former students introduced
- Mock test for preparing students for University examination
- College hour extended to accommodate 1 more teaching period
- First issue of Academic Journal with (ISSN No.) published.
- Commemoration Volume inaugurated by the Honourable Governor of West Bengal
- Alumni association formed
- Student exhibition held
- Environment Awareness Programme held
- Inter college quiz competition organized
- Inter college extempore competition held
  .

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

- Remedial classes by former students introduced
- Mock tests for preparing students for University examination
- College our extended to accommodate 1 more teaching period
- First issue of Academic Journal with (ISSN No.) published.
- Commemoration Volume inaugurated by Givernor
- Alumni association formed
- Student exhibition held
- Environment Awareness Programme held
- Inter college quiz competition
- Inter college extempore competition held
- Attendance records published every two months
- Internal exams were held and results published as per schedule.
- Parent Teachers' meetings held to apprise guardians of their wards' performance
- Strict adherence academic calendar for completion of syllabus
- Optimum utilization of college space through efficient Timetable management
- Annual sports held
- Students seminar held

7.3 Give two Best Practices of the institution

- College hour extended to accommodate one more teaching period to tackle space constraint
- Remedial classes to assist weak learner taken by former students of the department concern, thus strengthening the departmental bonds.

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7.4 Contribution to environmental awareness / protection

- The college promotes an eco-friendly environment by planting seasonal variations of flora
- The department of Physics organized a seminar on e-waste management
- A talk on environmental awareness and poster presentation was organized by the institution
- Special varieties of trees are planted to minimize air pollution
- Maintenance of clean campus
- Observance of NO PLASTIC DAY

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

7.6 Any other relevant information the institution wishes to add

STRENGTH: i) Good profile of students
           ii) Effective teaching and learning process
           iii) a filling of esprit de corps manifested in the success of the programmes arranged to celebrate the Platinum Jubilee Year
WEAKNESS: i) Inspite of sincere efforts by the authorities, space constraint could not be removed
       ii) Faculty positions vacant
       iii) Office under staffed
OPPORTUNITY: i) Urban location of the college
           ii) Excellent connectivity with Kolkata and Howrah District as well
THREAT : i) Some departments and Library are under staffed
       ii) Lack of space preventing introduction of new courses which are in demand

8. Plans of institution for next year

- Maintenance of academic standard and environment conducive to learning
- Introduction of PG diploma in counselling
- Providing coaching classes for students to appear in competitive examinations
- Increasing students facilities- like water coolers, gymnasium, Cerate course, student appraisal through bulk SMS service
- Continuation of academic journal
- Plan to upgrade General Course in Chemistry to Honours Level despite space crunch
- Plan to address the space crunch by approaching the relevant authorities to sanction extension of college building.

     Name   Name

Mausumi Mukherjee.

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

Dated: 12.09.2014

Annexure 1

Abbreviations:

CAS	-	**Career Advancement 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**