



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	GOKHALE MEMORIAL GIRLS' COLLEGE
Name of the head of the Institution	Dr. Atashi Karpna
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03322238287
Mobile no.	9830456984
Registered Email	gokhalecollegekolkata@gmail.com
Alternate Email	gmckolkata.iqac@gmail.com
Address	1/1, Harish Mukherjee Road, Kolkata - 700020
City/Town	Kolkata
State/UT	West Bengal
Pincode	700020

2. Institutional Status																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Women																						
Location			Urban																						
Financial Status			state																						
Name of the IQAC co-ordinator/Director			Dr. Sanchita Sen																						
Phone no/Alternate Phone no.			03322232355																						
Mobile no.			9433026104																						
Registered Email			sanchitasen.sen@gmail.com																						
Alternate Email			principal.gokhalecollege@gmail.com																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			http://www.gokhalecollegekolkata.edu.in/AQAR-IQAC/AQAR_2015-16.pdf																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			http://www.gokhalecollegekolkata.edu.in/GokhaleCollege-Calendar-20162017.htm																						
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.62</td> <td>2008</td> <td>16-Sep-2008</td> <td>15-Sep-2013</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.79</td> <td>2016</td> <td>19-Jan-2016</td> <td>18-Jan-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.62	2008	16-Sep-2008	15-Sep-2013	2	B	2.79	2016	19-Jan-2016	18-Jan-2021
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2	B	2.79	2016	19-Jan-2016	18-Jan-2021																				
6. Date of Establishment of IQAC			01-Sep-2008																						
7. Internal Quality Assurance System																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries														
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IQAC		
Feedback from Non-teaching Staff	22-Jul-2016 1	25
Feedback from Alumni	22-Jul-2016 1	25
Meeting of IQAC	05-Apr-2016 3	10
Meeting of IQAC	15-Jul-2016 2	8
Meeting of IQAC	10-Feb-2017 3	8
Meeting of IQAC	21-Mar-2017 3	8
Feedback from Students	25-Jun-2017 1	231
Feedback from Employers	05-Aug-2016 1	5
Feedback from Teaching Staff	22-Jul-2016 1	43

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Gokhale Memorial Girls' College	Grant	UGC	2016 1	116000
Gokhale Memorial Girls' College	Grant	State government	2016 1	41105840
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
<ul style="list-style-type: none"> • College became a local chapter of NPTEL, an MHRD initiative • Sanitary napkin vending machine incinerator installed • "Monochrome" an effort of Literary Society was invited. • NSS Unit 1 of the College remained very active and observed i) World Environment Day, ii) International Aids day, iii) No Plastic day • Concrete steps taken to increase available space 	
No Files Uploaded !!!	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
1) Effort to increase space as per NAAC recommendation	Concrete steps taken to increase available space
2) To obtain fund from RUSA I fund	Application made and presented to obtain the RUSA I fund
3) To promote female hygiene	Sanitary Napkin vending machine installed
4) To maintain academic standard	Academic standard maintained as evident from university results.
5) Plan to introduce PG in Human Rights	Relevant authorities approached and inspection completed for the purpose.
6) Plan to introduce Sociology General course	Approval obtained from relevant authorities for the same.
7) Plan to introduce student scholarship on merit basis	Student scholarship of Rs. 7,000/
8) Plan to increase student assistance in view of increasing application from students	Money curtailed from Annual Day Celebration to increase students assistance.
9) Plan to promote technology enhanced learning	College became a local chapter of NPTEL, an MHRD initiative
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14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
College Governing Body	04-Jun-2019
15. Whether NAAC/or any other accredited	No

body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	31-Mar-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The College has a Management Information System (MIS) which comprises of the following- (a) Admission Data Base (b) Computerised Student Data Base (c) Operational Libsys in the College Library (d) Computerised Official Documents Data Base (e) Financial Data management with Tally (f) e billing through IFMS The Admission Data Base maintained by the computers provide detailed information on the admission process that includes ? Preliminary information on Courses offered, Honours and Major along with the Elective Subject combinations, intake capacity, the college fee structure , the procedure of online submission of applications for admission and payment of application fees, and information on value added courses and help desk features maintained. ? Merit List publication dates, merit lists and procedure of admission to different courses ? Admissions of the 2nd year and 3rd year students The Student Data Base includes the following:- (i) All records of the students newly admitted to the 1st year (ii) Admission records of the 2nd year and 3rd year students (iii) Current class attendance records of all the students (iv) Records of Internal and University Examination results (v) Records of Annual Sports, Cultural, Extracurricular and Cocurricular activities of students (vi) Records of admissions in value added courses (vii) Archives The College Library maintains its own information system in the following manner: - The College Library is partly automated. For library database management the software LSEASE (Libsys) is used. Users can access the</p>

automated library catalogue. Library circulation system is also automated. The bar coding for both books and user card is an ongoing process. Users can access NLIST and other eresources through the internet facilitated by the College library. The College has an effective MIS for proper storage and accessibility of official documents and data. Official documents include (i) All college notices for students and staff (ii) All correspondences (iii) All Government and University notifications (iv) All Tender notices

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

College has no direct role in curriculum planning because there is no scope, but tries to convey suggestions regarding restructuring of curricula through teachers who are members of Board of Studies, for respective subjects in the University of Calcutta. The College maintains adequate documents regarding the syllabi of different subjects in the library for reference by both students and teachers. All revisions of syllabus are implemented as soon as they are introduced by the university. The teaching of the curriculum is well-planned; the lectures to be delivered are planned much ahead of their scheduled delivery. The content of the syllabus is adequately covered in the lectures provided and the reference materials provided by the teachers. Often the class lectures advance beyond the immediate scope of the syllabus to enrich the conceptualization of the subject- matter by the students. The entire syllabus is subdivided into smaller parts to complete in each academic year and specific portions are allotted to specialized teachers. Thus the syllabus is completed in each small portion in each part of the three-year course (1+1+1). The student mentoring system hovers around the following methods of evaluation: (a) Formative and summative assessments (b) Tutorial classwork (c) Home assignments, projects (d) Ability of students to interpret a concept/theory/ and ability of cognition of an already existing notion. (e) Students' understanding of using updated methodology of critical analysis of a text (Humanities/Literature) (f) Ability of students to undertake in-depth study of the Course syllabus as well as research- oriented study in the respective disciplines using various available resources. As mentioned initially, the course syllabus in each subject is prescribed by the University and the college documents the same in the form of printed copies. These printed copies are preserved in the College Library and readily available for perusal by both teachers and students alike as and when needed. This ready availability fosters consistency: consistency within curriculum structure, standards, and expectations; and increases collaboration between the teachers in a department as they see their colleagues as resources and allies in the process of assessing the efficiency of delivery of the curriculum, completion of syllabus, setting of proper question papers for evaluation and above all, guiding the students towards improved outcomes. Students too are benefited immensely as they continue to consult the organised course curriculum available in print to self-assess their progress in learning and their preparedness for College and

University examinations.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Courses	None	01/07/2017	3	Employability in IT sector skills in computer	Skills in basic computer fundamentals, desktop publishing and web designing
Supervisory Skills and HR Associate	None	01/07/2017	2	To increase employability in the HR department of Corporate establishments	Development of human resource management and supervision skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	230	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Computer Course	01/07/2016	161
Supervisory Skills HR Associate	01/07/2016	69

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Structured feedback forms are provided to all stakeholders like employers, alumni, teachers and nonteaching staff. The feedback is in a questionnaire format where stakeholders are required to provide their opinion on specific aspects and issues of institutional development. The feedback forms are designed to encompass all relevant issues. The College obtains feedback from the final batch of students every year to obtain information regarding their experience in terms of the overall performances of both the teaching and the nonteaching staff of the college. Students fill in the feedback forms and provide their assessment of the curriculum, curriculum delivery and curriculum implementation the processes of curriculum enrichment adopted by the institution in the form of innovative teaching learning methods and infrastructural support. The department wise responses are then statistically analysed and findings are listed. The views and suggestions are also taken into cognizance alongside the statistical findings. Based on the findings, the College takes all feasible steps to make teaching learning, infrastructure and campus life more conducive to quality enhancement in a holistic manner. The College extends the academic facilities and opportunities to the students by introducing courses much in demand. The teachers who are members of Boards of Studies regularly attend workshops organised by the University of Calcutta for design and development of curriculum in different subjects and communicate the stake holders' views to the University. Classroom teaching is supplemented by extramural activities like visits to relevant sites and excursions, relevant to curricula are undertaken to broaden the perspective of students and enrich their subject of study. Teachers' Feedback forms are filled in at the end of the session to assess their views and suggestions on existing and future academic and infrastructural advancements in the college. Teachers also provide their opinions regarding various strategies adopted to facilitate effective learning and the scope for added assignments and supplementary classes. The Employers were requested to give their valued opinion with respect to their satisfaction with the academic performance of their wards satisfaction regarding the contribution of teachers towards holistic development of the institution whether the policies framed by the College Governing Body is supported by the staff maintenance of the college campus and various other improvements regarding the infrastructure of the college. The Alumni give their feedback regarding the academic guidance accorded by the institution towards the students' holistic personality development, social outlook, career choice and growth. The Non teaching staff of the college provide their feedback on the proper functioning of the management regarding infrastructure, financial support and their participation in college activities and opine about the overall development of the college. The opinions of all stakeholders are analysed by a team of external analysts. Simultaneously, the suggestions given are considered and implemented in the best possible manner and to the best possible extent.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA		331	2410	166
BSc		206	1603	149
BVoc		142	335	87

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	936	0	38	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
64	40	6	1	1	5

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Gokhale Memorial Girls' College is one of the pioneering educational institutions of Kolkata. The mentormentee ratio of the institution is 38:936. Hence the teacher student ratio stands at 1:25. The College offers 13 Honours Programs conferring B.A. and B.Sc. Degrees in Honours and 3 Major (Vocational) Programs conferring B.A. and B.Sc. Degrees in Major. In addition, Sanskrit is offered as a General (Elective) subject. Each department maintains a strict mentoring process for students within the prescribed academic framework. The faculty guides the students to help them bring out their best in the course outcomes. Students are mentored not only in their respective Honours courses but also in the Elective (General) subjects chosen by them under the relevant Course Programme. The chief teaching method employed is the lecture method using the traditional black board. This is supplemented with powerpoint presentations and other audiovisual teaching learning aids as and when required. As a part of holistic learning, students are encouraged to read material in addition to the texts and references provided in the syllabus which can deepen their understanding of the subject. After the completion of the University syllabus, students are given class assignments which are then checked by the faculty and revision classes arranged as required. Departments then arrange supplementary as well as remedial classes for the weaker students to catch up with the mainstream. Along with the class lectures and explanations, class notes are provided to the students to help them retain the class discussions in their minds. Peer tutoring, Group discussions, tutorial classes, student paper presentations on syllabus related topics and special lectures are held as well. Students' attendance records are maintained on a regular basis to ensure their presence in the class lectures. Midterm examinations, Selection tests and Mock tests are conducted in all departments and outcomes are evaluated by the teachers. Results provide feedback about the performance of each and every student. Apart from the teaching of the contents of the syllabus, the teachers often mentor the students in their personal problems as well as lend their valuable mentorship in different extracurricular activities conducted in the college. Students are encouraged to look beyond the narrow boundaries of their syllabi at relevant contemporary issues. This transfers into thoughtful and intuitive contributions to the college magazine, "Miscellany".

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
936	38	1:25

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
49	34	15	0	19

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Ivy De	Assistant Professor	Ph.D.

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	08	1	10/09/2016	16/02/2017
BA	08	2	30/06/2016	23/12/2016
BA	08	3	25/04/2016	21/06/2016
BSc	09	1	10/09/2016	16/02/2017
BSc	09	2	30/06/2016	23/12/2016
BSc	09	3	25/04/2016	21/06/2016
BVoc	14,15	1	10/09/2016	16/02/2017
BVoc	14,15	2	30/06/2016	23/12/2016
BVoc	14.15	3	25/04/2016	21/06/2016

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A continuous internal evaluation system (CIE) in other words, formative evaluation is followed at the institutional level. For this, various measures are taken for eg, Midterm tests are conducted to evaluate students' progress up to a certain stage. This type of measure is very useful to rectify any drawback/ deficit/ difficulty if any among the students. Likewise measures such as remedial classes, tutorial classes, tutorial tests, mock tests, peer tutoring, revision classes, doubt clearing sessions, home assignments etc. are undertaken well before the students appear for their final examinations. Hence, Continuous Internal Evaluation in the form of summative assessments is appropriately done before the final University examinations, thus enhancing the ultimate performance of the students at the institutional level.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar for the College is drawn up well ahead of the commencement of the academic session and indicated in the College Prospectus. This calendar is strictly adhered to, except in certain exceptional circumstances. The calendar closely follows the schedule prescribed by the affiliating University. The Academic Calendar is drawn on month wise basis with corresponding College activities which is designed with preplanned time frame adhering to the University schedule. Various types of initiatives such as Parent Teacher meetings, Memorial Lectures, Academic Reforms are chalked out. More significantly, the academic calendar specifies the routine of regular classes as well as conducting of all institutional examinations as well as the specific time of conducting examinations. Maximum adherence to the academic calendar is ensured by the institution. In addition, each department prepares its own academic calendar for each academic session wherein is shown the exhaustive distribution of the syllabus along with duration for the entire faculty.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/ProgramOutcomes.htm>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
08	BA		109	109	100
09	BSc		93	90	97
14,15	BVoc		44	43	98

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/StudentSatisfactionSurvey.htm>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1	INSA	725000	72500
Minor Projects	5	UGC	340000	64000
Any Other (Specify)	1	College	10000	0

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Know your Newspaper and Magazine	Advertising, Sales Promotion and Sales Management	20/03/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not Applicable	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Bengali	3	0
National	Economics	3	0
National	Hindi	1	0
National	History	1	0
National	Philosophy	5	0
National	Physics	2	0
National	Psychology	3	0
International	Economics	6	5.61
International	Mathematics	3	3.1
International	Physics	4	0

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	7

Economics	6
History	1
Philosophy	4

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2016	0	0	0
0	0	0	2017	0	0	0

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2016	0	0	0
0	0	0	2017	0	0	0

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	9	3	0
Presented papers	3	7	0	0
Resource persons	0	1	2	2

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	Association of Voluntary Blood Donors Association, West Bengal	4	50
A Seven day Special Camp at Ananda Bhawan Deaf and Blind School at Jagatpur Village, howrah, West Bengal	NSS Unit1 of the College and Ananda Bhawan Deaf and Blind School and Indian Cancer Society	2	30

Seminar on National Youth Day	NSS Unit1 and University of Calcutta	3	15
Social Outreach Programme	Social Outreach Committee of GMGC Kalyanbrata Sangha High School, Howra	8	36
Social Awareness Programme -Tree Plantation Ceremony	NSS Unit 1	6	30
Social Awareness Programme - National Integration Day	NSS Unit 1	2	30
Social Awareness Programme - Special Lecture on World Aids Day	Association of Voluntary Blood Donors Association, West Bengal	2	30
Social Awareness Programme - Workshop on "Social Service - Blood Donor Motivation	Gokhale Memorial Girls College	5	25

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
None	None	None	0

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS Awareness	Voluntary Blood Donors Association, West Bengal	Special Lecture for Students on AIDS Prevention	4	48
Protection of Women from Domestic Violence	Mahalandi Mukti Welfare Society and Coordinated by District Legal Services Authority, South 24 Parganas, West Bengal	Workshop	3	65
Save the Girl Child	Anjana Ghosh Memorial Social Welfare Trust,	Seminar	4	60

Tajpur, East
Midnapur, West
Bengal

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
None	None	None	00

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Campus Rcruitment Training	Campus to Corporate	Tata Consultancy Services Ltd. Human Resource, Unitech Hightech, Structures, IT/ITES SEZ Block A, Tower I, II and III, Action Area 1, New town, Kolkata 700156, 9133 66363076, 91 9830894567	20/04/2017	12/05/2017	25 3rd Year Students
Orientation Program	Career in Human Resource Management	Trust Klub Consulting Pvt. Ltd., 59, Hemchandra Naskar Road, 3rd Floor, Kolkata 700010, www.trustklub.co m	15/05/2017	15/05/2017	8 3rd Year Students

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers
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			participated under MoUs
Pranabananda Institute of Management and Technology	01/07/2016	Imparting computer training and HR supervisory skills to students	230

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6430000	1901741

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Libsys	Partially	WebCentric LSEASE Software 3 Users	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	26710	720578	182	56364	26892	776942
Reference Books	1929	467479	258	93299	2187	560778
e-Books	135000	5000	3000000	5000	3135000	10000
Journals	7	5370	0	0	7	5370
e-Journals	6000	5000	0	5000	6000	10000

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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No Data Entered/Not Applicable !!!

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	37		1	1	1	22	60	200	18
Added	3					1	1		
Total	40	0	1	1	1	23	61	200	18

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
40000	70982	155000	1258716

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The policies and procedures undertaken for proper utilisation and maintenance of physical, academic and support facilities entail the following: Formation of various committees for smooth and efficient management of activities. This gives the opportunity to the faculty to develop administrative skills and enhances their ability to guide the students in the extracurricular field. There is scope of decentralisation in decision making as each committee is assigned a specific task and members draw up the plans for performance with consensus among themselves. The objective is to ensure completion efficiently and well within the time period stipulated. The committees are constituted by the Principal in consultation with HOD/ senior teachers for one academic year. Overall supervision by the Principal of all the activities planned to be executed by the committees ensures their efficient completion. The important academic and administrative committees of the college are as follows • Internal Quality Assurance cell • Academic Sub Committee • Tutor Committees for each session • Timetable Committee • Library Committee • University Exam Committee • Internal Exam Committee • Admission Committee • Website Committee • Anti ragging cell • Sexual Harassment Cell • College Magazine Committee • Academic Journal Committee

Class rooms: The College makes intensive use of available space. Class timetable is drawn up in a manner such that all Honours and Major subjects along with the Elective Combination subjects are accorded uniform class duration and therefore class room spaces as appropriate for classes with different population sizes ensuring a thorough and well planned system of

classroom allocation and reasonably comfortable accommodation for the students. Class rooms and blackboards are cleaned and hygiene is maintained in Student washrooms regularly. Regular monitoring of electrical connections especially in laboratories is done. The College ground is kept clean and green. Fire safety is adequately maintained. Teachers' Council : The College has a Teachers' Council, comprising of the teaching staff of the college, a teacher Secretary and the Principal as Chairperson. The Teachers' Council holds meetings at regular intervals to discuss important academic concerns and issues such as examination schedules, academic calendar, committee formation and activities and others for each academic year. Library: 1. Open access reading facility 2. Book lending facility 3. Searching database on computer facility 4. Internet facility 5. Reprographic services 6. Book Bank facility for financially weak students 7. Reading room facility 8. Newspaper reading facility 9. Career counselling guidance book facility 10. Bar coding of books. Sports facility: 1. Students are encouraged to participate in college level, university level and state level competitions. 2. A Gymnasium has been established for regular exercise and to enhance physical fitness. 3. A karate course has also been conducted and continued for three months as a self defence course. Laboratory facilities: All the laboratory based departments are well designed, well equipped and updated with the demands of the syllabus. Computer facility: All the departments are computer equipped. Practical departments use software for conducting practical classes. Alternative supply of electricity is provided by a 62.5 KV generator.

<http://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/QualityInitiatives.htm>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial Assistance for Needy Students	9	27000
Financial Support from Other Sources			
a) National	Kanyashree Prakalp 2,	22	550000
b) International	Nil	0	0

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling of Students by Prof. (Dr.) Nilanjana Sanyal	31/01/2017	90	Department of Psychology University of Calcutta
Personal counselling of Students by Prof. (Dr.) Nilanjana Sanyal	28/02/2017	90	Department of Psychology, University of Calcutta

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Nil	0	0	0	0
2017	Nil	0	0	0	0

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Tata Consultancy Services Ltd.	25	15	Wipro	1	1

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	29	B.A.	English	University of Calcutta, Jadavpur University, BHU, RBU	M.A.
2016	3	B.A/B.Sc.Voc	Advertising, Sales Promotion and Sales Management	IISWBM Kolkata, Narsee Monjee Institute of Management Mumbai, Manchester Metropolitan University, UK,	Masters (social Welfare), PGDM Marketing, M.Sc in Logistics & Supply Chain Management, M.Voc.

2016	32	B.A./B.Sc (Honours)	Geography	University of Calcutta, Symbiosis Pune	M.Sc., MBA
2016	4	B.A. (Honours)	Hindi	University of Calcutta	M.A.
2016	19	B.Sc.Voc.	Clinical Nutrition and Dietetics	IIEST Shibpur, All India Institute of Hygiene and Public Health, Boston University USA, SNDT University, Mumbai, College of Medicine and JNM hospital, Periyar University, J.D. Birla Institute,	M.Sc. (Clinical Nutrition & Dietetics), M.Sc. (Food and Nutrition), M.Sc. (food Processing) M.Sc. (Nutrition), Masters in Hospitality Administrati on
2016	6	B.A.Voc	Communicativ e English	Jadavpur University	M.A. (Mass C ommunication)
2016	9	B.A. (Honours)	Bengali	University of Calcutta, RBU, Lady Brabourne College,, bthune College, Bagbazar Womens College	M.A.
2016	19	B.Sc (Honours)	Economics	University of Calcutta, Durham Unive rsity,uk, RBU, Barasat State University West Bengal	M.A./M.Sc./ Masters in experimental Economics
2016	8	B.A. (Honours)	Education	University of Calcutta, RBU, Netaji Subhas Open University	M.A.
2016	7	B.A. (Honours)	History	University of Calcutta	M.A.

2016	12	B.Sc. (Honours)	Mathematics	Jadavpur University, Vidyasagar University, Techno India, Lady Brabourne College, Amity University Noida, IEM Manipal Institute	M.Sc., MBA, MCA
2016	3	B.A. (Honours)	Philosophy	University of Calcutta, RBU, Presidency University	M.A.
2016	2	B.Sc. (Honours)	Physics	University of Calcutta	M.Sc.
2016	9	B.A. (Honours)	Political Science	University of Calcutta, Jadavpur University	M.A.
2016	12	B.A./B.Sc (Honours)	Psychology	University of Calcutta	M.sc. in Pure and Applied Psychology

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	1
Any Other	2
Any Other	1
Any Other	2

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	Institutional	110
College Foundation Day Celebration	Institutional	95
Annual Competitions	Institutional	60
Annual College Exhibition	Institutional	400
Student Seminar	Institutional	52

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	2nd Prize in Extempore Speech on Sister Nivedita held in Ram Krishna Mission Institute of Culture, Kolkata	National	0	1	14/BSCH/0135	Trinanjana Choudhuri
2016	1st Prize in All India Essay Writing Event	National	0	1	14/BAH/0206	Madhurima Chatterjee

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College does not have a formal Student Council. However, students of each year in each Honours and Major subjects are represented by their respective Class Representatives in the Student Welfare SubCommittee of the College. After proper and timely notification by the college authority, the class representative is chosen through consensus/vote by the students of the class. The class representatives meet with the teacher members of the Student Welfare SubCommittee from time to time and discuss the problems of the students and also make their suggestions for problem alleviation. Student grievances are addressed in such meetings wherein teacher members give a good hearing and encourage class representatives to help resolve the contentious issues and assist closure. Class representatives communicate with the departmental teachers as well as the students and assist them in organizing various college activities. They also assist the faculty in matters such as distribution of reading material, dissemination of information on class routine and other information as deemed necessary to be conveyed. They also provide suggestions on ways to make campus life more comfortable and exciting. They represent the aspirations of their classmates.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Gokhale Memorial Girls' College Alumni Association was formed in February, 2014 and registered with the Registrar of Firms, Societies and NonTrading Corporation, West Bengal in August, 2014. The Objectives of the Association are

- Spreading education, imparting care and guidance for the upliftment and emancipation of women.
- Providing for the advancement of education of the financially weak and maintaining the culture of the society at large
- To lift

the rich tradition of Gokhale Memorial Girls' College and to provide continuity between an inherited glorious past to a prospective future. The activities of the Association include - • cultivation of a healthy atmosphere involving the entire community, past present. • organisation of various socio cultural programmes including environmental issues. • organisation of educational programmes like lectures, seminars, workshops, exhibitions, debates, discussion and other exposure opportunities of social, educational and professional references. • organisation of counselling sessions to improve the quality of life of the students. • such other things as may be deemed incidental or conducive to the attainment of foregoing objects. In 2016 17, the total membership stood at 39 members. The Association undertook several programmes in adherence to its aims and objectives. Besides organising student welfare programmes such as health check up and counselling, the Association also contributed a sum of Rs. 19,465/ for purchase of Sanitary Napkin Vending Machine for students, Rs. 1,512/ for general health check up of the Staff and Students, Rs. 1180/ for organising a Special Lecture for the ASPSM department and Rs. 5640/ Collected by the members of the Social Awareness Club in MOHONA 2016, a fete cum exhibition organised by the Alumni Association for the physically, mentally and financially underprivileged section of the society, the proceeds of which were given away for charity. In all, the Association made a valuable contribution Rs. 27,797 towards programmes aimed at benefiting the cause of welfare of the College students and women in general.

5.4.2 – No. of enrolled Alumni:

39

5.4.3 – Alumni contribution during the year (in Rupees) :

27797

5.4.4 – Meetings/activities organized by Alumni Association :

• Health checkup (18, November, 2016) • Annual fete" Mohona" proceeds for charity (23 September, 2016) • Counselling sessions by eminent Psychologist and President of Alumni Association, Prof. (Dr.) Nilanjana Sanyal (31/01/17 28/02/17) • Book launch on World CSR Day (18/02/17) by US Consul General Mr. Craig Hall - "Corporate Social Responsibility in India: Cases and Development after a Legal Mandate' edited by Ms. Nayan Mitra (Assistant Secretary, Gokhale Memorial Girls College Alumni Association). • Interactive session between renowned Advertising and Film veteran Mr. Barun Chanda and the students of Advertising Department on 16/03/17. • Remedial classes for students of Psychology by members of Alumni Association

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

• A number of committees are constituted by the Principal for an academic year with the consent of the teachers concerned in a meeting of the Teachers' Council for the smooth and efficient management of activities. This also gives the opportunity to the teachers to develop administrative skills and enhances their ability by being in charge of various academic, cocurricular and extracurricular activities. There is scope of decentralisation in decisionmaking as each committee is assigned a specific task and members draw up the plans for performance with consensus among themselves. The objective is to ensure efficient and timely completion of the syllabus and also all programmes organised from time to time. The committees are constituted by the Principal in consultation with HODs/ senior teachers for one academic year.

Overall supervision by the head of the institution of all the activities planned to be executed by the committees ensures their efficient completion. • The Principal, the members of the IQAC and all staff members are involved in defining the policies and procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance redressal and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute and in this process, they are amply aided by the efficient cooperation of the nonteaching staff.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	Collaboration with the corporate sector exists so far as it is made by the Vocational departments as requirement the University syllabus to facilitate onjob training for the students in such departments. However there is collaboration with Tata Consultancy Services Ltd. For providing training to final year students in developing Corporate Employability Skills and subsequently Campus Placement for competing students. There is also a tie up with TrustKlub Consultancy which conducts a campus recruitment orientation for career in human resource management every year for final year students.
Admission of Students	The College follows the rules and regulations laid down by the University of Calcutta. The Govt. Reservation policy in admission of new students is strictly followed. Admission process is conducted fully online and admission is strictly meritbased. Online application of admission form in a "Bill Desk" is facilitated. The college maintains full transparency in the admission procedure of the by providing exhaustive information on the college website.
Curriculum Development	The College being primarily an undergraduate college affiliated to the University of Calcutta, has hardly any scope for curriculum planning. However, faculty members put in their valuable suggestions and feedback regarding the course structure through the teachers who are members of board of studies. Despite the limitations in curriculum planning, the institution adopts various innovative methods to execute a wellplanned teaching and learning

process. This consists of a customized academic routine formulated for all disciplines and corresponding departments. Students are regularly mentored through tutorials, class tests, mock tests, remedial classes every year to note their development.

Teaching and Learning

Teaching and Learning-Teaching and learning hovers around: a) Regular classes for the completion of the syllabus, b) Revisions and doubtclearing sessions c) Remedial classes d) Supplementary classes e) Curriculumbased Student Presentations f) Special lectures g) Regular ParentTeacher interface All labbased subjects are equipped with stateofthe art laboratories along with computers. Internet facilities available in the college. The college academic journal "Academia:GMGC" is continued to be published. Students are constantly urged and encouraged to visit the library and also access eresources to obtain an advanced and updated understanding of the topics included in the syllabus.

Examination and Evaluation

Methods of evaluation are adopted for making both formative and summative assessments. Two centralized examinations are held each year, viz., the Midterm Examination and Selection test. Midterm Examination results are declared by the departments. Answer scripts are shown to the students and the scheme of evaluation is explained. After this examination, parent teacher meetings are held and guardians are informed about their wards' progress. Selection tests adhering to the University timetable are conducted to ensure the preparedness of the students for appearing in the final university examination. Tutorial class work and home assignments are given to the students for practice. Model answers are discussed. Peer tutoring is facilitated. Remedial classes are also held. Class tests and Mock tests are held to assess students' progress in class. Apart from these tests, students' presentations in seminars, group discussions, projects in relevant subjects etc. also help in monitoring students' performance and preparedness before the university examinations.

Research and Development

Research activity is encouraged both

among teachers and students. Student projects are encouraged. Funds specifically allocated for student research projects, research projects by contractual lecturers and College Central Research project embracing multiple departments. Few faculty members have been involved in the pursuance of the Ph.D degree under UGC Teacher Fellowship Programme. Faculty members were also engaged in various Minor Research Projects funded by the UGC. The college has budgetary allocation for organizing departmental special lectures where reputed scholars and academicians are invited as speakers. Teachers are encouraged to attend seminars, symposia and workshops throughout India and present papers at both national and international seminars and symposia. They are also encouraged to contribute papers in the academic journal of the College. Teachers are given the opportunity to attend Refresher, Orientation and Shortterm courses under Career Advancement Scheme. INFLIBNET facility is available in the college library and is utilized by both teachers and students.

Library, ICT and Physical Infrastructure / Instrumentation

The College has a well equipped partially automated library digitalised with INFLIBNET facility. Users can access NLIST and other eresources through the internet. The library has an open access reading room and reprographic facility. Each department has a library of its own. The College Library is partly automated. For library database management the software LSEASE (Libsys) is used. Users can access the automated library catalogue. Library circulation system is also automated. The barcoding for both books and user card is an ongoing process. Every year the college library is replenished with books and reference materials with funds provided by both the college and UGC. The college office has a computerised data management system for both financial and nonfinancial matters. Labbased departments are welleguipped with the requisite instruments and materials and purchases are made every year to keep them in good shape for the benefit of the students. Each department has its own computer. Internet facility in

available in the college office and in the library.

Human Resource Management

The FullTime Permanent Faculty and nonteaching staff are appointed by the State Government. The Contractual and Guest faculty is directly recruited by the College based on panels formed via interviews to fulfill academic necessity. Appointment of casual office staff including security personnel is essentially need based and outsourced. Staff meetings are held by the Head of the Institution to ensure smooth functioning of the college. Faculty members are provided with duty leave for presenting papers at seminars and conferences. They are also encouraged to attend software training and enrichment workshops and Refresher, Orientation and Short term courses under the Faculty Development Scheme. There are Staff Welfare Schemes such as festival bonus/advance, health checkup, counselling and medical facilities.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Egovernance in the college has been continually extended with computerized management of processes such as registration, admission, student information, classes, time table, attendance, library, salary and expenses, examinations, performance, results and reports. Several advantages have been obtained • It has increased the efficiency of the various departments and reduced duplication. • Preparation of reports and minutes has become easy and quicker. • Students have been facilitated as submission of forms and payment and obtaining documents and certificates from the college office has become faster. • Interconnectivity between different departments and committees has improved. • Faculty members can be readily access all information past and present as and when required by them for academic, cocurricular and extra curricular planning.
Administration	The scope of egovernance in college administration extends in terms of posting of all categories of college notices on the College Website for whomever it may concern and sending out

	urgent notifications to the students and the College Staff as and when required through bulk text messaging.
Finance and Accounts	finance and accounts including salaries and other receipts and payments are maintained through COSA and HRMS software systems.
Student Admission and Support	Admission is conducted fully online on basis of merit in keeping with Government Reservation Policy University guidelines. Online application of admission forms is facilitated in a "Bill Desk.
Examination	Information about dates, duration, seating arrangements pertaining to all College Internal Examinations and notices regarding University Examinations are posted on the College Website to be visited by both the Students and the Staff.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Nil	Nil	Nil	0
2017	Nil	Nil	Nil	0

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	19/12/2016	14/01/2017	21 day
Refresher	1	02/07/2016	22/07/2016	21 day

Course				
Refresher Course	1	01/12/2016	22/12/2016	21 day
Refresher course	1	02/01/2017	21/01/2017	21 day
UGC Sponsored Short Term Course	1	10/01/2017	16/01/2017	7 day
UGC Sponsored Short Term Course	1	23/02/2017	01/03/2017	7 day
UGC Sponsored Short Term Course	1	22/03/2017	28/03/2017	7 day
Faculty Development Programme	2	06/05/2016	05/05/2017	1 year
National Level Teachers Enrichment Workshop in Mathematics (NLTEWM 2017)	2	15/06/2017	29/06/2017	2 week

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> Refundable festival advance Medical facility Health checkup Counselling 	<ul style="list-style-type: none"> Refundable festival advance, medical facility, health checkup, festival bonus for casual staff 	<ul style="list-style-type: none"> Free studentship Gym facility Medical facility Health Camp

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial audit is conducted externally by a government appointed auditor. For the year 201617, the Higher Education Department of the Government of West Bengal authorised Sri. Ashok Mitra of B. Kumar Co. Chartered Accountants to conduct the audit of college accounts. Audit started on 27.10.2017 and the final report for 201617 was sent by the auditor to the Director of Public Instruction, Govt. Of West Bengal on 24.03.2018. The report stated that the Balance sheet of Gokhale Memorial Girls' college as on 31st March, 2017 and the annexed Income and Expenditure Account for the year ended on that date along with Receipts and Payments Account for the year ending on 31st March, 2017 had been audited. The auditor certified that the same were in agreement with the books of accounts. The report ensured that all the information and explanations necessary for the purpose of audit to the best of their knowledge and belief

had been obtained and the said accounts READ WITH THE NOTES ON ACCOUNTS - for the year ending on 31st March, 2017

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
1) Shailesh Memorial Educational Trust, 2) Dr. Mousumi Mukherjee, Associate Professor Dept. of Political Science, Gokhale Memorial Girls' College, 30) 3) Dr Jhuma Bandyopadhyay Associate professor Department of Physics	131000	For purchase of library books, Satyendra Prasanna Annual Memorial Lecture, Cash award for Student acquiring the 2nd Position in University final examination

6.4.3 – Total corpus fund generated

65483950

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	Higher Education Department, Govt. of West Bengal	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

A formal ParentTeacher association does not exist. However, the following measures are in place. • Regular ParentTeacher interface for all students. • Regular Parents' appraisal of their wards' progress and • A formal feedback from the guardians of the last batch of students every year with valuable suggestions for further improvement.

6.5.3 – Development programmes for support staff (at least three)

? Festival (Puja) Bonus to casual staff. ? Festival (Puja) Advance (refundable) to permanent staff. ? Medical facility, discounted medicines from Roy Sons. ? Blood, ambulance, oxygen facility on a priority basis from Life Care. ? Doctor on call.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Plans to renovate the newly acquired PTTI rooms for academic purpose. ? Plans to acquire land for new campus from concerned authority. ? Plan to expand Technology Enabled Learning through continued tie up with NPTEL. ? Plan to increase student intake. ? Plan to introduce Sociology at UG level and Human Rights at PG level

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Memorial Awards and other College awards for outstanding results and allround performance	18/12/2016	18/12/2016	18/12/2016	13
2017	Career counselling in collaboration with TrustKlub Consulting Pvt. Ltd.	15/05/2017	15/05/2017	15/05/2017	8
2017	Campus Recruitment Drive in collaboration with TCS Ltd.	24/04/2017	24/04/2017	12/05/2017	25
2017	Offsite Hostel facility for students in collaboration with YWCA	20/06/2017	25/06/2017	25/06/2017	12

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Protection of Women from Domestic Violence a Legal Literacy Programme for staff and Students	07/02/2017	07/02/2017	57	6

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- Application for RUSA I fund to create solar panel.
- Creation and maintenance of herbal garden.
- Tree Plantation
- Observation of No Plastic Day.
- Ewaste bin maintained in collaboration with Toxic Link by the college for disposal of toxic ewaste

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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No Data Entered/Not Applicable !!!

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct (College Prospectus)	15/05/2016	The Code of Conduct laid down for the students in the College Prospectus indicates the rules and regulations of the College regarding punctuality, regularity of attendance (in accordance with the rules of the University of Calcutta vide notification no. CSR/54/09), discipline, consideration for College property and reputation, library books, showing respect to the teaching and non teaching staff of the College and respect for the decisions of the College authority in matters regarding redressal of grievances and prevention of ragging. A Library Orientation Programme is held every year for the newly admitted students to ensure that they make use of library resources adequately, effectively

and with care.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebrating World Environment Day	05/06/2017	05/06/2017	63
Celebrating World Environment Day	05/06/2017	05/06/2017	63

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Application for RUSA I fund to create solar panel. • Creation and maintenance of herbal garden. • Tree Plantation • Observation of No Plastic Day. • Ewaste bin maintained in collaboration with Toxic Link by the college for disposal of toxic ewaste
- Application for RUSA I fund to create solar panel. • Creation and maintenance of herbal garden. • Tree Plantation • Observation of No Plastic Day. • Ewaste bin maintained in collaboration with Toxic Link by the college for disposal of toxic ewaste

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- Special initiative in 201617 for promoting female hygiene and health as a part of the "Swachh Bharat" mission. • Special initiative in 201617 for promoting ICTenable learning and becoming a local chapter of NPTEL, an MHRD initiative. • 3hour introductory orientation programme conducted every year to familiarize the freshers with the history, achievements, infrastructure, academic and extra - curricular activities and administrative and support systems of the College. • Library orientation conducted for freshers to make them aware of the rules and regulations of the College Library and the facilities available. • Free studentship and Book Bank facilities for needy students. • Publication of College Magazine and College Academic Journal. • Regular assessments through class tests for formative evaluation • Regular Parent Teacher interactions • Fully online admission process based on merit. • Special lectures conducted by every department every year for the benefit of the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.gokhalecollegekolkata.edu.in/IOAC-AQAR/BestPractice.htm>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision and mission of the institution is to uphold both academic excellence and personal growth by ? promoting quality in teaching learning ? maintaining 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. Meetings are held periodically for discussing the issues and challenges of institutional developmental. The institute encourages teachers, students, parents, employers, alumni, staff and class representatives to share their ideas, opinions, suggestions through proper channels i.e through Parent Teacher meet, Alumni meet, Teachers Council meetings, student feedback system, and through other various committee meetings. The inputs received from various stakeholders of

the institute are reviewed and those which are in line with the Institute's Vision and Mission Statements are considered for appropriate action. The faculty personally meets with the student to resolve problems. The student whose attendance/performance is poor is identified and made aware. Her guardians are also informed through parent teacher meetings and telephonic conversations. All relevant documents such as undertakings, declarations and leave applications, feed back forms and record of parent teacher meetings etc. are meticulously maintained by the departments and furnished when required by the concerned committees. Students are encouraged to undertake active roles as coordinators of cocurricular and extracurricular activities. The Social Outreach activities conducted by the NSS Unit 1 of the College with the cooperation of the student members of the Social Awareness Club and the teacher members of the Social Outreach Committee with dedication, diligence and conviction show the commitment of the institution towards 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, holistic learning and promotion of all round development of the students. The College Code of Conduct reflects the values it seeks to uphold. It sets the standards of conduct expected of students and is instrumental in creating open minds which are capable of great tolerance and fellow feeling. The insignificant number of student grievances coming up for redressals is ample evidence that campus life is peaceful and congenial for the development of values of equality, secularism and mutual cooperation among students. The strengths of the institution are manifest in its : ? Locational advantage ? Continued academic excellence as evident from the result outcomes. ? Increased student strength despite continued space crunch. ? Increase in number of teaching staff. ? Creation of new and maintenance of existing basic infrastructure despite financial constraints. ? Continued adherence to strict standards of discipline both academic and otherwise in the face of increasing pressures from the social milieu to lower the same.

Provide the weblink of the institution

<https://www.gokhalecollegekolkata.edu.in>

8.Future Plans of Actions for Next Academic Year

- Introduction of PG Diploma/Certification Courses
- Introduction of PG in Human Resource
- Introduction of new Valueadded courses
- Renovation of newly acquired PTTI rooms in the main building for academic purpose.
- To seek RUSA I funds for installation of Solar Panels
- To seek ways and means to increase student support.
- To make efforts for maintaining and enhancing academic quality.
- Plan to acquire land for new campus from concerned authority
- Plan to expand Technology Enabled Learning through continued tieup with NPTEL.
- Plan to increase student intake.
- Plan to introduce Sociology at UG level.