



Yearly Status Report - 2019-2020

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	sanchitasen.sen@gmail.com
Alternate Email	gmgckolkata.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)			https://www.gokhalecollegekolkata.edu.in/IOAC-AOAR/AOAR/GMGC-AOAR_2018-19.html																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://www.gokhalecollegekolkata.edu.in/IOAC-AOAR/AcademicCalendar.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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1	B	2.62	2008	16-Sep-2008	15-Sep-2013																				
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		
Swayam-NPTEL Courses continued	01-Jun-2019 90	30
View File		

8. Provide the list of funds 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	RUSA 2.0	UGC	2019 365	10000000
View File				

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 :	10
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)

4. Workshop on CBCS syllabus of Semester 4 in Economics Honours conducted.

5. A Three Day Online Workshop Training Programme at National Level for the Professional Development of Faculty and Staff titled, "Developing Skills through ICT Tools and Techniques"

1. Continuation of student enrolment in Swayam NPTEL Courses.

2. Career counselling workshops conducted by TCS and Institute of Banking Training.

3. Yoga and Meditation Workshop cum Training Classes organized to promote student awareness regarding the importance of maintaining physical and mental health.

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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
to initiate exchange programmes with other institutions	A Faculty Exchange programme undertaken with Department of Economics of New Alipore College, Kolkata
To facilitate more career counselling and campus recruitment opportunities for the students	Career counselling facilitated by TCS and Jamboree Education Pvt. Ltd.
To continue maintaining strict academic discipline, effective summative evaluations to enhance preparedness of students	Mock Tests, Revision Classes, Tutorials, Class Tests, Doubt-clearing classes, student presentations conducted., self- inspection of answer scripts encouraged.
To continue with the Swayam-NPTEL courses which widen the academic and career prospects of the students	Enrolment continued.
To utilize RUSA 2.0 funds under RUSA 2.0 for enhancement of library infrastructure, academic support services such as installation of a computer lab and renovation and upgradation of classrooms and construction of new building	RUSA grant obtained and all processes initiated to utilize the grant.
To continue fulfilling social responsibility through outreach activities through social outreach, blood donation and various programs initiated by the NSS Unit.	NSS Unit and Social Awareness Club undertaking several activities such as blood donation, outreach activity conducted in the time of natural calamity and Covid pandemic.
To encourage students to participate in extra-curricular activities which help in building health and personality such as self-defense, Yoga and Meditation	Two Day Yoga and Meditation Workshop cum Training class conducted
To continue helping needy students through financial assistance and Book Bank facility	Free ship and Book Bank facilities for needy and deserving students continued
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Teachers' Council	22-Mar-2022

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2022
Date of Submission	02-Feb-2022
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 following modules were operational.</p> <p>1) Web centric upgraded Libsys LSEASE 5 User software in the Central Library facilitated cataloguing by bar coding and issue of books. 2) Payment gateway facility provided through SBI.Collect and ICICI Bank online portal for payment of application fees during admissions. 3) Admission forms, notices and merit lists were managed by web developer AIDINI Infotech Ltd . 4) Software CAS 7.1 obtained from AIDINI Infotech Ltd. was used by data operators for student registration and issue of ID cards and all other student data . 5) Salary and provident fund were managed with HRMS. 6) Internal accounts maintained with Tally. ERP 9 software. 7) Payments under RUSA 2.0 are made through PFMS.</p>

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

The Institution offers Pure Honours Courses only. Generic subject courses are read as associated elective subjects only. The scope of the new CBCS core curriculum in each Honours subject are addressed with the help of following teaching strategies: (I) Course learning requirements are identified at the beginning of the academic session in a departmental meeting starting with the drawing up of the academic calendar for the entire faculty. Initially, the classes in the departmental routine are distributed among the faculty and day-wise teaching plan is drawn up to cover the whole course in a systematic and holistic manner. (II) Each faculty has the liberty to decide the manner in which his/her portion of the syllabus will be taught to the students to make learning an active process combining the processes of knowledge enhancement and skill building. (III) To make learning more inclusive and help all students to achieve their learning outcomes, the faculty make available, text book matter, reference study materials which may be printed, hand-written and electronic. Keeping diverse learners in mind, the faculty locate and provide learning

resources and matching learning materials which conform with the syllabus and the interest-abilities of the students to help them cope with the vastness of the syllabus. (IV) Faculty designs an evaluation framework which includes instructional content and assessments to capture learning outcomes. These assessments include class tests, tutorials, home assignments and such others and help the teachers to assess the learning outcomes. (V) Generic subjects also are accorded equal importance and completed within the stipulated period of time. However the above planning underwent significant methodology changes with respect to the unprecedented Covid 19 pandemic. Digital teaching-learning was initiated and this needed alterations in the College and departmental academic calendars. Faculty took initiatives to use appropriate digital tools for smooth delivery of curriculum and assessment of students' understanding and progress. Study material was uploaded in the college website for benefit of students as they were unable to visit the college library physically. A dedicated library website was created to help students to access e-resources, question papers remotely. Lectures and webinars were organised to maintain academic quality.

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
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

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
BA	UG	02/07/2018
BSc	UG	02/07/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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	09/07/2010	142
Supervisory Skills HR Associate	30/06/2015	12
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BA	Geography Honours	7
BSc	Geography Honours	33
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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
<p>(I) The Student Satisfaction Survey (SSS) is based on feedback obtained through a structured questionnaire from the final batch of students of the year in question. Students' feedback responses cover assessment of the curriculum, curriculum delivery, the process of curriculum enrichment adopted by the institution in the form of innovative teaching learning methods, college infrastructure and infrastructural support. Student assessments of the faculty's ability to deliver and faculty's punctuality are also recorded. The department-wise student responses are then statistically analyzed and findings listed. (II) Annual feedback is also obtained through structured questionnaires from other stakeholders namely, guardians of the final batch students and the nonteaching staff. The guardians provide feedback/opinion on teaching and learning benefits, quality of infrastructure, their wards progress in academics and on specific aspects and issues of institutional development such as college infrastructure, support facilities and campus environment. Students' guardians also provide valuable feedback on their wards' performance in academics, personality development, social awareness, responsibility and general conduct. These feedback forms are also designed to encompass all relevant issues. (III) The views and suggestions of all stakeholders including the students are taken into cognizance alongside the statistical findings. Based on the findings, the College takes feasible steps to make teaching learning, infrastructure and campus life more conducive to quality enhancement in a holistic manner. (IV) 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 organized by the University of Calcutta for design and development of curriculum in different subjects and communicate the stake holders' views to the University. (V) Classroom teaching is supplemented by extramural activities like visits to sites and excursions relevant to the curricula which broaden the knowledge of students in their chosen subjects of study. (VI) Teachers' Feedback Forms are filled in annually 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. Feedback received from stakeholders were analyzed by an external analyst and findings considered for framing feasible policies for implementation. (VII) The college also obtains feedback from the non- teaching staff who generally comment on the quality of working environment, facilities, student cooperation, on the proper functioning of the management, on existing infrastructure and facilities, financial support, their participation in college activities and also give</p>

their opinion about the overall development of the college. (VIII) For 2019-20, feedback was obtained from the Alumni in the online mode with the help of a Google Form. In addition, feedback was also obtained in the online mode from teachers and students on curriculum design with the help of Google forms to assess the efficacy of the syllabus design of Old Regulation Three Year (1 plus1 plus1) system and also the new CBCS (semester system) syllabus. Analysis of this feedback provided major insights.

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
BSc	Chemistry (CEMA) Honours	21	175	12
BA	Bengali (BNGA) Honours	28	88	13
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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
2019	1036	Nil	45	Nil	Nil

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
81	81	11	17	2	9
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Gokhale Memorial Girls' College is a premier educational institution for the education of women in Kolkata. The mentor:mentee ratio of the institution is 45:1036. Hence the teacher student ratio stands at 1:23. 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 and Sociology are offered as a General (Elective) subjects. Both BA and BSC degrees are offered in Honours subjects of Geography and Psychology and in the Major subject of Advertising, Sales Promotion and Sales Management (ASPSM). . In Economics, only a BSC degree is offered. A formal mentoring system is yet to be introduced as the IQAC and Academic Sub-committee have drawn a plan to bring all students under the umbrella of mentoring with emphasis on special need-based mentoring. Until then, each department aims to maintain a strict informal mentoring process for students within the prescribed academic framework and teaching-learning process. 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

chalk and board tool but digital resources are also used. 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. They are specifically guided by the faculty regarding the use of library resources and especially the e-resources available. Library Orientation Programmes are undertaken for initiating the new entrants to the facilities of the College Library and the Library rules and regulations. This helps students to look beyond the confines of the syllabus and motivates them towards research. After the completion of the University syllabus, students are given class assignments which are then assessed 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 topics of the syllabus are facilitated. Special Lectures are delivered by invited speakers who may be University faculty or competent experts in the particular subject. Students' attendance records are maintained on a regular basis to ensure their presence in the class lectures. Selection Test for the final year students of the three-year old (one plus one plus one) course is conducted for summative evaluation prior to the final University examination. Mock tests are conducted in all departments for all years of students and outcomes are evaluated by the teachers. Results provide feedback about the performance of each and every student. Mentoring of students rests on the faculty who guide students in preparation for the final examination and help them bring out their best in course

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1036	45	1:23

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	45	4	4	27

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
2020	Dr. Newton Biswas	Assistant Professor	InSc Research Excellence Award (National)
2020	Sk. Sariful Islam	Assistant Professor	Ph.D.

[View File](#)

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
BSc	15	Semester 2	12/07/2019	03/09/2019

[View File](#)

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

Continuous Internal Evaluation takes the form of mandatory mid-term tests for

all years of students and evaluate students' progress up to a certain level. A systematic schedule is drawn up based on the portions of syllabus covered mid-way in the academic session. Students' knowledge and grasp in their respective subjects are assessed and parent-teacher sessions are conducted to inform the guardians about their wards' progress. Students with shortfalls in performance are specifically addressed and their problems identified. The Faculty also conduct declared class tests, sudden tests and mock tests to assess the preparedness of students. Answer scripts are discussed in the class after the class tests/mock tests are conducted and faults and scope for improvements are notified to the students. Remedial classes, peer tutoring, doubt clearing sessions, revision exercises, Q and A sessions and group discussions are conducted to help students to overcome shortfalls. At the end of the year, Selection Tests (for the students of the old syllabus, 2009 and 2016 regulations of the University) are held in adherence to the academic and examination schedule declared by the University at the beginning of the session. Thus, students are additionally evaluated by the respective faculty to enhance their preparedness for appearing in the final examination. CIE, done appropriately, thus enhances the students' probability to achieve high rates of success in the final summative evaluation for the Honours/Major Graduate Degree. In the Covid 19 lockdown period when all teaching-learning was conducted online, formative evaluations were conducted online form time to time by the Faculty with the help of Google Classrooms, interactions through Google Meet, Zoom App and such others. Teachers sent assignments to the students, assessed the work returned by them and then conducted doubt clearing and revision classes to enhance students progress. Online one to one audio-video interactions with students were conducted to gauge their understanding of the topics of the syllabus and make them familiar with the procedure of the online written and oral (Viva) examination system.

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

The institution follows the Academic Calendar stipulating the dates of commencement of classes and examinations, constructed and notified by the affiliating University at the beginning of the academic session. The College Academic Calendar is drawn up ahead of the commencement of the academic session and indicates the same in the College Prospectus as well as in the College Website. 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 a month wise basis with corresponding internal activities designed with preplanned time frame and adhering to the University schedule. Various types of initiatives such as Parent Teacher meetings, Memorial Lectures, Departmental Special Lectures, Workshops are undertaken. Academic Reforms are chalked out. More significantly, the College Calendar specifies the routine of regular classes as well as the conduct of all institutional examinations as well as the specific time of conducting internal 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. However, the year 2020 turned out to be an exceptional one as the set Calendar could not be followed because of the Covid-19 pandemic lockdown. However, curriculum delivery continued in the online mode with constant direction from the college authority. College programs were also conducted as much as feasible in the online mode.

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)

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
14	BA	Advertising, Sales Promotion and Sales Management (ASPV) Major (Vocational)	12	12	100
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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/IOAC-AQAR/SSS/StudentSatisfactionSurvey-2019-20.pdf>

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	1095	Department of Science Technology and Bio-technology. govt. of West Bengal	615000	515000
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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
Nil	Nil	

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
Nil	Nil	Nil	Nil	Nil
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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
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Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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	Economics	2	Nill
National	Economics	2	Nill
View File			

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
Hindi	6
Philosophy	3
Political Science	1
Chemistry	1
Bengali	11
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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
A rare flattened tetrahedra 1 Mn (II) salen type complex: Synthesis, crystal structure, biomimetic catalysis and DFT study	S Banerjee, P Ghorai, P Sarkar, A Panja, A Saha	Inorganica Chimica Acta	2019	0	Gokhale Memorial Girls College	Nil
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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
A rare flattened tetrahedral Mn (II) salen type complex: Synthesis, crystal structure, biomimetic catalysis and DFT study	S Banerjee, P Ghorai, P Sarkar, A Panja, A Saha	Inorganica Chimica Acta	2019	99	Nil	Gokhale Memorial Girls College
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	13	8	4
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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
Participation of NSS UNIT-1 of the College in the rally organized by Indian Cancer Society, Kolkata Rotary Club, Kolkata, on International Cancer Day (4th of August 2019) to make people aware about the deadly disease.	NSS UNIT-1 and Social Outreach Committee of Gokhale Memorial Girls College (GMGC) in collaboration with Indian Cancer Society, Kolkata Rotary Club, Kolkata,	4	46
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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
Nil	Nil	Nil	Nil

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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
Cancer Awareness Programme	NSS UNIT-1 and Social Outreach Committee of Gokhale Memorial Girls College (GMGC) in collaboration with Indian Cancer Society, Kolkata Rotary Club, Kolkata,	Participation of NSS UNIT-1 of the College in the rally organized by Indian Cancer Society, Kolkata Rotary Club, Kolkata, on International Cancer Day (4th of August 2019) to make people aware about the deadly disease.	4	46

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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
Faculty-Exchange	Departments of Economics of Gokhale Memorial Girls' College and New Alipore College	NONE	1

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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
Student Internship	On the Job Training	CS Group	01/10/2019	31/10/2019	Medha Roy

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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 participated under MoUs
Pranavananda	09/07/2010	To conduct value	154

Institute of Management and Technology		added courses viz. Computer Course, Supervisory Skills and HR Associate Course	
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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
730000	429195

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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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 LSEASE Web Centric 5-User	Fully	14	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27102	776942	475	199262	27577	976204
View File						

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
Sanchita Sen	Hyperinflation	Google Drive	22/07/2020
Ballari Ray Chaudhury	Audio Lecture in Bengali Upekhkhito Ramprasad	Youtube	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/	Others
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								GBPS)	
Existing	64	21	53	7	9	10	10	200	7
Added	0	0	0	0	0	0	0	50	0
Total	64	21	53	7	9	10	10	250	7

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

250 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
476996	289408	2482760	2190788

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)

Gokhale Memorial Girls' College has well established norms for maintaining and utilizing physical, academic and support facilities. Every year college has made different sub-committees to maintain and upkeep of different facilities for this purpose. Laboratory: Required instruments of each department are purchased annually after taking requisition from each department. Only emergency needs are purchased at any time throughout the year. Government norms have been strictly followed during purchasing all kind of requirements. A stock register has been maintained to keep the record of all purchased instruments by the HODs of the respective departments. When the instruments will not properly function or damage then for repairing respective departments will call company people or skilled technicians after getting official permission from the college authority. Chemicals and consumable materials of the laboratory-based departments are maintained by the laboratory attendants and casual laboratory staff. Faculty members of each department also look after those things very carefully. As a good practice after finishing each practical class faculty members guide the students to keep the instruments in proper condition and to clean their working table or the apparatus which can be used further. Library: Library is open access and fully computerized. Library facilities are provided to all teachers, students and staff. Accounts of visitors are recorded on daily basis. Journal, magazine and daily newspapers are purchased on a regular basis. To cope with the running syllabus every year a certain amount of money has been allotted for each department to purchase syllabus oriented books for library use. Library committee meetings are held at regular intervals to implement more rule and regulations. The Library has an institutional membership with UGC N-List programme. Library is equipped with the CCTV cameras and Electronic Article Surveillance (EAS) system for overall monitoring. Online library web-OPAC is accessible to the students and faculty from anywhere in the college campus. Sports and other cultural activities: Every year college organizes Annual Sports, Annual Competition and Annual Day programme. The College has a small well gymnasium maintained in the students' common room The sports

equipment is purchased every year as required. ICT: Desktop along with internet facility is provided to all the departments of our college after receiving financial grant from RUSA. Desktops are also provided to few departments from college fund also. Smart class rooms are equipped with projectors and desktops where the respective departments can conduct their seminars and film show. Internet facility is available throughout the college campus during office hours. Computers are regularly updated with antivirus software to protect them from malicious programs. There are annual maintenance contracts for maintenance of computers and IT infrastructure with established service providers. Classrooms: Building Sub-committee plays an important role in order to maintain the infrastructure of the college. Building committee looks after the matter for building up of a new classroom or renovation of an old one. Major construction work is done by PWD (WB) whereas small repairing work or renovation works are done by skilled worker

<https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/Infrastructure-Support.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 (Freeship)	22	133474
Financial Support from Other Sources			
a) National	Kanyashree 2	40	1000000
b) International	Nil	Nil	0

[View File](#)

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 implementation	Number of students enrolled	Agencies involved
MHRD, Govt. of India and IIT, Kharagpur	01/01/2020	40	MHRD, Govt. of India and IIT, Kharagpur
Swayam-NPTEL Certificate Courses	03/06/2019	60	MHRD, Govt. of India and IIT, Kharagpur

[View File](#)

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
2019	Mastermind ing an	Nil	62	Nil	Nil

	Effective Strategy to Crack GRE, GMAT, TOEFL IELTS				
2020	TCS "Campus to Corporate " Scheme	Nill	45	Nill	Nill
View File					

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
Nill	Nill	Nill

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
TCS	1	1	Muller Lowe Lintas Group, Gurgaon, Haryana	1	1
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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
2020	14	B.A. Honours	Bengali	University of Calcutta, Netaji Subhas Open University, WBUTTEPA (Kuntala Das college of Education), Hi-Tech Animation	M.A., B. Ed., Web and Graphic Designing
2019	10	B.A. Honours	Bengali	University of Calcutta West Bengal State University Lady Brabourne College	M.A.

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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	5
SET	2
SLET	Nill
GATE	4
GMAT	Nill
CAT	4
GRE	1
TOFEL	1
Civil Services	Nill
Any Other	6

[View File](#)

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

Activity	Level	Number of Participants
Yoga and Meditation classes	Institutional	46
Yoga and Meditation Workshop -cum- Training	Institutional	101

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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
2019	Paschimbanga Rajya Academy	National	Nill	1	18/BAH/219	Tiyasha Saha

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

There is no formal student body. However, Class Representatives (CRs) represent student interests in the student Welfare sub-committee headed by teacher members. Students interests are addressed by the teacher members of the Student Welfare sub-Committee. Meetings are held from time to time with the Class Representatives of different classes. the Class representatives take responsibility of organizing activities, taking care of flow of information and represent their classmates in the Student Welfare sub-committee. Student problems, complaints and academic and extra-curricular demands are dealt with

and resolved in the committee meetings.

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.

5.4.2 – No. of enrolled Alumni:

94

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

3686

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association made a contribution of Rs. 3686/- to the Old Age Home run by the All Bengal Womens Union.

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)

1. Prior to Covid 19, between June 2019 and mid-March 2020, a number of committees statutory and non-statutory were constituted by the Principal prior to the commencement of the new academic session with the consent of the Teachers' Council for the smooth and efficient management. Statutory committees such as the Admission Committee which conducts the entire admission process in consultation with the Principal assigned to conduct the same. The Academic Sub-committee which discusses and schedules various academic actives like, holding of Special Lectures, workshops and Seminars, students' evaluation, etc. were responsible for all such academic activities. The committees operated with the guidance and direction from the HOI. Each committee is assigned a specific task and members draw up the plans for performance with consensus among themselves.

The committees are constituted by the Principal in consultation with HODs/ senior teachers for one academic year. 2. The IQAC is at the helm of the entire planning, programming and execution of all quality enhancement projects and activities. 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 efficient functioning of the institution. During the Covid lockdown, the departments were given the autonomy to conduct classes as per routine subject to changes due to unavoidable disruptions in internet connectivity and also the health related problems associated with Covid affliction. The HOI made periodic assessments of the state of syllabus completion during the Covid lockdown as all teaching and learning was being conducted online. Gsuite accounts were created for all departments for smooth delivery of the curriculum, assessment of student progress and teacher-student interaction.

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

Yes

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
Curriculum Development	The College is affiliated to the University of Calcutta. Therefore, it does not have much scope for curriculum planning. It follows the curricula and examination guidelines provided by the University. However, faculty members, in principle, can give their suggestions and feedback regarding the course structure through the teachers who are members of Board of Studies
Teaching and Learning	Teachers are encouraged to use ICT tools during classroom teaching. Computers and internet have been made available in all departments to facilitate this. Students are encouraged to take various courses offered in SWAYAM-NPTEL. Weaker students are to be given more time and peer-tutoring are done regularly. Remedial classes, tutorial sessions are also conducted by the departmental teachers or ex-students of the departments. With teaching process shifting towards virtual mode, lectures notes are made available in the college website and also in G-suite classrooms, where students can access them easily. PPT presentation, laboratory demonstrations are done by the teachers as part of the teaching-learning process.
Examination and Evaluation	Examinations take place according to the rules and timelines given by the University of Calcutta. College becomes an examination center for external candidates for offline examination, both theory and practical. Each year the college prepares a committee consisting of an adequate number of teaching and non-teaching staff to conduct the examination smoothly. Laboratory based subjects keep their instruments ready and college buys new instruments, if needed, for the examination. During online examinations, many departments have to start taking examinations (internals and tutorials) over Google form (particularly those subjects which have

MC type answers). College bought G-suite accounts for all the departments where examinations are conducted securely. The University sends answer scripts which are allotted to the teachers. On completing the evaluation, marks are duly noted in the proforma provided by the university and finally, submitted to the head of the examiner for each paper of all disciplines. After the advent of online examination, teachers check and evaluate answer scripts in Google classroom and marks are uploaded in the university portal. Specific committee has been created for smooth functioning and uploading of marks within the given time. Departmental teachers coordinate with the committee members and take extra care to ensure errorless submission of marks.

Research and Development

Many of the faculty members pursue active research in their individual areas of expertise. Occasional on-duty leaves are provided for attending seminars/symposia where the attendee is usually asked to present their work. Member teachers who have joined without PhD degree, are encouraged to attain the degree after completing thesis. Faculty members also attend seminars/webinars and present their research works. Departments encourage students to undertake research-oriented projects which may help them higher studies in future.

Library, ICT and Physical Infrastructure / Instrumentation

The Library has an ICT-enabled library catalogue software and is fully automated with 5-User Web Centric LSEASE (EJB) LMS, Version 14. In total, 1074 new books were purchased during June, 2019 to May, 2020. The library did very well during the pandemic and tried to be functioning and useful for the students as well as the teachers. During the pandemic situation library created a separate Library website The website URL is www.gmgclibrary.wordpress.com. Efforts are made to reach users with their library requirements remotely through this gateway. New shelves and cabinets were bought for the offices for better maintaining the records and files. All computers, laptops, CCTV, AC machines, biometric machine and fire alarm system are maintained by service providers.

Among these some are maintained through Annual Maintenance Contracts.

Human Resource Management

Faculty members are encouraged to attend Orientation programmes, Refresher Courses, Short-term courses conducted by the UGC Staff Colleges. Special leaves are granted in order to facilitate their attendance in such training courses. Teachers hone special skills that help them use ICT and other cutting-edge tools to deliver lectures to the students. Such training programs are very helpful for preparing lesson plan, video lectures and thus, making the classroom environment more vibrant and interactive. In particular, with the advent of Covid pandemic there is a sudden shift from classroom lectures to virtual mode. Our college is one of pioneers to put effort to introduce Google Meet for delivering lectures, Google classroom for organizing and distributing information and monitoring students, Google form for taking exams, quizzes etc. for all the college teachers. We organized a three-day workshop on DEVELOPING SKILLS THROUGH ICT TOOLS AND TECHNIQUES which was aimed at professional development of the faculty and administrative Staffs. Office staffs are also asked to attend suitable courses to learn and to update various office-related softwares.

Industry Interaction / Collaboration

College has a long standing collaboration with the Pranavananda Institute of Management and Technology to conduct a number of Value added Courses. The College also collaborates with Tata Consultancy Service (TCS) for imparting training to the outgoing batch of students to help them obtain placements in the corporate sector. We provide career counseling sessions and in particular, offers pathways for studying abroad in collaboration with Jamboree, one of Indias leading institute for the preparation of entrance exams like GMAT, GRE, SAT, TOEFL and IELTS.

Admission of Students

The admission procedure is entirely an online process. College usually spends a lot of money for securing highest quality and the safest software for the admission process. Proper cut-off is set by the departments to ensure quality of students to be newly admitted and also protocols are

followed for the candidates who have applied under various reserved categories. The college strictly maintains transparency of the admission process under the supervision of the HEI.

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

E-governance area	Details
Administration	The college uses a student data management software provided by AIDNI infotech Pvt. Ltd., CAS 7.1, for proper systematic documentation of student related data.
Examination	University examinations are conducted as per the guidelines of the University of Calcutta. The Selection Test for the last batch of students of the OId (one plus one plus one system) and also the University Semester Exams of CBCS syllabus is monitored by the Internal Exams Committee. examinations for all semesters of the CBCS system. the Examination Data Management committee is responsible for accurate and timely upload of scores to the University portal.
Finance and Accounts	Fees for all course programs, Value added courses and University examinations are collected online. Internal accounts are maintained with Tally. ERP. 9 software. Finance and accounts including salaries and other receipts and payments are maintained through COSA and HRMS software systems. earlier. Internal accounts are maintained with Tally. ERP. 9 software. Subsequently the College operated with the help WBIFMS (West Bengal Integrated Finance Management System) which is a web portal of the Government of West Bengal for the real time management, monitoring and control of all fund allocations and financial transactions in different government departments. Since 2017, we are using the sub-module HRMS-IFMS for implementation of Pay Roll Processing etc.
Planning and Development	Every financial year, the annual budget is prepared and placed for approval in the Finance Committee constituted by the governing body and Faculty members. The budget covers all the aspects of development of the college and reflects the will of the governing authority and the staff. The

IQAC identifies the requirements of academic and infrastructure development and of support facilities in consultation with the Head of the Institution. Execution of the plan projects and activities is facilitated by the Governing body. Several committees are formed to oversee the academic and non-academic activities to be undertaken throughout the academic session. All aspects of the admission process are deliberated on and decided months before the actual event. The Academic sub-committee is the planning body which at the start of the academic session meets and decides about the tentative dates of the observances and fixed events. It also plans for student facilitation through arrangement of career counselling and socio-psychological counselling, particularly in times of natural calamities and pandemics which disrupt human life.

Student Admission and Support

The College endeavors to ensure admission to all deserving and meritorious students and to implement this, the College takes utmost care to conduct admission transparently and strictly on the basis of merit. The College announces its admission process in the College website. All necessary information is provided in unambiguous language to make it easy for students from all social backgrounds. The admission process is outsourced to AIDINI Infotech Pvt. Ltd., who prepares the list according to the criterion set by the different departments of the College. Student fees collection scheme through banks such as SBI and ICICI. The College library is fully automated with complete barcoding. OPAC (On-line Public Access Catalogue) are used by the student and faculty members along with the traditional library catalogue. The UGC Network Resource Centre can be accessed for online study matter by the students anytime during college hours. E resources can be readily accessed through the N-List program subscribed by the College.

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	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
2020	Nil	Nil	Nil	Nil
2019	Nil	Nil	Nil	Nil
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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)
2020	A Three-Day Online National Workshop Training Programme at National Level for the Professional Development of Faculty and Staff titled, "Developing Skills through ICT Tools and Techniques"	A Three-Day Online National Workshop Training Programme at National Level for the Professional Development of Faculty and Staff titled, "Developing Skills through ICT Tools and Techniques"	02/07/2019	04/07/2019	66	10
View File						

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
UGC Sponsored short term course on Counselling and Stress Management organised by HRDC, Jadavpur University	1	12/09/2019	19/09/2019	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Maternity Leave, Study leave, FDP facility, Duty Leave are given according to requirement. 2. PF loan facility is available 3. Ad-hoc payment of salary is provided to the newly appointed teachers till their pay fixation will be done. 4. Photocopy facility provided at concessional rate to the teaching staff.	1. Bonus is given to casual non-teaching staff individually from the College Fund during Durga Puja. 2. PF loan facility is available	1. Different Scholarships like Kanyashree Prakalpa, Swami Vivekananda Merit -cum-means Scholarship, Post Matric Minorities Students Scholarship, Aikyashree Government of West Bengal are available to the students. 2. Students who come from financially very weak background are given opportunity for free study without taking any college fees or tuition fees. 3. College has also give financial assistance to small percentage of financially weak students who are not getting any financial help from any external agencies. 4. Photocopy facility provided to students at cheap rates for photocopying class notes, books, and question papers.

6.4 – Financial Management and Resource Mobilization

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

Government audit is conducted by appointed auditors as and when the Higher Education Department fixes the schedule. Institution conducts this financial audit at the end of the financial year. The Balance Sheet of Gokhale Memorial Girls College as on 31.03.2020 was audited by Chartered Accountants Marik Associates (F.R. No. 330261E M. No.311373) together with schedules and Receipts/Payments and Income Expenditure Accounts drawn up for the year ended 31.03.2019. The Auditors maintained that they had obtained all the information and explanations which to the best of their knowledge and belief were necessary for the purpose of the audit and that the Balance Sheet, Income Expenditure Account and Receipts Payments Account were in agreement with the Books of Accounts maintained by the College. The auditors commented that the said accounts READ WITH THE NOTES ON ACCOUNTS- for the year ended 31st March, 2020 annexed give a true and fair view.

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
Nil	0	Nil
View File		

6.4.3 – Total corpus fund generated

98130905

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	Yes	Internal Audit Cell of Academic Sub-committee
Administrative	No	Nil	Yes	Internal Audit Cell of Academic Sub-committee

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

There is no formal Parent - Teacher Association but the following support is provided by parents 1. Attendance in Parent-Teacher Meet 2. Reporting wards progress to the faculty as and when necessary. 3. Consent given to wards for participation in college activities, especially those that involve off-campus community work. 4. Prompt response by filling in the guardians feedback form which helps in assessing guardians views on quality of teaching-learning, infrastructure and administration of in the institution.

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

1. Bonus is given to casual non-teaching staff individually from the College Fund during Durga Puja. 2. PF loan facility is available 3. workshop-cum-training for professional development of administrative staff organized.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Successful introduction of new CBCS Course curricula and appropriate class delivery system to meet teaching deadlines and keeping up the academic record. 2. Continuing to enroll students in the the Swayam-NPTEL courses. 3.Enhancing library infrastructure and services and providing additional facilities in form of access to e-resources during the Covid 19 lockdown. 4. Continuing the extension activities through College NSS Unit, the Social Outreach Committee and the students Social Awareness Club. 5. Facilitating delivery and completion of syllabus in the online mode through use of appropriate digital tools. 6. Faculty-exchange program initiated. 7. Creation and promotion of environmental awareness among both staff and students. 3. Strict maintenance of campus health and. hygiene through student activities. 8. Appropriate authorities approached for introducing eco-friendly installations such as water-harvesting on building roof top. 9. Conducting Water Audit. conduct of Yoga and Meditation workshop and classes for mental and physical wellbeing of the students. Conduct of counselling sessions for both staff and students. 10. Initiating the construction of new building with RUSA 2.0 grant to increase class room infrastructure. 11.Upholding and maintaining academic discipline even in times of Covid 19 lockdown by encouraging the department faculty to conduct online
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lectures and webinars in association with reputed institutes and resource persons.

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
2019	Orientation programme for the new entrants of academic Session 2019-20	01/07/2019	01/07/2019	01/07/2019	298
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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
Nil	Nil	Nil	Nil	Nil

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
<p>The college campus has been a home for various species of flora and fauna each season with a number of mango trees in the backyard garden along with other trees like Plumeria Rubra or the red frangipani overlooking the front entrance. The institution maintains a fairly large garden with various blossoming plants and serves as a shelter for squirrels and birds who are the main pollinating agents throughout the year. The social awareness club has worked in various ways to build a feeling of symbiosis amongst all students with the green campus:- a. Observance of 'No plastic week', July 2019: Students stitched colourful cloth bags and pouches for themselves to avoid using plastic bags to carry tiffin boxes and other items. b. Posters were displayed for mass awareness on biodiversity and the unique nature of the blue planet. c. Anti-tobacco Day was observed and posters prepared by students. d. Campaigns for maintaining a green campus and proper methods of waste disposal is maintained.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Any other similar	Yes	Nil

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
2019	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

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	27/06/2019	Code of Conduct stated in the College Prospectus 2019-20 indicates the rules and regulations 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. Library Orientation Programme was held 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
Seminar-cum-Workshop on Yoga and Meditation	02/08/2019	02/08/2019	101
Yoga and Meditation Training Classes organized	03/08/2019	03/08/2019	46

to promote student awareness regarding the importance of maintaining physical and mental health.			
Participation of NSS UNIT-1 of the College in the rally organized by Indian cancer society and kolkata Rotary club, Kolkata, on the very auspicious day of International Cancer Day (4th of August), 2019 to make people aware about the deadly disease.	04/08/2019	04/08/2019	46
Observance of No Tobacco Day with poster display by students	13/08/2019	13/08/2019	55
"No Single-use Plastic" Awareness Programme during 1st September, 2019 to 15th September 2019 as observance of Swachhta Pakhwada	01/09/2019	15/09/2019	695
Special Lecture on Adolescence and its Problems by Dr. Muktipada Sinha, (Education Department) of Jadavpur University, Kolkata, arranged by the Anti-Ragging Committee of the College	09/09/2019	09/09/2019	112

[View File](#)

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

1. Maintenance of a garden: The college campus has been a home for various species of flora and fauna each season with a number of mango trees in the backyard garden along with other trees like Plumeria Rubra or the red frangipani overlooking the front entrance. The institution maintains a fairly large garden with various blossoming plants and serves as a shelter for squirrels and birds who are the main pollinating agents throughout the year.
2. The social awareness club has worked in various ways to build a feeling of symbiosis amongst all students with the green campus and activities undertaken.

3. Observance of 'No plastic week', July 2019: Students stitched colourful cloth bags and pouches for themselves to avoid using plastic bags to carry tiffin boxes and other items. Posters were displayed for mass awareness on biodiversity and the unique nature of the blue planet. 4. Anti-tobacco Day was observed and posters displayed by students on 13th August 2019. 5. Observance of No Single use Plastic during Swacchta Pakhwada from 1st September 2019 to 15th September 2019. The institution has a large demand for water for different purposes. Water audit was conducted in collaboration with World Wildlife Fund to assess actual water requirement and use so that steps could be taken in future to prevent wastage. The report was obtained in December 2020. 6. Campaigns for maintaining a green campus and proper methods of waste disposal is maintained. NSS unit 1 undertakes this activity.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I Title: Online Teaching and Learning **Objective:** To continue the teaching-learning process and keep the academic progress of the Institution unhindered during the Pandemic times. **Context:** The Covid 19 Pandemic locked down the offline activities pursued by all academic and non-academic institutions and ushered in the period of digital learning and activity. **Practice:** An online/remote teaching-learning practice had to be introduced for the successful running of the academic institution. All administrative and faculty meetings were conducted online. All teaching and non-teaching staff were introduced to ICT tools and techniques to help them adapt to the online operational methods of official work. Online classes were held following the original CBCS syllabi and stipulated credit hours. Online examinations were conducted and answer-scripts were checked online and the semester marks were also uploaded to the university portal. The college created separate committees for holding the online university examinations and the marks upload process successfully. Training programs were done to train the teaching staff in pdf editing soft-wares for answer-script correction online. **Outcomes:** Regular online lectures, administrative and academic meetings and frequent webinars were held in all the different departments. Online lectures were delivered by different national and international speakers in the different departments. An ICT workshop was organised by the IQAC for all the teaching and non-teaching staff of the college for providing training in Google tools for successful implementation of online teaching-learning and administrative work. Other webinars and lectures along with the regular time-table determined class lectures and overall teaching-learning as well as the administrative work of the institution remained unhindered amidst the difficult pandemic constraints. The departments organised a number of national and international webinars to keep the students motivated during this hiatus in the offline teaching and learning processes. Some of these webinars were as follows: Department of English: An international webinar series on Epidemics, Body and Medicines: Inquiries through Literary and Cultural Texts 13th, 14th and 15th June 2020. Department of Political Science: A State-level webinar lecture series on "Politics in Pandemic Times held on 17th and 22nd June, 2020 Department of Geography: 5 days Online GIS-GNSS evening Workshop 10.2.20 to 14.2.20 Department of Psychology: Two-day long Online Lecture Series and Interactive Sessions with Students and Parents - The Perception of Confinement: Psychological Connotations across Generations 17th and 18th June 2020 Department of Chemistry and Physics -Emerging Trends in Chemical and Material Sciences, 28-29 June 2020. Department of Philosophy and Bengali: State-level Webinar on Feminism: Issues and Concerns through the Glasses of Philosophy and Literature on 30th June 2020. Department of English-National Seminar on Bio-Psychological and Philosophical Perspectives to Death Anxiety Held on the 9th and 10th of July, 2020 Department of History:-A State level Webinar on "Public

Health, Epidemics and State: A Legacy of Colonial Bengal 27th June, 2020 NSS

Unit 1 Webinar- An Approach to Management of Monsoon Fever with Special Reference to Dengue and Covid 19 on 17th August, 2020. Problems: Internet data crisis was a predominant issue faced by the students of the institution. The rigour of the online classes often could not be met by all students due to disadvantages at their home fronts, very prominently being lack of space, lack of infrastructural facilities often lacking in remote areas of residence. Best Practice II • Title: Library Policies for Effective Library Usage • Objective: "As we read so we produce"-herein lies the actual role of Library. The College Library is the most valuable campus resource - a productive and inspiring space to study. The underlying principle of Library Orientation is to make library use easy and effective for students at all course and difficulty levels. Better usage of library resources certainly enhances the academic quality in the institution. This became the foremost objective during the Covid-19 pandemic lockdown when students could not access the library physically and were greatly constrained. Hence it became necessary to initiate effective library policies to facilitate both the student as well as the faculty. • Context: With a strong and efficient library management already in place and a few effective library policies already been taken special LOPs for dissemination of knowledge about finding new books and materials became necessary. For a certain period when students were able to visit physically LOPs as usual guided the students in the use of books, journals, encyclopaedia and E- journals. • The Practice: The College Library reflects the government initiatives in the field of higher education and its role in teaching, research and extension activities in higher educational institutions. The institution ensures that the medium of information is not restricted to print media alone and cloud information is also available. Rigorous LOPs are held during the academic session in several batches for disseminating information about the open-access shelves containing text and reference books and other relevant books pertaining to the syllabus, the 5-user Libsys LSease- software, computers for OPAC searching, display racks for latest informational resources, cheap reprographic facility, online resources, etc. • Outcomes: Outcomes of LOPs get reflected in the increasing frequency of student visits to the library for reading, note-taking, home issue of books and for accessing online resources. In Total 1074 new books were purchased under the RUSA 2.0 scheme between June 2019 and May 2020 valued at 513292/- (Five lakhs thirteen thousands two hundred and ninety-two) During the pandemic lockdown, a Central Library Website in August 2020 was created. This provides services free of cost to all and enables online usage to users in their comfort zones. The website URL is www.gmgclibrary.wordpress.com Users can access the library resources remotely through this gateway through the following : I. Library OPAC II. NLIST resources III. C.U. Question Papers IV. Other Open resources V. New arrival of library books Library Orientation Programmes for e-reource use is conducted and the outcome is reflected in the number of visitors to the different sites including NList at Inflibnet. A large volume of material gets downloaded as students confidently manoeuvre through the huge volume of e-resources. • Problems: Accommodating a large number of students eager to use the reading room is a challenge when students are able to visit the Central Library physically. Problem is particularly encountered during rush hours when the reading room gets crowded. Students are compelled to look into a large volume of prescribed study material and photo copy a number of them within a short time. The library administration follows a systematic procedure to ensure orderly issuance and return of books and provision of reprographic material. In the online mode, sometimes internet connectivity disruptions pose a definite problem. Also students are deprived of the facility of open access reading which helps to choose appropriately among the vast reading material available. Best Practice III • Title: Fulfilling Institutional Social Responsibility through NSS • Objective: The opportunity of voluntary community service at college and university level becomes easier through NSS

because the motto of NSS is "NOT ME, BUT YOU" and the purpose is "Education through Service". This is especially true in periods of natural calamities and pandemics. • Context: Active participation of the youth enrolled in higher education institutions is required for the sustainable development of all groups, regions and the society. But though pandemics spare none, it is the poor and the vulnerable who are affected most. This was constantly being felt by the NSS volunteers of the institution. Natural calamity such as super cyclones (like Amphan) was an additional concern. • Practice: The College has one NSS Unit with 130 volunteers actively engaged in rendering several social service activities in and outside the campus. Off campus activities are often planned in coordination with the Social Awareness Club and Social Outreach Committee. 1) The volunteers of NSS Unit-1, Gokhale Memorial Girls College participated in a rally, organized by Indian cancer society and Rotary club, Kolkata, on International Cancer Day (4th of August) to make people aware about the deadly disease. 2) Observation of World Environment Day: (5th June, 2020) NSS Unit-1 of Gokhale Memorial Girls College organized a program named, Plant a tree with us! on the auspicious occasion of the World Environment Day on 5th June. The teaching, non- teaching staffs and the students of Gokhale Memorial Girls College came forward in this battle against climate change and environmental degradation. The members of the NSS committee, GMGC requested all faculty members and students to plant at least one sapling each in their homes/gardens as a measure against the havoc wrecked by Amphan on the ecosystem of the state. 3) Dengue Covid Consciousness Program: NSS Unit I of Gokhale Memorial Girls College, Kolkata organized a State Level Webnar on "An Approach to the Management of Monsoon Fever with Special Reference to Dengue and COVID-19" conducted by Dr. Amitabha Nandy, one of the leading virologists of our country. • Problems: The biggest challenge for the NSS Unit was to access the remote areas. Fund crunch is a genuine problem. It was impossible for the NS team to work outside home

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

<https://www.gokhalecollegekolkata.edu.in/IOAC-AQAR/BestPractices/BestPractices-2019-20.pdf>

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 Covid 19 Pandemic started from March 2020 in full vigour. All offline activities pursued by all academic and non-academic institutions had to be forcefully brought to a standstill due to the rising anxiety about the same. Practice: An online/remote teaching-learning practice had to be introduced for the successful running of the academic institution. All administrative and faculty meetings were conducted online. All teaching and non-teaching staff were introduced to ICT tools and techniques to help them adapt to the online operational methods of official work. Online classes were held following the original CBCS syllabi and stipulated credit hours. Online examinations were conducted and answer-scripts were checked online and the semester marks were also uploaded to the university portal. The college created separate committees for holding the online university examinations and the marks upload process successfully. Training programs were done to train the teaching staff in pdf editing soft-wares for answer-script correction online. Outcomes: Regular online lectures, administrative and academic meetings and frequent webinars were held in all the different departments. Online lectures were delivered by different national and international speakers in the different departments. An ICT workshop was organised by the IQAC for all the teaching and non-teaching staff of the college for providing training in Google tools for successful

implementation of online teaching-learning and administrative work. Other webinars and lectures along with the regular time-table determined class lectures and overall teaching-learning as well as the administrative work of the institution remained unhindered amidst the difficult pandemic constraints. The departments organised a number of national and international webinars to keep the students motivated during this hiatus in the offline teaching and learning processes. Some of these webinars were as follows: Department of English: An international webinar series on Epidemics, Body and Medicines: Inquiries through Literary and Cultural Texts 13th, 14th and 15th June 2020. Department of Political Science: A State-level webinar lecture series on "Politics in Pandemic Times held on 17th and 22nd June, 2020 Department of Geography: 5 days Online GIS-GNSS evening Workshop 10.2.20 to 14.2.20 Department of Psychology: Two-day long Online Lecture Series and Interactive Sessions with Students and Parents - The Perception of Confinement: Psychological Connotations across Generations - Institutional Lecture ,17th and 18th June 2020 Department of Psychology: National Seminar on Bio-Psychological and Philosophical Perspectives to Death AnxietyHeld on the 9th and 10th of July, 2020 Department of Philosophy and Bengali: State-level Webinar on Feminism: Issues and Concerns through the Glasses of Philosophy and Literature on 30th June 2020. Department of History: A State level Webinar on "Public Health, Epidemics and State: A Legacy of Colonial Bengal 27th June, 2020 NSS Unit 1 Webinar- An Approach to Management of Monsoon Fever with Special Reference to Dengue and Covid 19 17th August, 2020.

Provide the weblink of the institution

<https://www.gokhalecollegekolkata.edu.in/IOAC-AQAR/InstitutionalDistinctiveness/InstitutionalDistinctiveness2019-20.pdf>

8.Future Plans of Actions for Next Academic Year

- To expedite utilization of the initial Rs. 1 crore RUSA 2.0 grant for new construction, renovation and procurement and submission of the utilization certificate for the same at the earliest to obtain the second instalment of Rs. 1 Crore.
- To expedite installation of the computer lab with the initial RUSA 2.0 grant obtained
- To continue with the Swayam-NPTEL courses which widen the academic and career prospects of the students
- To conduct Administrative and Academic Audit
- To introduce Statistics as a generic subject
- To introduce a formal Student Mentoring System
- To revive the Research Cell
- To continue with the online stakeholder-feedback system
- To increase students' awareness regarding the various government scholarships available for them
- To conduct more fruitful career counselling sessions, especially counselling pertaining to competitive exams
- To collect ex-student information on a regular basis through Google Forms
- to continue helping needy students through financial assistance and Book Bank facility
- To use digital (ICT) tools for teaching-learning and departmental work.
- To undertake special measures for facilitating campus placements
- To collaborate with reputed institutes for the introduction of new certificate courses, e. g. foreign language courses
- To collaborate with institutes like IGNOU for introduction of distance learning
- To initiate industry-academia collaboration and partnerships, an important metric of NAAC accreditation
- To initiate Faculty-Exchange programs with other HEIs.
- To undertake eco-friendly initiatives such as installation of solar power panels, water harvesting system and maintain high standards of hygiene and sanitation in the college premises.
- To conduct Green Audit.
- To identify the locational advantages of the college and take appropriate policy
- To increase canteen space
- To encourage community engagement by teachers and students alike
- To continue approaching the authorities for installation of eco-friendly systems in the College premises.
- To introduce Foreign Language Certificate Courses in collaboration with reputed institutes.
- To continue facilitating out station students with off-site hostel facility in collaboration with YWCA, Kolkata.

