



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes	
• Phone no./Alternate phone no.	03322238287	
• Mobile No:	9830456984	
• Registered e-mail	gokhalecollegekolkata@gmail.com	
• Alternate e-mail	gmgckolkata.iqac@gmail.com	
• Address	1/1, Harish Mukherjee Road	
• City/Town	Kolkata	
• State/UT	West Bengal	
• Pin Code	700020	
2.Institutional status		
• Type of Institution	Women	
• Location	Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr. Sanchita Sen				
• Phone No.	09433026104				
• Alternate phone No.	03322232355				
• Mobile	9433026104				
• IQAC e-mail address	gmgckolkata.iqac@gmail.com				
• Alternate e-mail address	principal.gokhalecollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/AQAR/GMGC-AQAR_2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/AcademicCalendar/GMGC-AcademicCalendar-2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.62	2008	16/09/2008	15/09/2013
Cycle 2	B	2.79	2016	19/01/2016	18/01/2021
6.Date of Establishment of IQAC			01/09/2008		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Gokhale Memorial Girls' College	Salary Grant	State Government	Year - 2020, Duration - 365 days	88278980	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	18
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
ICT workshop organized for professional development of Teaching and Administrative staff	
Full utilization of the 1st instalment funds amounting to Rs. 1 Crore obtained as RUSA 2.0 funds for procurement, renovation and construction	
Formal Student Mentorship introduced.	
Workshop conducted to raise awareness among students regarding various National and State scholarships available.	
Negotiations started with a Kolkata NGO for drawing up a MOU for engaging the students and staff in community work.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
To equip the teaching and non-teaching staff in the use of	Three-day National Workshop and Training Programme on ICT tools organized for the teaching and non-teaching staff and training given
To enable smooth teaching-learning and administration during the Covid-19 lockdown	Personal G suite accounts provided to teachers for taking online classes, exams, providing study material, conducting meetings and doing other administrative work,
Equipping the faculty and students in the use of e-resources of the Central Library during Covid lockdown	Library Orientation Programmes conducted online for both faculty and students to help them access e-resources remotely
Enhancing capabilities of students and the academic engagement for teachers	State, National and International Webinars organized.
To have an appraisal of the effectiveness of the new CBCS curriculum design	Online feedback obtained from students and teachers on the CBCS curriculum design and analyzed
Ensuring the curriculum delivery during Covid pandemic lockdown	Obtaining the reports on completion of both Honours and Generic syllabus from the faculty to ensure academic standard and student success.
Appraisal of the performance of the Institution in all aspects.	The process of conducting the AAA initiated
Infrastructure augmentation	Full utilisation of RUSA 2.0 funds on new construction, renovation and procurement of books, e-resources and laboratory equipment
Student welfare during Covid-19 Lockdown	Needy students identified and measures such as provision of mobile devices, Fee waivers and Fee reductions undertaken

Career Counselling for students	Workshops conducted by the Placement Cell in collaboration with Catalyst, West Bengal and by Presidency University, Bengaluru
Making students aware about National and state Scholarships	Workshop conducted by competent authority
Information for Teachers' career advancements scheme	CAS workshop conducted by ADPI, Dept. of Higher Education, Govt. of West Bengal & State Nodal Officer AISHE, Shri Tushar Kanti Ghara
Environmental awareness drives	World Environment Day observed by staff and students on 5th of June 2020 and by NSS volunteers on 5th of June 2021.
Institutional Social responsibilities	Launching the GMGC Covid Helpline, conducting workshop on health and hygiene by eminent virologist Dr. Amitabha Nandy, carrying relief to super-cyclone YAAS affected areas by NSS members, Psycho-Social Support activity and Psychological Counselling extended to Covid distressed
Initiatives for community engagement by faculty and students	Formation of the MGNCRE SES REC Cell and plans initiated for drawing up MOUs with reputed NGOs for community engagement
Students' Club activities to be extended despite constraints posed by Covid pandemic lockdown	Formation of the MGNCRE SES REC Cell and plans initiated for drawing up MOUs with reputed NGOs; Online cultural programmes such as celebration of Tagore's Birth Anniversary on 9th of May, Teachers' Day on 5th September
To introduce psychological counselling in a positive way to help students and their families cope with the uncertainties of	Initiatives undertaken jointly by the NSS Unit-1, SES REC Cell OF MGNCRE and Department of Psychology

the Covid period. confine dt to their homes in the pandemic lockdown	
Skill enhancements of students	Enrolment in NPTEL courses continued.
Green initiatives	Water Audit conducted in December 2020; Department of Chemistry Video Presentation on 'Medicinal Value of Herbs'.
To continue encouraging writing skills and motivate students to read and write more in the Covid pandemic confinement	An electronic version of the College Magazine 'Miscellany' launched.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Teachers' Council	12/05/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	02/02/2022

Extended Profile

1. Programme

1.1

16

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1

980

Number of students during the year

File Description	Documents
Data Template	View File

2.2

281

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

313

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

46

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

49

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	980
Number of students during the year	

File Description	Documents
Data Template	View File

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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	313
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	46
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	49
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	10480079.88
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Departmental academic calendars indicate syllabus distribution among the faculty for effective teaching within the stipulated time. 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. Initially, the classes in the departmental routine are distributed among the faculty and redistributed if necessary to completion within time. (II) to make learning more inclusive and enhance learning outcomes for all, the faculty provided text book matter, printed, hand-written and electronic reference study materials as required. Keeping diverse learners in mind, the faculty provided matching learning resources. IV) Learning outcomes were quantified using formative and summative assessments. Such assessments include class tests, tutorials, quizzes etc. (V) Generic subjects were accorded equal importance during Covid lockdown, Faculty members designed

plans for smooth curriculum delivery in online mode. Digital teaching-learning evaluation and examination continued undisturbed via Gsuite accounts provided to each department. VI) GMGC Central Library helped teachers to access e-resources and question papers remotely through Central Library website. VII) Remedial Lectures, tutorials, revision classes were conducted for weak learners.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/drive/folders/1-r_jES_Z3-C7XrY_G_5b2C87INnN5_oR?usp=sharing

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar of the institution is drawn up in tandem with the prescribed schedule notified by the University. This calendar is strictly followed. All internal and tutorial examinations are held within the period stipulated by the university. The final awards are uploaded in time on the university portal by the examination Data Management Committee on time.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/AcademicCalendar/GMGC-AcademicCalendar-2020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

4

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

191

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

during the year

191

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The CBCS curriculum is prescribed by the affiliating university and the institution does not have any means to alter or modify the same. However several co-curricular activities conducted by the complement the curriculum and integrate crosscutting issues particularly, human ethics and values, environmental awareness and equal opportunity. Students have ample opportunity to participate in activities that complement their learnings and understandings. Special observances imbibe respectfulness among students towards heritage and legacy. Often what they learn in syllabus gets translated into conscious action through their participation in Cultural Club, Literary Club and Social Awareness Club activities, NSS engagements, community work through SES REC under MGNCRE, Blood Donation, Observance of World Environment Day and such others. During the Covid-19 pandemic student constituted a special Covid Helpline of the College under the guidance of the faculty members of NSS to extend 24X7 aid to the covid sufferers. Psycho-Social Support activities were initiated by the students of the GMGC Covid Helpline and MGNCRE SES REC Cell of the College. The World Environment Day on 5th June 2021 when the entire nation was in a locked down situation, was diligently observed at home by the staff and students through planting of saplings. When the supercyclone YAAS struck the State, students of the NSS unit of the College along with the faculty members rushed to the aid of the flood-stricken villages of Gosaba in the South 24 Parganas District of West Bengal.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

111

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/SSS/StudentSatisfactionSurvey-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

520

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

93

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Regular assessments are made through class tests , tutorial classes, revisions and doubt-clearing sessions. Peer Tutoring and remedial classes are also held. Formative assessments are regularly followed through home assignments and projects which are evaluated to identify advanced, slow and weak learners. Parent-Teacher interface is a very important medium for communicating the progress of the students to their guardians. Suggestions from guardians are taken into consideration by the faculty and appropriate steps are taken to address the shortfalls and also to initiate more conducive methods of teaching-learning. Mock tests are taken for summative evaluation at the end of the semester for assessing the preparedness of the students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
980	45

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In classroom when students are physically present students s' participative learning is ensured through

1. Group discussions

2. Student seminars and class presentations

3. Special Lectures

4. Peer tutoring

5. Mock Viva voce

6. Practice classes in lab-based practicals

7. Doubt-clearing sessions

8. Revision classes

9. Student debates

10. Film Screening and film review as experiential learning

11. Class tests

During Covid-19 lockdown, the same methods were continued to be applied in the digital mode.

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File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1e2sfM6JeFTCEKcjsdHQ5Cm7PKphT34DD/view?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Softwares used by faculty in different disciplines are -

- DEV C++ in Mathematics
- Python and GNUPlot in Physics
- Quantum -GIS in Geography
- Chemdraw and FORCE 2.0 in Chemistry
- Stata and Excel in Economics
- Pneumolysis in Psychology

Teaching and study material is obtained from e-resources accessed remotely using NList of INFLIBNET and Central Library OPAC system and through web access.

Devices such as Laptops, Pentabs and Mobile devices used for conducting online classes.

Digital platforms such as Microsoft tools, Zoom, Google Meet, Google Hangout, Google Duo and Google Class Room, Edumode etc. to conduct online classes.

Digital tools, such as Xodo Pdf writer, Microsoft Edge, Adobe, Foxit Pdf Reader etc.) to check answer scripts submitted online.

Digital Platforms such as Google Meet, Webex and Zoom etc. to conduct Webinars and special lectures.

Learning e-material and academic content is provided through online messaging Apps like E-mail and WhatsApp and in Google classrooms.

Video lectures are provided through Zoom and OBS studio

Microsoft Voice Recorders are used for recording lectures and these are Audio lectures are provided through Whatsapp links and emails.

Skype for taking online classes.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/ICTtools/ICT-ToolsUsed-Faculty-2022.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

36

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

641

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assessments are held at fixed and regular intervals in each semester in the Choice-based- Credit System as well as in the Annual system of examinations. The exact question pattern and distribution of marks for each paper in each subject is decided by the respective Board of Studies for the different disciplines. The time-range for the examination is stipulated by the Controller of Examinations, University of Calcutta. Each department conducts their internal assessment on centrally decided dates within the university- stipulated time-frame and sets the question papers. Answer-scripts are assessed by the faculty. Answer-scripts post-evaluation are subjected to minute scrutiny by the respective departmental evaluators. Finally, the marks for each paper (theory and practical/ tutorial for both Honours/ Major and General Subjects), are uploaded to the University Portal within the stipulated time-frame centrally by the college through the Student Data Management Committee. The college appoints an Examination

Committee comprising of faculty members, for the smooth running of the process of both internal and external examinations both in the offline and online modes. The examination committee completes the task of question paper assignment (creation of examination-specific google classrooms, creation of assignment and material related to the examination).

File Description	Documents
Any additional information	View File
Link for additional information	https://docs.google.com/document/d/1W5uUBK36yqv8ELeBZgfJe4h5ne5pBTd2/edit?usp=sharing&ouid=111914783234910770350&rtpof=true&sd=true

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Several procedures are followed to maintain the mechanism of dealing with internal assessment-related grievances in a transparent, time-bound and efficient manner. All question-paper related issues are directly addressed by the departmental faculty themselves. Post-evaluation the answer-papers are shown to the parents of the examinees during a post-assessment Parent-Teachers' meeting. The parents are invited to express their honest comments about their ward's performance in the presence of all the faculty members of the department. On occasions of poor performance by a student, the Department asks the respective guardian to visit the HOD and other faculty members and a discussion addressing the relevant issues is held.

The college conducts mock-tests before the final university exams. All answer-scripts are evaluated by the departmental faculty members and shown to the students in a class meet. Problems regarding script evaluation, question papers, mark addition and all other grievance -related issues are dealt with in the most transparent, efficient and time-bound way possible.

All critical cases in terms of attendance and academic performance are discussed in a college Teachers' Council meeting chaired by the Head of the Institution.

File Description	Documents
Any additional information	View File
Link for additional information	https://docs.google.com/document/d/1W5uUBK36yqv8ELeBZgfJe4h5ne5pBTd2/edit?usp=sharing&oid=111914783234910770350&rtpof=true&sd=true

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Course Outcome of all courses: Course Outcomes are prepared for all the courses in various programs. Core courses mould students to remember data/knowledge, and then to understand the idea/process. Learner also need to apply the idea that they have been taught, and also synthesize/create new idea or a new methods based on the knowledge/information what has already been acquired. Mechanism of Communication of all Course Outcomes (CO) :

1. Course outcomes have been published in the college website.
2. It is also a part of learning objective while delivering the lecture.
3. Course outcomes are also duly conveyed to the guardians during the PTM.
4. Feedbacks are taken to ensure whether the outcomes are met.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.gokhalecollegekolkata.edu.in/GokhaleCollege-Courses.htm
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Course Outcomes are narrower statements that describe what students are expected to know, and be able to do at the end of each course and attainment is measured based on

1. the results of the internal assessment and Class performance

- and activities consisting of assignments / tutorials
2. external examination conducted by the university.

We put 20% weightage on internal assessment/class activities marks and 80% on marks scored in university examination. Based on this, we fix three target levels as low (below 40 %), Moderate (40%-60%) and Good (Above 60%).

Following the National Board of Accreditation the norms given below are considered -

Attainment Level 1: 60% of students score more than 60% marks out of the maximum relevant marks.

Attainment Level 2: 70% of students score more than 60% marks out of the maximum relevant marks.

Attainment Level 3: 80% of students score more than 60% marks out of the maximum relevant marks

POs are measured using the COs (direct attainment in CGPAs) with stress on Placement record and progression after graduation (indirect attainment)

Final PO attainment= 80% of Direct attainment + 20% Indirect attainment

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/drive/folders/1H3VaDexWw1aKueLorlKonsFPTLHXteyA?usp=sharing

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

352

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/file/d/15TI00Od94nAOFiqeK_V840tqDZn8O_vE/view?usp=sharing

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/SSS/StudentSatisfactionSurvey-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

615000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dst.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

35

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

17

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

107

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- GMGC Covid Helpline launched in May 2021 during the devastating second wave of Covid-19 Pandemic, initially by the NSS Unit -1 to help the covid affected people in a 24x7 schedule using social media as a medium, subsequently joined by Non-NSS students, Ex-students, Faculty and Non-teaching staff. To manage time efficiently, helpers organized themselves into front desk members and back-end verifiers in four groups - Hospital, Oxygen, Blood and Plasma, Food, each with 2 Front-Desk Helpers to connect with the patient family directly, assigned 12-hour morning shift and night shift to receive calls and stand in place of an inactive member or to relieve another. Back-end Verifiers maintained data on patient family's experiences on the responses of hospitals or oxygen dealers. As a strict rule, members verified with hospitals and medicine/oxygen suppliers and the patient information beforehand to avoid delay or misuse of information. Empathy and adherence to government notifications- the two most important premises of this extension activity, the helpline also facilitated stranded individuals to return home.
- Psycho-social Support Activities under the aegis of the MGNCRE SES REC Cell and Department of Psychology.
- NSS Relief Work in YAAS Super-cyclone devastated areas of Gosaba, South 24 Parganas, June 2021.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

123

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- There are 23 classrooms including seminar rooms and halls and 11 laboratories. 14 of these including a few laboratories are equipped with Desktop computers with LAN. One room has Desktop computer with LAN and a Smart Board and one room has Desktop computer with LAN and a Smart TV. There are two rooms of which one has a Desktop computer with LAN and a LCD Projector and another room which has a LCD Projector with LAN.
- Renovations of classrooms have been initiated and completed with RUSA 2.0 funds
- There are 40 active computers for academic work.
- There is a canteen room.
- There is a well-stocked Central library with LSEASE Libsys software and OPAC facility. There is facility for remote access of e-resources. The college also subscribes to NLIST of INFLIBNET. Departmental libraries are also maintained. Additional books and reference material have been acquired with RUSA 2.0 funds.
- There is a common room for students.
- Every floor has safe drinking water source maintained by a reputed company..
- There are adequate washrooms and toilets and hygiene is scrupulously maintained.
- A fire safety system is installed.
- There is a standby 60 KVA generator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.gokhalecollegekolkata.edu.in/IOAC-AQAR/Infrastructure-Support.htm

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sustainable sports activities are carried out each year during winters which proves the intense motivation towards sports and other games among the students. The field overlooking the garden

situated between the two buildings, though not large served as a pavilion for annual sports of the undergraduate students earlier. In the recent years, due to ongoing renovation and construction work, it is used for badminton doubles and singles championship held regularly during January to inspire students to participate in various activities. The College common room has different indoor games like Carrom, Chess etc to allow students to follow regular physical fitness apart from academic orientation.

Despite inadequacy of space, the College has over its entire existence been a torch-bearer of cultural heritage and cultural excellence. The Student Cultural Club undauntedly organized cultural activities and programmes during the Covid-19 lockdown period in the online mode. When students attend physically, all special occasions are observed with due reverence and enthusiasm. These are the Birth Anniversary of Founder Mrs. Sarala Roy and Death Anniverssary of Founder-Principal Dr. S.E. Rani Ghosh and College Foundation Day and many others.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

File Description	Documents
Upload any additional information	View File
Paste link for additional information	nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1391193

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Libsys LSEase Library Management Software is installed for the maintenance of the library database. Partial automation was introduced in 2014 with LSEase Web Centric 3 Users Software and subsequently upgraded to LSEase Web Centric 5 Users Software in April 2018. The barcoding process was initiated in 2014 and completed in 2017. At present the library is fully automated. There is an automated catalogue system and barcoding has made easy systematic management of issue, return and retrieval of books. The mezzanine section is equipped with computers and serves as the UGC Resource Network Center where users can access N-List e-resources. The Centre was first established in 2006 in the library under the UGC Xth Five Year Plan and assistance was provided for purchase of computers and internet connection. At present there are 4 computers and OPAC searching facility with 163.41 MBPS bandwidth internet connectivity to access the e-resources from INFLIBNET and other websites. By 2020 around 600 users were enrolled in the UGC N-LIST program. In 2020, the Central Library website was created - an important step in facilitating the faculty and students with direct and individual access to INFLIBNET services and other e-resources within the reading room and outside. Provision of adequate library services has been one of the general Best Practices of the College.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/BestPractices/BestPractices-2018-19.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1052112

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

7

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Upto 2019, the total bandwidth of internet connectivity was 200 MBPS. From 2020 onwards this has increased to 250 MBPS.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	nil

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

10480080

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Required instruments of each department are purchased annually with requisition from each department. Government norms have been strictly followed during purchasing all kind of requirements. Stock registers are maintained carefully. Skilled personnel are called in when repairs are needed. Chemicals and consumable materials and instruments are maintained meticulously. in 2020-21, new instrumnets ahve been purchased with RUSA 2.0 grant.

Library is open access and fully computerized. Library facilities are provided to all teachers, students and staff. Library committee meetings are held at regular intervals to implement more rule and regulations. Online library web- OPAC is accessible to the students and faculty from anywhere in the college campus.

The sports equipment is purchased when required.

Desktop along with internet facility and anti-virus protection is provided to all the departments and offices. All Smart rooms are equipped with projectors and laptops where the respective departments can conduct their seminars and film show

Classroom cleanliness is maintained regularly by support staff. Major construction work is done by PWD (WB) whereas small repairing work or renovation works are done by skilled worker or by local contractor.

1. A permanent electrician is engaged for maintaining and servicing electrical system.
2. Aqua-guard water coolers are provided to supply safe drinking water.
3. There is a 60 KV generator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/Infrastructure-Support.htm

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

105

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

24

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	https://www.gokhalecollegekolkata.edu.in/facilities/GokhaleCollege-SkillDevelopment.htm
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

317

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

317

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

34

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

209

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

15

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

35

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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. in 2020-21, there were 94 members. The Association contributes as and when it is possible.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In accordance with the mission statements, the institution is committed to making teaching-learning accessible to all students. The Covid 19 Pandemic lockdown 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 softwares 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.

In accordance with the vision and mission statements, college identified needy students during the Covid pandemic and permitted fee waivers, free studentship and also provided mobile devices for smooth learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. The Academic Sub-committee which discusses and schedules various academic activities such as organizing Special Lectures, workshops and Seminars, students' evaluation, etc. . 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 with the Principal as its Chairperson is at the helm of the entire planning, programming and execution of all quality enhancement projects and effectively implement to ensure smooth and efficient functioning of the institution. During the Covid lockdown, the departments were given the autonomy to conduct classes such as to ensure effective completion of syllabus in spite of unavoidable disruptions in internet connectivity. 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.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1XwTJdi1uz9l9a2-68DKXpcCYNvad9WxX?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Ensure quality in curriculum delivery and academic support for student success. Increase access to quality learning by facilitation of the use of innovative and effective teaching methods - provision of personal GSuite accounts to teachers.
- Enhance student-centred processes - identifying needy students and providing Free Studentship and Fee Waivers; disseminating information about available National and State Scholarships; scheduling classes to meet student needs; easy access to study material through College Website; conducting Library Orientation Programmes for students to promote use of e-resources.
- Organizational Efficiency - Assessment and improvement of all college operations, programs, and activities; make data-informed decisions to maximize institutional efficiency, integration, and effectiveness; Obtain feedback from student and teachers on the effectiveness of the curriculum design; introduction of formal mentorship to guide them in curriculum preparedness and future academic pursuits.
- Increase professional development for the entire staff through Lectures and workshops.
- Ensure effective and full use of financial, physical, and technological resources to support student-centric activities and utilize technology that best serves the needs of the institution.
- Enhancing social outreach and community engagement activities.
- Upholding the value system as per the vision and mission of the Founders of the institution with due attention accorded to environment-related issues

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College follows a particular administrative hierarchy with the Governing Body at the top level consisting of the President, secretary, Govt. and University nominees, teachers representatives. It is followed by the post of the Principal as the institutional head. The next level is that of the teaching staff consisting of Associate Professors, Assistant Professors, Librarian and SACT-all of whom constitute the Teachers' Council. The members of this council are the members of various committees - both statutory and non-statutory ones. IQAC, Academic Sub-Committee, PMU/ RUSA, Provident Fund Committee, Infrastructure Committee are the statutory committees. There are several non-statutory committees for blood donation, admission, SC/ST cell, Student data management etc. to name a few.

The non-teaching staff consists of Group-B, ,C, D and casual staff.

The policies and service rules of the institution are guided by the Higher Education Department of West Bengal. College Service Commission recommends the names of teachers and Principal which are then approved by the Governing Body and finally appointment letter issued by the Principal (for teachers) and by the President for Principal.

File Description	Documents
Paste link for additional information	nil
Link to Organogram of the Institution webpage	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/Organogram/GMGC-Organogram-2022.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Welfare measures for the teaching-staff -

1. For the 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 is in order.

Welfare measure for the Non-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.Welfare measures for students**Welfare measures for students -**

1. Different Scholarships like Kanyashree Prakalpa, Swami Vivekananda Merit -cum-means Scholarship, Post Matric Minorities Students Scholarship, Aikyashree, Govt. 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.

Students are allowed to take photocopies of class notes, books, and question papers in discount rate from college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

20

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Feedback is collected from the teachers and non-teaching staff and analysed. The report is then conveyed to the stakeholders for

their perusal.feedback is provided by the stakeholder on academic, infrastructural and cultural aspects of the institutions. te analyssi of the feedback is dicussed by the IQAC. Problematic issues are identified and feasible measures discussed. These measures are put to action as and when necessary and as far as it is feasible.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Names of auditors are sent to the college by the Higher Education Department, Govt. of West Bengal every year for conducting financial audit. However,external financial audit could not be conducted, because no auditor was deputed by the Department in 2020-21.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The purpose of this Strategic Plan for Mobilization of External Funds is to further develop and strengthen the Organization's capacity to mobilize resources for its programs and projects aimed at implementing the certain mandates. This strategic document consists of three major approaches to resource mobilization within Teaching and Non-teaching staff of the College.

Provision of salaries of teachers insubstantive posts whose salaries are disbursed from funds allotted by the Higher Education Department, Govt of India. TheCollege claims this fund thrice a year in January, April and August. Salaries of casual staff comesfrom admission fees of students.

The college adheres strictly to the issued Government orders for disbursement of funds needed for infrastructural and academic development as and when necessary.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- Three-day Workshop and Training Programme on ICT tools organized for the teaching and non-teaching staff.
- G suite accounts provided to teachers for smooth curriculum

delivery and administrative work.

- Library Orientation Programmes conducted for faculty and students to facilitate use of remote access of e-resources.
- State, National and International Webinars organized.
- Online feedback obtained from students and teachers on CBCS curriculum design.
- The process of AAA initiated.
- Full utilisation of RUSA 2.0 funds on new construction, renovation and procurement.
- Needy students facilitated with Fee waivers and Fee reductions and mobile devices.
- Workshops conducted by the Placement Cell for Career development of students.
- Workshop conducted by competent authority to promote awareness about various Scholarship schemes.
- CAS workshop conducted by ADPI, Dept. of Higher Education, Govt. of West Bengal.
- World Environment Day observed by staff and students in 2020 and 2021.
- Covid Helpline launched and Psycho-Social Support activity initiated.
- Workshop conducted by NSS Unit on health and hygiene.
- Special observances held online.
- Enrolment in NPTEL courses continued.
- Water Audit conducted.
- Video Presentation by students of the Department of Chemistry on 'Medicinal Value of Herbs', World Environment Day, 2021.
- Electronic version of the college magazine 'Miscellany' launched.
- Publication of "Monochrome" - a Literary Club endeavour.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Keeping the two-year long term of the Corona pandemic in mind, IQAC has been eager to encourage students to develop a deep feeling of care, kindness and compassion towards all human beings

through numerous social activities. Students from all disciplines of the College helped the NSS team in building ways to reach out to remote areas where basic essentials were scarce, so food, oxygen, masks or sanitizers had to be provided. Though no courses are offered in Biological Science, students of this institution have worked rigorously for many affected families during the emergency conditions.

b) Role of IQAC in the pedagogical revolution during 2020- 2021

IQAC has played a crucial role in stabilising the improved quality of teaching, learning and evaluation in order to enable a smooth transition from physical classroom teaching to a mandatory mode of online teaching through Zoom, Google Meet or Google classroom which enabled a shift in the role of a teacher utilizing ICT tools to that of a facilitator where interactive planning has overall improved ways of imparting education in various fields of study.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/annualReports/GMGC-AnnualReport-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is a all-women institution committed to promoting gender equality. The college has a number of male teachers and non-teaching staff. Sensitizing efforts of the male staff in dealing with girl students, in particular, and women, in general, have been undertaken by the college with the help of NSS.

- Safety and security of the girls students is strictly maintained through outsourcing security personnel from reputed security provider, the NIS Security Management Ltd. registered with Kolkata (west Bengal) Registrar Office.. who are amply aided by the support staff.
- installation of CCTV cameras at vantage points.
- Teachers and staff: In all committees, male and female faculty members take part regularly and share equal responsibilities.
- Students are encouraged to participate in study tours/field trips organized by the departments
- The college organizes many Seminars, Workshops, and Special Lectures. Outdoor Sport is a pompous event in the college. Students participate in large numbers in such events, particularly in sports. Although, sports event was not held during the year 2021 due to the covid pandemic.
- A State-level Webinar on 30/06/2020 was organised by the Department of Philosophy and Bengali on "Feminism". Dr. Aditi Dasgupta and Prof. Sanat Kumar Naskar were the speakers at that event.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/drive/folders/1KV sL0vWjXsdsEDzox-kAreiWDlDdOWs1?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/drive/folders/10b xPGFI616YxT8-lE4n8TkiuM-HFRbZh?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid Waste - Littering is strictly prohibited. all solid waste is collected in waste bins kept in different floors of the college building and in the college open ground. This waste is then taken away by the Kolkata Municipal Corporation workers and duly disposed.**
- **There are e- waste bins in which e-waste is deposited and the same is taken away by the Kolkata Municipal Corporation workers and duly disposed.**
- **Hazardous chemicals and by-products of the Chemistry Lab and the Physics Lab are duly collected and disposed carefully according to disposal norms.**
- **For maintenance of cleanliness and hygiene, waste bins are kept at several spots in the premises including the college ground to prevent littering and efficient collection of canteen, garden and office waste.**
- **Sanitary waste is strictly collected in bins maintained in the washrooms and toilets and systematically disposed.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/drive/folders/1HCsaAvSHEH67xSdnUw35MVRejTpnEEWl?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

D. Any 1 of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- Students coming from various social strata. They come from**

suburban and district areas too. College is dedicated to maintaining social harmony among students. College tries to inculcate social and ethical values, emphasizing the importance of cultural exchange.

- Students are always taught to become cooperative and compassionate with each other. College provides financial assistance to needy students to make sure everyone gets equal opportunity. Academically weaker students are given special attention to make them at par with their fellow mates.
- Cultural events, College Magazine, Sports and various other activities are organized regularly. These are the platforms that college provides where many students take part, work together, exchange ideas and thus, they get to know each other in the process.
- NSS unit-1 and social outreach club organises an outreach program and conducts Blood Donation Camp (not conducted due to the covid pandemic). Particularly, NSS team has put in tremendous effort while covid lockdown period for people in need of Oxygen and other life-saving amenities.
- College strictly adheres to reservation policy to include students from various socio-cultural backgrounds.
- Seminars, Workshops, colloquium are also organized to promote inclusive environment and diversity. A State-level webinar on Feminism was organised by the Philosophy Dept. on 30/06/2020.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college puts in much efforts for sensitizing the students and the employees to the constitutional obligations about values and rights. This is done through seminars, workshops to inculcate such rights and duties to make them better citizens.

- Education dept. has organised a student lecture series on 10/09/2021. Sayantani Karmakar has delivered a lecture on "Idealism and Education". Debadutta Das delivered a talk on

"Educational Implications of Samkhya philosophy in Modern Days" which inculcates Moral Philosophy, Practical Ethics, Human rights and its philosophy behind it.

- A State-level webinar series was organised by the Department of Political Science on 17/06/2020 and 22/06/2020 on "Politics in Pandemic Times". Prof. Sumit Mukherjee and Prof. Anindya Jyoti Majumdar spoke on International Relations to make them aware of various developments in international polity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff.

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- 1) International Mother Language day was celebrated by the department of Bengali.
- 2) Online Rabindra Jayanti (Celebration of 159th Birth anniversary of Gurudev Rabindranath Tagore) was presented by the college and also individually by the Department of Bengali.
- 3) English Dept organized an online commemorative event "Infinite Ray" curated to pay homage to Satyajit Ray on his Birth Centenary.
- 4) Teachers' Day Celebrated by the students of various departments in their individual capacities.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title: Professional Development of Staff

Objective: to enhance online teaching-learning and administrative work

Context: All offline classes and activities forcefully came to a standstill giving way to an online mode of teaching.

Practice: Online mode made it necessary for the entire staff to be trained in ICT tools. A Three-day National Workshop and Training Programme titled, "Developing skills through ICT tools and techniques", was organized in collaboration with Malda College, and staff in got familiar with the google tools.

Outcome : This workshop enhanced online teaching-learning and office work - best possible achievement in pandemic times.

Best Practice 2:

Title: Institutional Social and Community Responsibility

Objective: The opportunity of voluntary community service times of the Covid-19 pandemic lockdown.

Context: Active participation of college students and youth of society required for all groups in the community and society at large.

Practice: Launching of the Covid Helpline; observance of World Environment Day; online workshop with an eminent virologist; Psycho Social Support activities conducted by the Department of Psychology, the SES REC Cell of MGNCRE and N.S.S Unit-I.

Outcome: The above practices enhanced the society to run unhindered in the pandemic situation creating new vigour among the students.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The reformer and educationist Smt Sarala Ray, the driving force behind the establishment of the institution believed that—"Education meant development of thought and culture- which brought in a wider outlook of life."The purpose of value education is the holistic development of personality of a student.Value-based education aims at training the students to face the outer world with the right attitude. Outcome and significant steps taken during 2020- 2021:-

1. Online Counseling session on the topic – "Surviving the pandemic mindfully through physical distance but social proximity" . Speaker: Shatabhisha Chatterjee Date: 9.04.20 2 Initiating Schemes for student scholarship (Vivekanand Merit-cum-means Scholarship, NSP and Aikyashree) and organising virtual seminar on Student Scholarships on 6.12.2021) 3.Awareness programme on

Students Credit Card on 24.12.2021,Ref. GMGC/ADMIN/21-22/No. 064
Date: 21/12/21and an inaugural awareness campaign on Student
Credit Card Scheme was held on 23/12/2021 in the college.

4.'Sharing experiences and finding ways to deal with GRIEF', A
psychological interactive session was organised by the department
of Psychology by a specialised interaction addressing the grief
experiences of students who have suffered.The session began on
31.05.2021 and the concluding session was presided over by Dr
Ankita Ghosh on 21.7.2021.

NAAC

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Departmental academic calendars indicate syllabus distribution among the faculty for effective teaching within the stipulated time. 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. Initially, the classes in the departmental routine are distributed among the faculty and redistributed if necessary to completion within time. (II) to make learning more inclusive and enhance learning outcomes for all, the faculty provided text book matter, printed, hand-written and electronic reference study materials as required. Keeping diverse learners in mind, the faculty provided matching learning resources. IV) Learning outcomes were quantified using formative and summative assessments. Such assessments include class tests, tutorials, quizzes etc. (V) Generic subjects were accorded equal importance during Covid lockdown, Faculty members designed plans for smooth curriculum delivery in online mode. Digital teaching-learning evaluation and examination continued undisturbed via Google accounts provided to each department. VI) GMGC Central Library helped teachers to access e-resources and question papers remotely through Central Library website. VII) Remedial Lectures, tutorials, revision classes were conducted for weak learners.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/drive/folders/1-r_jES_Z3-C7XrY_G_5b2C87INnN5_oR?usp=sharing

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar of the institution is drawn up in tandem with the prescribed schedule notified by the University. This calendar is strictly followed. All internal and tutorial examinations are held within the period stipulated by the university. The final awards are uploaded in time on the university portal by the examination Data Management Committee on time.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.gokhalecollegekolkata.edu.in/IOAC-AQAR/AcademicCalendar/GMGC-AcademicCalendar-2020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

4

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

191

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

191

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The CBCS curriculum is prescribed by the affiliating university

and the institution does not have any means to alter or modify the same. However several co-curricular activities conducted by the complement the curriculum and integrate crosscutting issues particularly, human ethics and values, environmental awareness and equal opportunity. students have ample opportunity to participate in activities that complement their learnings and understandings. Special observances imbibe respectfulness among students towards heritage and legacy. Often what they learn in syllabus gets translated into conscious action through their participation in Cultural Club, Literary Club and Social Awareness Club activities, NSS engagements, community work through SES REC under MGNCRE, Blood Donation, Observance of World Environment Day and such others. During the Covid-19 pandemic student constituted a special Covid Helpline of the College under the guidance of the faculty members of NSS to extend 24X7 aid to the covid sufferers. Psycho-Social Support activities were initiated by the students of the GMGC Covid Helpline and MGNCRE SES REC Cell of the College. The World Environment Day on 5th June 2021 when the entire nation was in a locked down situation, was diligently observed at home by the staff and students through planting of saplings. when the supercyclone YAAS struck the State, students of the NSS unit of the College along with the faculty members rushed to the aid of the flood-stricken villages of Gosaba in the South 24 Parganas District of West Bengal.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

111

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.gokhalecollegekolkata.edu.in/IOAC-AQAR/SSS/StudentSatisfactionSurvey-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

520

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

93

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Regular assessments are made through class tests , tutorial classes, revisions and doubt-clearing sessions. Peer Tutoring and remedial classes are also held. Formative assessments are regularly followed through home assignments and projects which are evaluated to identify advanced, slow and weak learners. Parent-Teacher interface is a very important medium for communicating the progress of the students to their guardians. Suggestions from guardians are taken into consideration by the faculty and appropriate steps are taken to address the shortfalls and also to initiate more conducive methods of teaching-learning. Mock tests are taken for summative evaluation at the end of the semester for assessing the preparedness of the students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
980	45

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In classroom when students are physically present students s' participative learning is ensured through

1. Group discussions

2. Student seminars and class presentations

3. Special Lectures

4. Peer tutoring

5. Mock Viva voce

6. Practice classes in lab-based practicals

7. Doubt-clearing sessions

8. Revision classes

9. Student debates

10. Film Screening and film review as experiential learning

11. Class tests

During Covid-19 lockdown, the same methods were continued to be applied in the digital mode.

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File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1e2sfM6JeFTCEKcjsdHQ5Cm7PKphT34DD/view?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Softwares used by faculty in different disciplines are -

- DEV C++ in Mathematics
- Python and GNUPlot in Physics
- Quantum -GIS in Geography

- Chemdraw and FORCE 2.0 in Chemistry
- Stata and Excel in Economics
- Pneumolysis in Psychology

Teaching and study material is obtained from e-resources accessed remotely using NList of INFLIBNET and Central Library OPAC system and through web access.

Devices such as Laptops, Pentabs and Mobile devices used for conducting online classes.

Digital platforms such as Microsoft tools, Zoom, Google Meet, Google Hangout, Google Duo and Google Class Room, Edumode etc. to conduct online classes.

Digital tools, such as Xodo Pdf writer, Microsoft Edge, Adobe, Foxit Pdf Reader etc.) to check answer scripts submitted online.

Digital Platforms such as Google Meet, Webex and Zoom etc. to conduct Webinars and special lectures.

Learning e-material and academic content is provided through online messaging Apps like E-mail and WhatsApp and in Google classrooms.

Video lectures are provided through Zoom and OBS studio

Microsoft Voice Recorders are used for recording lectures and these are Audio lectures are provided through Whatsapp links and emails.

Skype for taking online classes.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/ICTtools/ICT-ToolsUsed-Faculty-2022.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the

latest completed academic year)

2.3.3.1 - Number of mentors

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

36

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

641

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assessments are held at fixed and regular intervals in each semester in the Choice-based- Credit System as well as in the Annual system of examinations. The exact question pattern and distribution of marks for each paper in each subject is decided by the respective Board of Studies for the different disciplines. The time-range for the examination is stipulated by the Controller of Examinations, University of Calcutta. Each department conducts their internal assessment on centrally decided dates within the university- stipulated time-frame and sets the question papers. Answer-scripts are assessed by the faculty. Answer-scripts post-evaluation are subjected to minute scrutiny by the respective departmental evaluators. Finally, the marks for each paper (theory and practical/ tutorial for both Honours/ Major and General Subjects), are uploaded to the University Portal within the stipulated time-frame centrally by the college through the Student Data Management Committee. The college appoints an Examination Committee comprising of faculty members, for the smooth running of the process of both internal and external examinations both in the offline and online modes. The examination committee completes the task of question paper assignment (creation of examination-specific google classrooms, creation of assignment and material related to the examination).

File Description	Documents
Any additional information	View File
Link for additional information	https://docs.google.com/document/d/1W5uUBK36yqv8ELeBZgfJe4h5ne5pBTd2/edit?usp=sharing&oid=111914783234910770350&rtpof=true&sd=true

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Several procedures are followed to maintain the mechanism of dealing with internal assessment-related grievances in a transparent, time-bound and efficient manner. All question-paper related issues are directly addressed by the departmental faculty themselves. Post-evaluation the answer-papers are shown to the parents of the examinees during a post-assessment Parent-Teachers' meeting. The parents are invited to express their honest comments about their ward's performance in the presence of all the faculty members of the department. On occasions of poor performance by a student, the Department asks the respective guardian to visit the HOD and other faculty members and a discussion addressing the relevant issues is held.

The college conducts mock-tests before the final university exams. All answer-scripts are evaluated by the departmental faculty members and shown to the students in a class meet. Problems regarding script evaluation, question papers, mark addition and all other grievance -related issues are dealt with in the most transparent, efficient and time-bound way possible.

All critical cases in terms of attendance and academic performance are discussed in a college Teachers' Council meeting chaired by the Head of the Institution.

File Description	Documents
Any additional information	View File
Link for additional information	https://docs.google.com/document/d/1W5uUBK36yqv8ELeBZgfJe4h5ne5pBTd2/edit?usp=sharing&oid=111914783234910770350&rtpof=true&sd=true

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Course Outcome of all courses: Course Outcomes are prepared for all the courses in various programs. Core courses mould students to remember data/knowledge, and then to understand the idea/process. Learner also need to apply the idea that they have been taught, and also synthesize/create new idea or a new methods based on the knowledge/information what has already been acquired. Mechanism of Communication of all Course Outcomes (CO) :

1. Course outcomes have been published in the college website.
2. It is also a part of learning objective while delivering the lecture.
3. Course outcomes are also duly conveyed to the guardians during the PTM.
4. Feedbacks are taken to ensure whether the outcomes are met.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.gokhalecollegekolkata.edu.in/GokhaleCollege-Courses.htm
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Course Outcomes are narrower statements that describe what students are expected to know, and be able to do at the end of each course and attainment is measured based on

1. the results of the internal assessment and Class performance and activities consisting of assignments / tutorials
2. external examination conducted by the university.

We put 20% weightage on internal assessment/class activities marks and 80% on marks scored in university examination. Based on this, we fix three target levels as low (below 40 %),

Moderate (40%-60%) and Good (Above 60%).

Following the National Board of Accreditation the norms given below are considered -

Attainment Level 1: 60% of students score more than 60% marks out of the maximum relevant marks.

Attainment Level 2: 70% of students score more than 60% marks out of the maximum relevant marks.

Attainment Level 3: 80% of students score more than 60% marks out of the maximum relevant marks

POs are measured using the COs (direct attainment in CGPAs) with stress on Placement record and progression after graduation (indirect attainment)

Final PO attainment= 80% of Direct attainment + 20% Indirect attainment

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/drive/folders/1H3VaDexWwlaKueLorlKonsFPTLHXteyA?usp=sharing

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

352

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/file/d/15TI00Od94nAOFiqeK_V840tgDZn80_vE/view?usp=sharing

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.gokhalecollegekolkata.edu.in/IOAC-AQAR/SSS/StudentSatisfactionSurvey-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

615000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dst.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

35

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

17

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

107

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- GMGC Covid Helpline launched in May 2021 during the devastating second wave of Covid-19 Pandemic, initially by the NSS Unit -1 to help the covid affected people in a 24x7 schedule using social media as a medium, subsequently joined by Non-NSS students, Ex-students, Faculty and Non-teaching staff. To manage time efficiently, helpers organized themselves into front desk members and back-end verifiers in four groups - Hospital, Oxygen, Blood and Plasma, Food, each with 2 Front-Desk Helpers to connect with the patient family directly, assigned 12-hour morning shift and night shift to receive calls and stand in place of an inactive member or to relieve another. Back-end Verifiers maintained data on patient family's experiences on the responses of hospitals or oxygen dealers. As a strict rule, members verified with hospitals and medicine/oxygen suppliers and the patient information beforehand to avoid delay or misuse of information. Empathy and adherence to government notifications- the two most important premises of this extension activity, the helpline also facilitated stranded individuals to return home.
- Psycho-social Support Activities under the aegis of the MGNCRE SES REC Cell and Department of Psychology.
- NSS Relief Work in YAAS Super-cyclone devastated areas of Gosaba, South 24 Parganas, June 2021.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

123

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- There are 23 classrooms including seminar rooms and halls and 11 laboratories. 14 of these including a few laboratories are equipped with Desktop computers with LAN. One room has Desktop computer with LAN and a Smart Board and one room has Desktop computer with LAN and a Smart TV. There are two rooms of which one has a Desktop computer with LAN and a LCD Projector and another room which has a LCD Projector with LAN.
- Renovations of classrooms have been initiated and completed with RUSA 2.0 funds
- There are 40 active computers for academic work.
- There is a canteen room.
- There is a well-stocked Central library with LSEASE Libsys software and OPAC facility. There is facility for remote access of e-resources. The college also subscribes to NLIST of INFLIBNET. Departmental libraries are also maintained. Additional books and reference material have been acquired with RUSA 2.0 funds.
- There is a common room for students.
- Every floor has safe drinking water source maintained by a reputed company..
- There are adequate washrooms and toilets and hygiene is scrupulously maintained.
- A fire safety system is installed.
- There is a standby 60 KVA generator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/Infrastructure-Support.htm

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sustainable sports activities are carried out each year during winters which proves the intense motivation towards sports and other games among the students. The field onlooking the garden situated between the two buildings, though not large served as a pavilion for annual sports of the undergraduate students earlier. In the recent years, due to ongoing renovation and construction work, it is used for badminton doubles and singles championship held regularly during January to inspire students to participate in various activities. The College common room has different indoor games like Carrom, Chess etc to allow students to follow regular physical fitness apart from academic orientation.

Despite inadequacy of space, the College has over its entire existence been a torch-bearer of cultural heritage and cultural excellence. The Student Cultural Club undauntedly organized cultural activities and programmes during the Covid-19 lockdown period in the online mode. When students attend physically, all special occasions are observed with due reverence and enthusiasm. These are the Birth Anniversary of Founder Mrs. Sarala Roy and Death Anniverssary of Founder-Principal Dr. S.E. Rani Ghosh and College Foundation Day and many others.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

File Description	Documents
Upload any additional information	View File
Paste link for additional information	nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

1391193

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Libsys LSEase Library Management Software is installed for the maintenance of the library database. Partial automation was introduced in 2014 with LSEase Web Centric 3 Users Software and subsequently upgraded to LSEase Web Centric 5 Users Software in April 2018. The barcoding process was initiated in 2014 and completed in 2017. At present the library is fully automated. There is an automated catalogue system and barcoding has made easy systematic management of issue, return and retrieval of

books. The mezzanine section is equipped with computers and serves as the UGC Resource Network Center where users can access N-List e-resources. The Centre was first established in 2006 in the library under the UGC Xth Five Year Plan and assistance was provided for purchase of computers and internet connection. At present there are 4 computers and OPAC searching facility with 163.41 MBPS bandwidth internet connectivity to access the e-resources from INFLIBNET and other websites. By 2020 around 600 users were enrolled in the UGC N-LIST program. In 2020, the Central Library website was created - an important step in facilitating the faculty and students with direct and individual access to INFLIBNET services and other e-resources within the reading room and outside. Provision of adequate library services has been one of the general Best Practices of the College.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.gokhalecollegekolkata.edu.in/IOAC-AQAR/BestPractices/BestPractices-2018-19.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1052112

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

7

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Upto 2019, the total bandwidth of internet connectivity was 200 MBPS. From 2020 onwards this has increased to 250 MBPS.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	nil

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in A. ? 50MBPS

the Institution	
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
10480080	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
<p>4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</p> <p>Required instruments of each department are purchased annually with requisition from each department. Government norms have been strictly followed during purchasing all kind of requirements. Stock registers are maintained carefully. Skilled personnel are called in when repairs are needed. Chemicals and consumable materials and instruments are maintained meticulously. in 2020-21, new instrumnets ahve been purchased with RUSA 2.0 grant.</p> <p>Library is open access and fully computerized. Library facilities are provided to all teachers, students and staff. Library committee meetings are held at regular intervals to implement more rule and regulations. Online library web- OPAC</p>	

is accessible to the students and faculty from anywhere in the college campus.

The sports equipment is purchased when required.

Desktop along with internet facility and anti-virus protection is provided to all the departments and offices. All Smart rooms are equipped with projectors and laptops where the respective departments can conduct their seminars and film show

Classroom cleanliness is maintained regularly by support staff. Major construction work is done by PWD (WB) whereas small repairing work or renovation works are done by skilled worker or by local contractor.

1. A permanent electrician is engaged for maintaining and servicing electrical system.
2. Aqua-guard water coolers are provided to supply safe drinking water.
3. There is a 60 KV generator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/Infrastructure-Support.htm

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

105

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

24

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	https://www.gokhalecollegekolkata.edu.in/facilities/GokhaleCollege-SkillDevelopment.htm
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

317

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

317

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

34

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

209

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year**15**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****9**

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

35

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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. in 2020-21, there were 94 members. The Association contributes as and when it is possible.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In accordance with the mission statements, the institution is committed to making teaching-learning accessible to all students. The Covid 19 Pandemic lockdown 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.

In accordance with the vision and mission statements, college identified needy students during the Covid pandemic and permitted fee waivers, free studentship and also provided mobile devices for smooth learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. The Academic Sub-committee which discusses and schedules various academic activities such as organizing Special Lectures, workshops and Seminars, students' evaluation, etc. . 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 with the Principal as its Chairperson is at the helm of the entire planning, programming and execution of all quality enhancement projects and effectively implement to ensure smooth and efficient functioning of the institution. During the Covid lockdown, the departments were given the autonomy to conduct classes such as to ensure effective completion of syllabus in spite of unavoidable disruptions in internet connectivity. 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.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1XwTJdi1uz9l9a2-68DKXpcCYNvad9WxX?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Ensure quality in curriculum delivery and academic support for student success. Increase access to quality learning by facilitation of the use of innovative and effective teaching methods - provision of personal GSuite accounts to teachers.
- Enhance student-centred processes - identifying needy students and providing Free Studentship and Fee Waivers; disseminating information about available National and State Scholarships; scheduling classes to meet student needs; easy access to study material through College Website; conducting Library Orientation Programmes for students to promote use of e-resources.
- Organizational Efficiency - Assessment and improvement of all college operations, programs, and activities; make data-informed decisions to maximize institutional efficiency, integration, and effectiveness; Obtain feedback from student and teachers on the effectiveness of the curriculum design; introduction of formal mentorship to guide them in curriculum preparedness and future academic pursuits.
- Increase professional development for the entire staff through Lectures and workshops.
- Ensure effective and full use of financial, physical, and technological resources to support student-centric activities and utilize technology that best serves the needs of the institution.
- Enhancing social outreach and community engagement activities.
- Upholding the value system as per the vision and mission of the Founders of the institution with due attention accorded to environment-related issues

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College follows a particular administrative hierarchy with the Governing Body at the top level consisting of the President, secretary, Govt. and University nominees, teachers representatives. It is followed by the post of the Principal as the institutional head. The next level is that of the teaching staff consisting of Associate Professors, Assistant Professors, Librarian and SACT-all of whom constitute the Teachers' Council. The members of this council are the members of various committees - both statutory and non-statutory ones. IQAC, Academic Sub-Committee, PMU/ RUSA, Provident Fund Committee, Infrastructure Committee are the statutory committees. There are several non-statutory committees for blood donation, admission, SC/ST cell, Student data management etc. to name a few.

The non-teaching staff consists of Group-B, ,C, D and casual staff.

The policies and service rules of the institution are guided by the Higher Education Department of West Bengal. College Service Commission recommends the names of teachers and Principal which are then approved by the Governing Body and finally appointment letter issued by the Principal (for teachers) and by the President for Principal.

File Description	Documents
Paste link for additional information	nil
Link to Organogram of the Institution webpage	https://www.gokhalecollegekolkata.edu.in/IOAC-AQAR/Organogram/GMGC-Organogram-2022.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Welfare measures for the teaching-staff -

1. For the 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 is in order.

Welfare measure sfor the Non-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.Welfare measures for students

Welfare measures for students -

1. Different Scholarships like Kanyashree Prakalpa, Swami Vivekananda Merit -cum-means Scholarship, Post Matric Minorities Students Scholarship, Aikyashree, Govt. 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.

Students are allowed to take photocopies of class notes, books, and question papers in discount rate from college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**2**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****20**

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Feedback is collected from the teachers and non-teaching staff and analysed. The report is then conveyed to the stakeholders for their perusal. feedback is provided by the stakeholder on academic, infrastructural and cultural aspects of the institutions. The analysis of the feedback is discussed by the IQAC. Problematic issues are identified and feasible measures discussed. These measures are put to action as and when necessary and as far as it is feasible.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Names of auditors are sent to the college by the Higher Education Department, Govt. of West Bengal every year for conducting financial audit. However, external financial audit could not be conducted, because no auditor was deputed by the Department in 2020-21.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The purpose of this Strategic Plan for Mobilization of External Funds is to further develop and strengthen the Organization's capacity to mobilize resources for its programs and projects aimed at implementing the certain mandates. This strategic document consists of three major approaches to resource mobilization within Teaching and Non-teaching staff of the College.

Provision of salaries of teachers insubstantive posts whose salaries are disbursed from funds allotted by the Higher Education Department, Govt of India. TheCollege claims this fund thrice a year in January, April and August. Salaries of casual staff comesfrom admission fees of students.

The college adheres strictly to the issued Government orders for disbursement of funds needed for infrastructural and academic development as and when necessary.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- Three-day Workshop and Training Programme on ICT tools organized for the teaching and non-teaching staff.

- G suite accounts provided to teachers for smooth curriculum delivery and administrative work.
- Library Orientation Programmes conducted for faculty and students to facilitate use of remote access of e-resources.
- State, National and International Webinars organized.
- Online feedback obtained from students and teachers on CBCS curriculum design.
- The process of AAA initiated.
- Full utilisation of RUSA 2.0 funds on new construction, renovation and procurement.
- Needy students facilitated with Fee waivers and Fee reductions and mobile devices.
- Workshops conducted by the Placement Cell for Career development of students.
- Workshop conducted by competent authority to promote awareness about various Scholarship schemes.
- CAS workshop conducted by ADPI, Dept. of Higher Education, Govt. of West Bengal.
- World Environment Day observed by staff and students in 2020 and 2021.
- Covid Helpline launched and Psycho-Social Support activity initiated.
- Workshop conducted by NSS Unit on health and hygiene.
- Special observances held online.
- Enrolment in NPTEL courses continued.
- Water Audit conducted.
- Video Presentation by students of the Department of Chemistry on 'Medicinal Value of Herbs', World Environment Day, 2021.
- Electronic version of the college magazine 'Miscellany' launched.
- Publication of "Monochrome" - a Literary Club endeavour.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Keeping the two-year long term of the Corona pandemic in mind,

IQAC has been eager to encourage students to develop a deep feeling of care, kindness and compassion towards all human beings through numerous social activities. Students from all disciplines of the College helped the NSS team in building ways to reach out to remote areas where basic essentials were scarce, so food, oxygen, masks or sanitizers had to be provided. Though no courses are offered in Biological Science, students of this institution have worked rigorously for many affected families during the emergency conditions.

b) Role of IQAC in the pedagogical revolution during 2020- 2021

IQAC has played a crucial role in stabilising the improved quality of teaching, learning and evaluation in order to enable a smooth transition from physical classroom teaching to a mandatory mode of online teaching through Zoom , Google Meet or Google classroom which enabled a shift in the role of a teacher utilizing ICT tools to that of a facilitator where interactive planning has overall improved ways of imparting education in various fields of study.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.gokhalecollegekolkata.edu.in/IOAC-AQAR/annualReports/GMGC-AnnualReport-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is a all-women institution committed to promoting gender equality. The college has a number of male teachers and non-teaching staff. Sensitizing efforts of the male staff in dealing with girl students, in particular, and women, in general, have been undertaken by the college with the help of NSS.

- Safety and security of the girls students is strictly maintained through outsourcing security personnel from reputed security provider, the NIS Security Management Ltd. registered with Kolkata (west Bengal) Registrar Office.. who are amply aided by the support staff.
- installation of CCTV cameras at vantage points.
- Teachers and staff: In all committees, male and female faculty members take part regularly and share equal responsibilities.
- Students are encouraged to participate in study tours/field trips organized by the departments
- The college organizes many Seminars, Workshops, and Special Lectures. Outdoor Sport is a pompous event in the college. Students participate in large numbers in such events, particularly in sports. Although, sports event was not held during the year 2021 due to the covid pandemic.
- A State-level Webinar on 30/06/2020 was organised by the

Department of Philosophy and Bengali on "Feminism". Dr. Aditi Dasgupta and Prof. Sanat Kumar Naskar were the speakers at that event.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/drive/folders/1KVsL0vWjXsdsEDzox-kAreiWDlDdOWs1?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/drive/folders/10bxPGFI6l6YxT8-lE4n8TkiuM-HFRbZh?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid Waste - Littering is strictly prohibited. all solid waste is collected in waste bins kept in different floors of the college building and in the college open ground. This waste is then taken away by the Kolkata Municipal Corporation workers and duly disposed.**
- **There are e- waste bins in which e-waste is deposited and the same is taken away by the Kolkata Municipal Corporation workers and duly disposed.**
- **Hazardous chemicals and by-products of the Chemistry Lab and the Physics Lab are duly collected and disposed carefully according to disposal norms.**

- For maintenance of cleanliness and hygiene, waste bins are kept at several spots in the premises including the college ground to prevent littering and efficient collection of canteen, garden and office waste.
- Sanitary waste is strictly collected in bins maintained in the washrooms and toilets and systematically disposed.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/drive/folders/1HCsaAvSHEH67xSdnUw35MVRejTpnEEWl?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- Students coming from various social strata. They come from suburban and district areas too. College is dedicated to maintaining social harmony among students. College tries to inculcate social and ethical values, emphasizing the importance of cultural exchange.
- Students are always taught to become cooperative and compassionate with each other. College provides financial assistance to needy students to make sure everyone gets equal opportunity. Academically weaker students are given special attention to make them at par with their fellow mates.
- Cultural events, College Magazine, Sports and various other activities are organized regularly. These are the platforms that college provides where many students take part, work together, exchange ideas and thus, they get to know each other in the process.
- NSS unit-1 and social outreach club organises an outreach program and conducts Blood Donation Camp (not conducted due to the covid pandemic). Particularly, NSS team has put in tremendous effort while covid lockdown period for people in need of Oxygen and other life-saving amenities.
- College strictly adheres to reservation policy to include students from various socio-cultural backgrounds.
- Seminars, Workshops, colloquium are also organized to promote inclusive environment and diversity. A State-level webinar on Feminism was organised by the Philosophy Dept. on 30/06/2020.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college puts in much efforts for sensitizing the students and the employees to the constitutional obligations about values and rights. This is done through seminars, workshops to inculcate such rights and duties to make them better citizens.

- Education dept. has organised a student lecture series on 10/09/2021. Sayantani Karmakar has delivered a lecture on "Idealism and Education". Debadutta Das delivered a talk on "Educational Implications of Samkhya philosophy in Modern Days" which inculcates Moral Philosophy, Practical Ethics, Human rights and its philosophy behind it.
- A State-level webinar series was organised by the Department of Political Science on 17/06/2020 and 22/06/2020 on "Politics in Pandemic Times". Prof. Sumit Mukherjee and Prof. Anindya Jyoti Majumdar spoke on International Relations to make them aware of various developments in international polity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students,

C. Any 2 of the above

teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- 1) International Mother Language day was celebrated by the department of Bengali.
- 2) Online Rabindra Jayanti (Celebration of 159th Birth anniversary of Gurudev Rabindranath Tagore) was presented by the college and also individually by the Department of Bengali.
- 3) English Dept organized an online commemorative event "Infinite Ray" curated to pay homage to Satyajit Ray on his Birth Centenary.
- 4) Teachers' Day Celebrated by the students of various departments in their individual capacities.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title: Professional Development of Staff

Objective: to enhance online teaching-learning and administrative work

Context: All offline classes and activities forcefully came to a standstill giving way to an online mode of teaching.

Practice: Online mode made it necessary for the entire staff to be trained in ICT tools. A Three-day National Workshop and Training Programme titled, "Developing skills through ICT tools and techniques", was organized in collaboration with Malda College, and staff in got familiar with the google tools.

Outcome : This workshop enhanced online teaching-learning and office work - best possible achievement in pandemic times.

Best Practice 2:

Title: Institutional Social and Community Responsibility

Objective: The opportunity of voluntary community service times of the Covid-19 pandemic lockdown.

Context: Active participation of college students and youth of society required for all groups in the community and society at large.

Practice: Launching of the Covid Helpline; observance of World Environment Day; online workshop with an eminent virologist; Psycho Social Support activities conducted by the Department of Psychology, the SES REC Cell of MGNCRE and N.S.S Unit-I.

Outcome: The above practices enhanced the society to run unhindered in the pandemic situation creating new vigour among the students.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The reformer and educationist Smt Sarala Ray, the driving force behind the establishment of the institution believed that—"Education meant development of thought and culture- which brought in a wider outlook of life."The purpose of value education is the holistic development of personality of a student.Value-based education aims at training the students to face the outer world with the right attitude. Outcome and significant steps taken during 2020- 2021:—

1. Online Counseling session on the topic – "Surviving the pandemic mindfully through physical distance but social proximity" . Speaker: Shatabhisha Chatterjee Date: 9.04.20 2 Initiating Schemes for student scholarship (Vivekanand Merit-cum-means Scholarship, NSP and Aikyashree) and organising virtual seminar on Student Scholarships on 6.12.2021) 3.Awareness programme on Students Credit Card on 24.12.2021,Ref. GMGC/ADMIN/21-22/No. 064 Date: 21/12/21and an inaugural awareness campaign on Student Credit Card Scheme was held on 23/12/2021 in the college. 4.'Sharing experiences and finding ways to deal with GRIEF', A psychological interactive session was organised by the department of Psychology by a specialised interaction addressing the grief experiences of students who have suffered.The session began on 31.05.2021 and the concluding session was presided over by Dr Ankita Ghosh on 21.7.2021.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1) High-speed Internet facility and wifi to be procured to facilitate online teaching-learning-evaluation

- 2) Ongoing work for the computer lab to be completed.
- 3) Construction work and installation of elevator system undertaken by PWD, Government of West Bengal, to be resumed.
- 4) Continuation of contracts with the web-developer BrainDropsPvt. Ltd.
- 5) Formal Student Mentoring to be continued
- 6) Green Audit and Energy audit to be initiated
- 7) Academic and Administrative Audit to be conducted
- 8) Community engagement of staff and students to be increased - initiative of collaboration with reputed NGO to be undertaken in tandem with the objectives of the SES REC Cell of MGNCRE and NEP 2020 and ensure enhancement of harmony fellow-feeling through collective engagement.
- 9) To conduct more student-centric activities - to encourage them to participate in programmes held during Special Observances.
- 10) Skill development endeavour through online Swayam-NPTEL Courses to continue.
- 11) To introduce a College Counselling Cell and appoint a Counsellor