



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		Gokhale Memorial Girls' College
• Name of the Head of the institution		Dr. Atashi Karcha
• 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://gokhalecollegekolkata.edu.in/IOAC-AQAR/AQAR/GMGC-AQAR_2020-21.htm				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gokhalecollegekolkata.edu.in/IOAC-AQAR/AcademicCalendar/GMGC-AcademicCalendar-2021-2022.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	State Government	Year - 2021-22, Duration - 365 days	83109352
Gokhale Memorial Girls' College	Leave Encashment	State Government	Year - 2021-22, Duration - 365 days	1090564
Gokhale Memorial Girls' College	Adhoc Bonus	State Government	Year - 2021-22, Duration - 365 days	130500
Gokhale Memorial Girls' College	Arrear	State Government	Year - 2021-22, Duration - 365 days	229963

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	17	
<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)
Continuation of enrolment in Swayam-NPTEL Courses
Free Covid-19 Vaccination Drive
A three-day Commemorative event, "Infinite Ray" to pay homage to Satyajit Ray on his birth centenary
Observance of the month-long Rashtriya Poshan Maah in September 2021
Major gender sensitization initiatives through a Workshop and a State-level Seminar
A Two-day National Seminar in collaboration with RRRLF, Ministry of Culture, Govt. of India
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 utilize fully the 1st instalment grant of RUSA 2.0 and to apply for the 2nd instalment	Almost 92 % utilization for construction, renovation and procurement and 2nd instalment of grant applied for.. UC sent
To continue maintaining academic quality	Smooth online classes conducted with the help of personal Gsuite accounts provided by college and syllabus covered within time
To continue encouraging the students to showcase their literary talents even during the Covid-19 lockdown	Electronic version of College Magazine
To ensure preparedness of students	Remedial and revision classes held, class tests and mock tests conducted
To continue with ICT-enabled learning for employability	Swayam- NPTEL enrolment of students continued
To introduce new value-added courses	Initiatives undertaken to introduce new value-added courses in Spoken English and Communicative German/Communicative French
To sensitize students towards the needs and aspirations of the third gender	Gender sensitization lectures organized through workshops
To facilitate needy students	Measures such as provision of Fee Waiver, mobile phone devices for attending online classes and monetary aid by individual teachers
To facilitate students in availing scholarships	Workshop conducted for increasing awareness regarding eligibility for obtaining State and National Scholarships. Regular intimations given to students to avail such opportunities.
To encourage students to	Student Activity Week observed

showcase their talents	in 1st week of January 2022. several competitions organized by the Student Welfare Sub-Committee
To help students in acquiring placements	Several career counselling sessions organized.
To introduce eco-friendly installations	Application forwarded to concerned government authority for installation of solar power panels on building rooftop
To ensure sustainability	Arrangement made with WEBEL for disposal of electronic and hazardous waste collection and disposal, collaboration with Mother Earth Foundation to promote greenery
To maintain campus cleanliness and order	Campus Management Committee formed and initiatives taken
To fulfil Institutional Social Responsibility	MOU signed with reputed NGOs, Calcutta Ekatma and Mother Earth Foundation
To recognize the vital role of women	Observance of International Women's Day with a day-long programme including miscellaneous events.
To hold both direct and cross student mentoring	Direct Mentoring of Honours students by department faculty as direct mentoring and mentoring of the department's Generic students as cross mentoring undertaken.
To uphold national pride	Observance of Netaji's 125th Birth Anniversary and the 73rd Republic Day
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	22/09/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	02/02/2022

15. Multidisciplinary / interdisciplinary

The institution offers courses as permitted and the curriculum as prescribed as prescribed by the affiliating University. Some of courses with CBCS curriculum offered by the College have interdisciplinary topics. Such courses are mentioned as follows -

- Bengali Honours - The CBCS course includes topics related to journalism, film studies linguistics and education.
- Chemistry Honours - Curriculum in Semester 5 is interdisciplinary with Mathematics and Computer Science.
- English Honours - English Literature is an interdisciplinary field incorporating knowledge of history, psychology, and sociology besides incorporating elements of Linguistics within its syllabus structure.
- Physics Honours - Econophysics, Sociophysics, Geophysics, Astrophysics, Biophysics, Quantum Information are some of the multi-disciplinary subjects related to Physics.
- History Honours - History like any other subjects of study, is not an exclusive domain of knowledge. Geography, Geology, Climatology, Cartography and other branches of science dealing with Earth and environment are closely related because human civilisation evolved in keeping with the surroundings. Political Science and Economics as specialised fields of human activities are closely related to History. Gender Studies and Social Psychology are integral parts of History as well.
- Economics Honours - The curriculum of economics has aspects of economic geography, ethnography, economic history, behavioral economic psychology and advertisement. Statistics complements Economics thoroughly. Indian Economic History, a Discipline Specific elective a historical narrative.
- Political Science Honours - Curriculum is essentially multi-disciplinary and associated with Sociology, Gender Studies, IR, legal Studies, History Human rights and Public Administration.

- Education Honours - Curriculum is essentially multidisciplinary. Students having subjects such as English, Economics, Psychology at the Plus-Two level can opt for Education Honours at the undergraduate level. Sociology of education , Psychology of Education, Statistics in Education, Democratic Rights, philosophy of education, women education, History of Education, Research Methodology, Indian Constitution,
- Hindi Honours - This language course includes topics related to journalism and film studies.
- History Honours - The CBCS course includes topics related to price theory, an important branch of economics.
- CBCS syllabus of Geography shares common aspects with Political science, Economics and Philosophy as well as Chemistry. The CBCS curriculum is multidisciplinary and multidimensional.: statistics Rural Development in India which is enters the course curriculum of both Economics and Political Science and Geographical Thought which is the philosophy.
- Advertising, Sales Promotion and Sales Management (Major Vocational) has topics related to Economics and Psychology.

16.Academic bank of credits (ABC):

The Academic Bank of Credit referred to as ABC in short, is a credit facility originally envisioned by the Government of India in the National Education Policy 2020. The scheme has the provisions of creating a digital infrastructure that will store the academic credits earned by the students of various higher education institutes within the country. The scheme shall include all kinds of courses offered by the Higher Education Institutes and which are recognised by the UGC, be it a graduation course, postgraduate course, PhD courses, diploma courses or certificate courses, etc .Academic Bank of Credits will provide learners to open individual Academic Bank Accounts. It will give students given multiple entries and exit options from colleges or universities.

Gokhale Memorial Girls' College is affiliated to the University of Calcutta and offers under-graduate degree course programs in both B.A. and B.Sc. (Honours and Major Vocational). It also serves as the Local chapter of Swayam-NPTEL courses conducted by the Faculty of IIT Kharagpur. The College in the near future will follow the

directives of the affiliating University as regards registering on the ABC platform to facilitate the students - a step forward in adopting NEP 2020.

17.Skill development:

The College offered two employable skill-development certificate courses in 2021-22 in collaboration with Pranavananda Institute of Technology and Management (Affiliated to MAKAUT)

- Computer Courses (Duration Three Years)
- HR Associate and Supervisory Skills Courses (Duration Two Years)

However, the MOU with the Pranavananda Institute of Technology and Management provides scope for facilitating enrollment in two other value-added certificate courses, too, viz.

(i) Business English and Communication Skills (Duration One Year)

(ii) Montessori and Pre-Primary Teachers Training (Duration One Year)

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Institution offers -

- Honours Courses in Hindi, Bengali and English
- Major (Vocational) Course in Communicative English
- Hindi, Bengali, English and Sanskrit as generic subjects

Teaching-Learning is conducted basically in Bengali and English.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Institution is affiliated to the University of Calcutta and needs to follow the strictures laid down by the University, particularly as regards the curriculum prescribed. At present CBCS curriculum has been introduced in all the course programs offered by the institution and it focusses on outcome based learning with objective of equipping the students to face the future. It starts with a clear picture of what the students should learn and be able to do. Each department is asked to set the departmental academic

calendar so as to organizing curriculum delivery and planning and assessment to make sure that adequate learning is ultimately achieved. though the institution is an affiliated one, yet it also offers certificate courses in Computer and HR Associate as value-added courses which are conducted by the Pranavanda Institute of Management and Technology.

The faculty tries its level best to deliver the CBCS curriculum with -

- Clarity of focus - This means the faculty teaches is clearly focussed on what they want the students to know and teach the syllabus in such a manner that so that the students know what they are expected to learn, understand what they are being taught and are able to apply. Thus students develop the knowledge, skills and personalities that can help them to achieve the intended outcomes.
- Designing down - The CBCS curriculum prescribed by the Affiliating University is clearly set and outcomes are adequately articulated. The curriculum design of the Honours and the Major (Vocational) are explained by the faculty right at the outset to each new batch of students in a Semester. Students are made aware of the (graduation) outcomes to be achieved at the end of the program. The Faculty draws up the plans to deliver the syllabus efficiently within the stipulated time and guide the students through internal assessment tests to ensure their preparedness and help them achieve high scores in the final examination.
- High expectations - Each faculty in the institution aims high for the students. Teachers establish high and challenging standards of achievement for the students through class assessments, so that students can better themselves at every step. They involve every student in this process providing special guidance if necessary.
- Expanded opportunities - Teachers of the institution identify the students at different difficulty levels. Not all learners can learn the same thing in the same way and in the same time. Such learners are identified by teachers and specially guided. Peer Tutoring and Remedial classes are held to facilitate weak learners. Self-improvement is emphasized and diligent students are offered special encouragement. Class and home assignments are provided to encourage students to better themselves. Strong learners are motivated towards further improvement and enhancement in their learnings.

20.Distance education/online education:

Distance learning is facilitated through the Swayam-NPTEL Courses.

The College is a local chapter of the Swayam-NPTEL, a MHRD initiative since January 2017.

Sessions are organized by the learned faculty of IIT, Kharagpur.

Students get enrolled in multiple courses offered by IIT Kharagpur every half-yearly session.

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

892

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

326

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	46
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	66
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	23
4.2 Total expenditure excluding salary during the year (INR in lakhs)	145.64488
4.3 Total number of computers on campus for academic purposes	44

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

The teaching strategy in CBCS hinges on sequence of topics, the reading material available, lesson planning, and the accuracy of topic presentation. Stress is laid on clarity of delivery, topic completion and topic revision. Faculty guides students in conceptual ideas, analytical approach, communication, diligent study and preparedness for examinations.

The Institution follows well-structured central Time-Tables. Course learning requirements are identified in a departmental meeting and

departmental academic calendar is drawn up. Classes in both Honours and Generic are distributed and redistributed for syllabus completion within time. Lesson planning is learner-friendly and modified to benefit the slow learner.

Learning is made inclusive by providing text book matter, printed, hand-written and electronic reference study materials as required. Keeping diverse learners in mind, the faculty provided matching learning resources.

Learning outcomes are assessed using formative such as class tests, tutorials, quizzes etc. The College follows the University directives and plans, its teaching and continuous evaluation processes accordingly.

Central Library facilitates remote access to e-resources and question papers.

Remedial Lectures, tutorials, revision classes are conducted for slow learners. Peer Tutoring, student presentations and group discussions are encouraged to enable exchange of ideas and sharing of information.

Regular online classes were held and the CBCS Syllabi covered during the Covid pandemic lockdown.

Parent-teacher interface ensures parental involvement in the wards' progress.

Co-curricular activities are encouraged as they help students in showcasing their talents, develop skills and become confident citizens able to face the challenges of the modern competitive world.

Value inculcation is also emphasized by the Faculty.

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 College follows the Academic Calendar as prescribed by the affiliating University. All academic affairs such as admission, registration, filling up of the form, internal examinations, final examinations including theory, practical, tutorial, viva etc. are scheduled accordingly. Assisted by the Data Management Committee, the final awards in examinations are uploaded in the University portal strictly within the stipulated time. A tentative Academic and Administrative Calendar of the institution is mentioned in the college prospectus. It is designed to accommodate extra-curricular activity, special observance days and continuous evaluation. Notices for the respective matters are duly posted in the college website as well in the Notice Book maintained in the Principal's Office. Departmental academic calendars indicate the syllabus distribution among the faculty.

Departmental class routines are drawn up based on the master routine prepared by the Time-Table Committee prior to the commencement of the academic session and conveyed to the students well ahead of the commencement of the classes.

University of Calcutta issued the Academic Calendar along with the UG Admission Notification for the academic session 2019-20 as done for previous sessions for its affiliating colleges. However, due to the statutory lockdown declared by the Govt. of India and Govt. of West Bengal during the Covid-19 pandemic, the University did not declare the Academic Calendar for academic sessions 2020-21 and 2021-22. Only the Notification for UG Admission was declared for the academic session 2021-22.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://gokhalecollegekolkata.edu.in/IQAC-AQAR/AcademicCalendar/GMGC-AcademicCalendar-2021-2022.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/or 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

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 Keorakhali in the South 24 Paraganas 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

175

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

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/IOA-C-AQAR/CurriculumFeedback/CurriculumDesign-Feedback-and-ActionTaken-2021-22.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

634

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

52

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

Faculty essentially aims at outcome based education and curriculum delivery. Hence, 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. Faculty aims at outcome based curriculum delivery

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
892	46

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.

The methods were resumed when college reopened in February 2022.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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.

Google and a few other digital tools continued to be used after the college reopened.

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/IQA-C-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

46

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

662

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&ouid=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

309

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://www.gokhalecollegekolkata.edu.in/IQA-C-AQAR/annualReports/GMGC-AnnualReport-2021-22.pdf

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-2021-22.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)

6.15

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

17

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

8

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

78

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.
- Other activities through NSS Unit -1 - Environmental activities

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

4

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

5

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

200

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

85

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.

- Total number of classrooms are 23 and there are 11 laboratories.
- 14 classrooms (including a few laboratories are equipped with Desktop computers with LAN connection.
- .We have one gallery classroom that has Desktop computer with LAN and a Smart Board and another room has Desktop computer with LAN and a Smart TV.

- There two rooms of which one has a with Desktop computer with LAN and a LCD Projector and another room which has a LCD Projector with LAN.
- Every floor has safe drinking water source maintained by a reputed company.
- There are adequate washrooms and toilets and hygiene is careful maintained.
- A fire alarm system is installed in both the buildings.
- There is a standby 60 KVA generator.
- There are 45 active computers for academic work and 12 in various departmental computer labs.
- There is a separate space for canteen.
- There is a common room for students.

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

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

Though the college suffers from chronic space crunch, it tries to use every inch of its small campus premises available to it. The small piece of land overlooking the garden, used to serve for conducting annual sports events earlier. Previous year, the college annual sports was held at the Asutosh College tent situated in the Maidan area. After two years of lockdown, the college particularly emphasized on sports/physical activities by organising annual sports with much grandeur last year. College has dumbbell, shot-put ball, javelin, basket ball, volleyball, football for games. The badminton tournament is due after the Covid pandemic, and we are planning to resume the event soon during the winter. The college has also planned to appoint an Yoga instructor and the pavement is to be used for this purpose.

An inter College Student E-Poster Competition was organised by the Dept. of Clinical Nutrition and Dietetics on "Combating Hidden Hunger" in the occasion of Rashtriya Poshan Maah. The year 2022 is marked with the completion of 75th year of Independence of our country. A short but memorable program was organised on this occasion of Azadi ka Amrit Mahotsav. A short film named "Solitary Soul" was shown to make the students understand the Psycho-Sociological Aspects of Gerontology. Annual Prize distribution

ceremony was organised in Sisir Mancha in 2022. For the purpose of organising cultural eventson a large scale, college spends a lot of money to secure place in the nearby auditoriums.

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)

145.64489

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. 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. 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. 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.

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

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

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)

13.12122

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

24

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

Until 2020, the internet connectivity speed was 250 MBPS. During lockdown the college has bolstered its internet speed. In the year 2022, the college has bought services from Alliance Broadband Services Pvt. Ltd for high-speed internet connection. Several wi-fi routers have been installed in both the buildings to set-up and distribute the connectivity throughout all the departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1YzGJnYYnfUGVeoBQa4Tv-7BQIElwXxSx?usp=sharing

4.3.2 - Number of Computers

57

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)**

4236061

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.

Requirements are sought every year to the Laboratory based departments for new purchases and maintenance work of the instruments, chemicals and other items. Funds are allocated according to the requirements.

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.

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 shows.

Policy and procedure for maintaining and utilizing various facilities:

- 1) Formation of various committees for smooth and efficient management of various facilities and their maintenance. This, in addition, gives the opportunity to the faculty members to develop administrative skills.
- 2) A Sports committee is established who oversee the sports facilities and the small amount of gym facilities that the college has.
- 3) Purchase and e-tendering committees are in-charge of utilizing funds from RUSA 2.0. Those projects are monitored by the Project Monitoring Unit.
- 4) Purchase committee is overall responsible for procurement of new items/instruments/computers etc.
- 5) Maintenance of instruments primarily lies on the faculty members of the departments and non-teaching laboratory attendants. If required, trained persons are called for from the seller for repairing/replacement works.
- 6) A permanent electrician is there for maintenance of electric equipments

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

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

109

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

30

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://www.gokhalecollegekolkata.edu.in/IQA-C-AQAR/CapacityBuilding/5_3_1-Capacity-Building-Initiatives-2021-22.pdf
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

B. Any 3 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

202

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

16

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.

06

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

32

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

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 A. ? 5Lakhs (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 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. A few teachers provided monetary help to some students to facilitate their education.

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. 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/1XwTJdiluz9l9a2-68DKXpcCYNvad9WxX
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. 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.

2. 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.

3. Organizational Efficiency - Assessment and improvement of all college operations, programs, and activities; make datainformed 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.

4. Increase professional development for the entire staff through Lectures and workshops.

5. 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.

6. Enhancing social outreach and community engagement activities.

7. 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	https://www.gokhalecollegekolkata.edu.in/downloads/2022/strategicPlan/Strategic-Plan-and-Deployment.pdf
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 SubCommittee, PMU/ RUSA, Provident Fund Committee, Infrastructure Committee are the statutory committees. There are several nonstatutory 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. Grant of Maternity Leave, Study leave, FDP facility, Duty Leave according to requirement.

2. Child Care Leave to Female employees.

2. PF loan facility available for both teaching and staff in sanctioned posts.

Welfare measures for the Non-teaching staff -

1. Grant of maternity Leave to female staff.

2. Bonus is given to casual non-teaching staff individually from the College Fund during Durga Puja.

3. PF loan facility is available.

Welfare measures for students-

1. Fee waiver system

2. Financial assistance to the needy and deserving students from college fund.

3. Financial aid to needy students by faculty

4. promotion of awareness regarding different government scholarship schemes.

5. Promotion of awareness among students regarding the Student Credit Card system sponsored by the state government.

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

1

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

11

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 feedback is then

analyzed by an external expert and the analysis is then 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

For 2021-22, the college engaged the services of H.P. Mookherjee & Co., Chartered Accountants for conducting the financial audit.

The auditor commented - "We conducted our audit in accordance with auditing standard generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion".

"Further to our above comments, we report that: (a) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit; (b) In our opinion, proper books of account as required by law have been kept by the College, so far as appears from our examination (c) The Balance Sheet, Income and Expenditure Account and the Receipt & Payment Account dealt with by this report are in agreement with the books of account;

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)

3.69899

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

- 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/IQA-C-AQAR/annualReports/GMGC-AnnualReport-2021-22.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 which is an all-girls institution having both male and female staff, promotes gender equality through appropriate policy initiatives. It has a Committee of Internal Complaints which looks into the problems, grievances and complaints of the students and the staff.

The most important initiative taken by the Committee has been in creating an environment in which the students and the staff jointly participate in college actions and activities with an open mind and without inhibitions. Complaints and grievances are addressed with utmost care and confidentiality. There are several provisions for maintaining safety and security of students and female staff of the College.

- Security personnel from reputed security provider, the NIS Security Management Ltd. registered with Kolkata (West Bengal) Registrar Office maintain security at the college gate.
- CCTV cameras installed at vantage points
- Male and female faculty members share equal responsibilities
- Seminars, Workshops, and Special Lectures on gender sensitization organized.
- A Workshop on 29/04/2022 and a State-level Webinar on 27/05/2022 organised by the Social Awareness Club of the College especially to sensitize students regarding the problems and rights of the "Third Gender", sexual harassment of women and redressal mechanisms in place.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1jubi3LQn8IZWfhGHV40DxAQgLOEhLRp2/view?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/10bxPGFI616YxT8-1E4n8TkiuM-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.**

- College has collaborated with WEBEL for e-waste collection.
- The debris of new construction and steel waste is disposed through PWD. govt. of West Bengal

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:

A. Any 4 or All 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 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).

' Sangachhadwam sangbadadhyam sang vo Manam shi janatam' -- this invocation from the RgVeda leads the stakeholders to move forward together with a common goal. The prayer song tuned by Gurudev Rabindranath Tagore has been the concluding hymn sung by the teachers. Staff and students observe the death anniversary the Founder-Principal Dr S.E. Rani Ghosh on 18th November in a solemn pledge to move together, work together for this institution with all minds in unison. Cultural events, College Magazine, Sports and various other activities are organized regularly. These are the platforms that college provides where many students participate. work cohesively and exchange ideas and thus get to know each other in the process.

Gender sensitisation involves creating awareness about the history and legacy of women empowerment in India. Sarala Ray, the reformer and educationist and the flag-bearer of the institution believed that no political reform was worthwhile without female education. the institution inculcates in students the belief that the roles played by both genders and the third gender are important in the societal development. It enlightens them about citizenship and rights, countering sexual harassment in all spheres of work.

NSS Unit-1 itself engages in community activities and also motivates others to participate.

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 Department organised a student lecture series on

10/09/2021. Sayantani Karmakar spoke 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 the philosophy behind it.

- The Social Awareness Club of the college organized a Workshop and a State-level Seminar conducted by experts in this field. Each projected the issue of gender sensitization in unique ways. Open discussions promoted awareness on gender equity allowing students to view what is reasonable for their gender and beyond the biological binary.
- Special observances, commemorative events and special lectures were organized to bring together students in true esprit de corps to educate, create a sense of fellow-feeling, shared heritage, institutional and national pride, inculcate values and work towards a an inclusive future for every student.
- NSS Unit-1 was instrumental in launching the 24x7 Covid Helpline during the severe second wave of Covid and continued to organize several activities thereafter.

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

Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

4.

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

The institution traditionally organizes as many national and international commemorative days and events as is possible given the time frame of completion of the curriculum. Co-curricular activities are an integral part of and complement the curriculum.

When we commemorate a special occasion, we are essentially placing a mental bookmark on an experience, thereby making it easier to remember it in the future. The photos, videos and other forms of memorabilia from those occasions serve as triggers that we can use to re-live those pleasant experiences in the future. Observances create an opportunity to bring people and especially young minds together with the intent to educate, celebrate contributions of great men and women and to work towards a future that is inclusive of all people.

The context of the activity was appropriate. All offline classes and activities had to be forcefully brought to a standstill due to the pandemic and a few of the special observances were conducted online in the second half of 2021 and January 2022. But as soon as the college reopened fully from February 2022, special observances began to be observed judiciously inside the campus to re-motivate the students and inculcate a sense of togetherness.

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.

Best Practice I

Title: Library Orientation Programme

Objective: "As we read so we produce"- The objective of an exclusive library policy to facilitate both the student as well as the faculty.

Context: Special LOPs for proper use of new library resources is necessary.

Practice: LOPs are conducted on library rules, the open-access shelves, the 5-user Libsys LSease- software, OPAC and INFLIBNET resources, etc. for the new entrants. With new additions of publishers' e-resources, special LOPs have been conducted for students and faculty alike.

Outcome: Students and teachers obtained access to ready e-resources complementing the CBCS curriculum.

Best Practice II

Title: Psycho-Social Counselling and Mentoring Initiatives

Objective:

1. To address students' stresses connected with sickness and loss of beloved ones during Covid and other issues.
2. Mentoring to re-motivate the students.

Context: Addressing students' physical and mental health issues is imperative to rule out impairments.

Practice: NSS Unit-1 launched the online 24x7 Covid Helpline to provide Covid aid. Psychology Department conducted Psycho-Social Support sessions. Post-covid, mentoring guided students in learning skills needed to carry on. Ms. Yashabanti Sreemany of Crystal Minds began counselling on a regular basis.

Outcome: Covid Helpline continues to help the wider community. Post-covid, one-to-one mentoring is being conducted successfully.

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, that "the purpose of value education is the holistic development of personality of a student".

Vision of the Institution is to mould and empower students in the pursuit of knowledge, values and social responsibility and help them achieve excellence in various fields, thereby also preparing them to face global challenges and becoming worthy citizens of the country.

The most distinctive feature has been the constant care of the mental health of students through counselling and mentoring to prevent future impairments. Counsellors have been assisting the students since the outbreak of the covid and in the post-covid period too. This is now an ongoing process with regular group counselling sessions conducted by the College counsellor for all students in scheduled batches. Students learn to identify their problems and confide in their counsellor. Special counselling sessions are undertaken for specific problems students may have..

Value inculcation through participation in activities , especially the social outreach and cultural activities has been an important goal of the institution right from the time of its inception.

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

The teaching strategy in CBCS hinges on sequence of topics, the reading material available, lesson planning, and the accuracy of topic presentation. Stress is laid on clarity of delivery, topic completion and topic revision. Faculty guides students in conceptual ideas, analytical approach, communication, diligent study and preparedness for examinations.

The Institution follows well-structured central Time-Tables. Course learning requirements are identified in a departmental meeting and departmental academic calendar is drawn up. Classes in both Honours and Generic are distributed and redistributed for syllabus completion within time. Lesson planning is learner-friendly and modified to benefit the slow learner.

Learning is made inclusive by providing text book matter, printed, hand-written and electronic reference study materials as required. Keeping diverse learners in mind, the faculty provided matching learning resources.

Learning outcomes are assessed using formative such as class tests, tutorials, quizzes etc. The College follows the University directives and plans, its teaching and continuous evaluation processes accordingly.

Central Library facilitates remote access to e-resources and question papers.

Remedial Lectures, tutorials, revision classes are conducted for slow learners. Peer Tutoring, student presentations and group discussions are encouraged to enable exchange of ideas and sharing of information.

Regular online classes were held and the CBCS Syllabi covered during the Covid pandemic lockdown.

Parent-teacher interface ensures parental involvement in the wards' progress.

Co-curricular activities are encouraged as they help students in showcasing their talents, develop skills and become confident citizens able to face the challenges of the modern competitive world.

Value inculcation is also emphasized by the Faculty.

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 College follows the Academic Calendar as prescribed by the affiliating University. All academic affairs such as admission, registration, filling up of the form, internal examinations, final examinations including theory, practical, tutorial, viva etc. are scheduled accordingly. Assisted by the Data Management Committee, the final awards in examinations are uploaded in the University portal strictly within the stipulated time. A tentative Academic and Administrative Calendar of the institution is mentioned in the college prospectus. It is designed to accommodate extra-curricular activity, special observance days and continuous evaluation. Notices for the respective matters are duly posted in the college website as well in the Notice Book maintained in the Principal's Office. Departmental academic calendars indicate the syllabus distribution among the faculty.

Departmental class routines are drawn up based on the master routine prepared by the Time-Table Committee prior to the commencement of the academic session and conveyed to the students well ahead of the commencement of the classes.

University of Calcutta issued the Academic Calendar along with the UG Admission Notification for the academic session 2019-20 as done for previous sessions for its affiliating colleges. However, due to the statutory lockdown declared by the Govt. of India and Govt. of West Bengal during the Covid-19 pandemic, the University

did not declare the Academic Calendar for academic sessions 2020-21 and 2021-22. Only the Notification for UG Admission was declared for the academic session 2021-22.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://gokhalecollegekolkata.edu.in/IOAC-AOAR/AcademicCalendar/GMGC-AcademicCalendar-2021-2022.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 instituion 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 Keorakhali 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

175

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

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/CurriculumFeedback/CurriculumDesign-Feedback-and-ActionTaken-2021-22.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

634

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

52

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

Faculty essentially aims at outcome based education and curriculum delivery. Hence, 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. Faculty aims at outcome based curriculum delivery

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
892	46

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.

The methods were resumed when college reopened in February 2022.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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.

Google and a few other digital tools continued to be used after the college reopened.

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**

46

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

662

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&ouid=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

309

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://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/annualReports/GMGC-AnnualReport-2021-22.pdf

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-2021-22.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)

6.15

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**17**

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****8**

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****78**

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.
- Other activities through NSS Unit -1 - Environmental activities

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

4

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

5

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

200

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

85

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.

- Total number of classrooms are 23 and there are 11 laboratories.
- 14 classrooms (including a few laboratories are equipped with Desktop computers with LAN connection.
- .We have one gallery classroom that has Desktop computer with LAN and a Smart Board and another room has Desktop

computer with LAN and a Smart TV.

- There two rooms of which one has a with Desktop computer with LAN and a LCD Projector and another room which has a LCD Projector with LAN.
- Every floor has safe drinking water source maintained by a reputed company.
- There are adequate washrooms and toilets and hygiene is careful maintained.
- A fire alarm system is installed in both the buildings.
- There is a standby 60 KVA generator.
- There are 45 active computers for academic work and 12 in various departmental computer labs.
- There is a separate space for canteen.
- There is a common room for students.

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

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

Though the college suffers from chronic space crunch, it tries to use every inch of its small campus premises available to it. The small piece of land overlooking the garden, used to serve for conducting annual sports events earlier. Previous year, the college annual sports was held at the Asutosh College tent situated in the Maidan area. After two years of lockdown, the college particularly emphasized on sports/physical activities by organising annual sports with much grandeur last year. College has dumbbell, shot-put ball, javelin, basket ball, volleyball, football for games. The badminton tournament is due after the Covid pandemic, and we are planning to resume the event soon during the winter. The college has also planned to appoint an Yoga instructor and the pavement is to be used for this purpose.

An inter College Student E-Poster Competition was organised by the Dept. of Clinical Nutrition and Dietetics on "Combating Hidden Hunger" in the occasion of Rashtriya Poshan Maah. The year 2022 is marked with the completion of 75th year of Independence of our country. A short but memorable program was organised on this occasion of Azadi ka Amrit Mahotsav. A short film named "Solitary Soul" was shown to make the students

understand the Psycho-Sociological Aspects of Gerontology. Annual Prize distribution ceremony was organised in Sisir Mancha in 2022. For the purpose of organising cultural events on a large scale, college spends a lot of money to secure place in the nearby auditoriums.

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)

145.64489

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. 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. 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. 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.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

A. Any 4 or more of the above

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)****13.12122**

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****24**

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**

Until 2020, the internet connectivity speed was 250 MBPS. During lockdown the college has bolstered its internet speed. In the

year 2022, the college has bought services from Alliance Broadband Services Pvt. Ltd for high-speed internet connection. Several wi-fi routers have been installed in both the buildings to set-up and distribute the connectivity throughout all the departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1YzGJnYYnfUGVeoBOa4Tv-7BQIElwXxSx?usp=sharing

4.3.2 - Number of Computers

57

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)

4236061

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.

Requirements are sought every year to the Laboratory based departments for new purchases and maintenance work of the instruments, chemicals and other items. Funds are allocated according to the requirements.

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.

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 shows.

Policy and procedure for maintaining and utilizing various facilities:

1) Formation of various committees for smooth and efficient management of various facilities and their maintenance. This, in addition, gives the opportunity to the faculty members to develop administrative skills.

2) A Sports committee is established who oversee the sports facilities and the small amount of gym facilities that the college has.

3) Purchase and e-tendering committees are in-charge of utilizing funds from RUSA 2.0. Those projects are monitored by the Project Monitoring Unit.

4) Purchase committee is overall responsible for procurement of new

items/instruments/computers etc.

5) Maintenance of instruments primarily lies on the faculty members of the departments and non-teaching laboratory attendants. If required, trained persons are called for from the seller for repairing/replacement works.

6) A permanent electrician is there for maintenance of electric equipments

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

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

109

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

30

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	
B. 3 of the above	
File Description	Documents
Link to institutional website	https://www.gokhalecollegekolkata.edu.in/IQAC-AQAR/CapacityBuilding/5_3_1-Capacity-Building-Initiatives-2021-22.pdf
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

B. Any 3 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

202

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

16

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.

06

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

32

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

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)

A. ? 5Lakhs

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. A few teachers provided monetray help to some students to facilitate their education.

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. 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 implementionto 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 inspite 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/1XwTJdiluz9l9a2-68DKXpcCYNvad9WxX
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. 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.

2. 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.

3. 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.

4. Increase professional development for the entire staff through Lectures and workshops.

5. 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.

6. Enhancing social outreach and community engagement activities.

7. 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	https://www.gokhalecollegekolkata.edu.in/downloads/2022/strategicPlan/Strategic-Plan-and-Deployment.pdf
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 SubCommittee, PMU/ RUSA, Provident Fund Committee, Infrastructure Committee are the statutory committees. There are several nonstatutory 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. Grant of Maternity Leave, Study leave, FDP facility, Duty Leave according to requirement.

2. Child Care Leave to Female employees.

2. PF loan facility available for both teaching and staff in sanctioned posts.

Welfare measures for the Non-teaching staff -

1. Grant of maternity Leave to female staff.

2. Bonus is given to casual non-teaching staff individually from the College Fund during Durga Puja.

3. PF loan facility is available.

Welfare measures for students-

1. Fee waiver system

2. Financial assistance to the needy and deserving students from college fund.

3. Financial aid to needy students by faculty

4. promotion of awareness regarding different government scholarship schemes.

5. Promotion of awareness among students regarding the Student Credit Card system sponsored by the state government.

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

1

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

11

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 feedback is then analyzed by an external expert and theanalysis is thendicussed 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

For 2021-22, the college engaged the services of H.P. Mookherjee & Co., CharteredAccountants for conducting the financial audit.

The auditor commented - "We conducted our audit in accordance with auditing standard generally accepted in India. Those standards require that we plan and perform the audit to obtain

reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion".

"Further to our above comments, we report that: (a) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit; (b) In our opinion, proper books of account as required by law have been kept by the College, so far as appears from our examination (c) The Balance Sheet, Income and Expenditure Account and the Receipt & Payment Account dealt with by this report are in agreement with the books of account;

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)

3.69899

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

- 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-2021-22.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 which is an all-girlsinstitution having both male and female staff, promotes gender equality through appropriate policy initiatives It has a Committee of Internal Complaints which looks into the problems, grievances and complaints of the students and the staff.

The most important initiative taken by the Committee has been in creating an environment in which the students and the staff

jointly participate in college actions and activities with an open mind and without inhibitions. Complaints and grievances are addressed with utmost care and confidentiality. There are several provision for maintaining safety and security of students and female staff of the College.

- Security personnel from reputed security provider, the NIS Security Management Ltd. registered with Kolkata (West Bengal) Registrar Office maintain security at the college gate.
- CCTV cameras installed at vantage points
- Male and female faculty members share equal responsibilities
- Seminars, Workshops, and Special Lectures on gender sensitization organized.
- A Workshop on 29/04/2022 and a State-level Webinar on 27/05/2022 organised by the Social Awareness Club of the College especially to sensitize students regarding the problems and rights of the "Third Gender", sexual harassment of women and redressal mechanisms in place.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1jubi3LQn8IZWfhGHV40DxAQgL0EhLRp2/view?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/10bxPGFI616YxT8-1E4n8Tkium-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.
- College has collaborated with WEBEL for e-waste collection.
- The debris of new construction and steel waste is disposed through PWD. govt. of West Bengal

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**

A. Any 4 or All 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**D. Any 1 of the above**

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

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).

‘ Sangachhadwam sangbadadhyam sang vo Manam shi janatam’ -- this invocation from the RgVeda leads the stakeholders to move forward together with a common goal. The prayer song tuned by Gurudev Rabindranath Tagore has been the concluding hymn sung by the teachers. Staff and students observe the death anniversary the Founder-Principal Dr S.E. Rani Ghosh on 18th November in a solemn pledge to move together, work together for this institution with allminds in unison. Cultural events, College Magazine, Sports and various other activities are organized regularly. These are the platforms that college provides where many students participate. work cohesively and exchange ideas and thus get to know each other in the process.

Gender sensitisation involves creating awareness about the history and legacy of women empowerment in India. Sarala Ray, the reformer and educationist and the flag-bearer of the institution believed that no political reform was worthwhile without female education. rhe institution inculcates in students the belief that the roles played by both genders and the third genderare

important in the societal development. It enlightens them about citizenship and rights, countering sexual harassment in all spheres of work.

NSS Unit-1 itself engages in community activities and also motivates others to participate.

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 Department organised a student lecture series on 10/09/2021. Sayantani Karmakar spoke 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 the philosophy behind it.
- The Social Awareness Club of the college organized a Workshop and a State-level Seminar conducted by experts in this field. Each projected the issue of gender sensitization in unique ways. Open discussions promoted awareness on gender equity allowing students to view what is reasonable for their gender and beyond the biological binary.
- Special observances, commemorative events and special lectures were organized to bring together students in true esprit de corps to educate, create a sense of fellow-feeling, shared heritage, institutional and national pride, inculcate values and work towards a an inclusive future for every student.
- NSS Unit-1 was instrumental in launching the 24x7 Covid Helpline during the severe second wave of Covid and continued to organize several activities thereafter.

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

C. Any 2 of the above

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

The institution traditionally organizes as many national and international commemorative days and events as is possible given the time frame of completion of the curriculum. Co-curricular activities are an integral part of and complement the curriculum.

When we commemorate a special occasion, we are essentially placing a mental bookmark on an experience, thereby making it easier to remember it in the future. The photos, videos and other forms of memorabilia from those occasions serve as triggers that we can use to re-live those pleasant experiences in the future.

Observances create an opportunity to bring people and especially young minds together with the intent to educate, celebrate contributions of great men and women and to work towards a future that is inclusive of all people.

The context of the activity was appropriate. All offline classes and activities had to be forcefully brought to a standstill due to the pandemic and a few of the special observances were conducted online in the second half of 2021 and January 2022. But as soon as the college reopened fully from February 2022, special observances began to be observed judiciously inside the campus to re-motivate the students and inculcate a sense of togetherness.

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.

Best Practice I

Title: Library Orientation Programme

Objective: "As we read so we produce"- The objective of an exclusive library policy to facilitate both the student as well as the faculty.

Context: Special LOPs for proper use of new library resources is necessary.

Practice: LOPs are conducted on library rules, the open-access shelves, the 5-user Libsys LSease- software, OPAC and INFLIBNET resources, etc. for the new entrants. With new additions of publishers' e-resources, special LOPs have been conducted for students and faculty alike.

Outcome: Students and teachers obtained access to ready e-

resources complementing the CBCS curriculum.

Best Practice II

Title: Psycho-Social Counselling and Mentoring Initiatives

Objective:

1. To address students' stresses connected with sickness and loss of beloved ones during Covid and other issues.
2. Mentoring to re-motivate the students.

Context: Addressing students' physical and mental health issues is imperative to rule out impairments.

Practice: NSS Unit-1 launched the online 24x7 Covid Helpline to provide Covid aid. Psychology Department conducted Psycho-Social Support sessions. Post-covid, mentoring guided students in learning skills needed to carry on. Ms. Yashabanti Sreemany of Crystal Minds began counselling on a regular basis.

Outcome: Covid Helpline continues to help the wider community. Post-covid, one-to-one mentoring is being conducted successfully.

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, that "the purpose of value education is the holistic development of personality of a student".

Vision of the Institution is to mould and empower students in the pursuit of knowledge, values and social responsibility and help them achieve excellence in various fields, thereby also preparing

them to face global challenges and becoming worthy citizens of the country.

The most distinctive feature has been the constant care of the mental health of students through counselling and mentoring to prevent future impairments. Counsellors have been assisting the students since the outbreak of the covid and in the post-covid period too. This is now an ongoing process with regular group counselling sessions conducted by the College counsellor for all students in scheduled batches. Students learn to identify their problems and confide in their counsellor. Special counselling sessions are undertaken for specific problems students may have..

Value inculcation through participation in activities , especially the social outreach and cultural activities has been an important goal of the institution right from the time of its inception.

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. To complete the construction of new building and the installation of elevator system undertaken by PWD under RUSA 2.0.
2. To upgrade the institution's Continuous Internal Evaluation process.
3. To upgrade the Website, the wi-fi system and the infrastructure.
4. To continue enrolment in online Swayam-NPTEL Courses.
5. To continue cross-mentoring of students.
6. To obtain ISO certification.
7. To conduct Academic and Administrative Audit.
8. Professional development programmes for the college staff.
9. Collaborative social and environmental activity with Calcutta Ekatma and Mother Earth Foundation with whom college has MOUs.
10. To conduct more co-curricular activities.
11. To introduce distance learning courses as per NEP 2020.
12. To introduce new skill enhancement courses such as Spoken

English and Communicative Foreign languages German and/or French.

13. To encourage students to avail internships and prepare for advanced academic pursuits.
14. To facilitate progression and placement opportunities through job and career fairs conducted within the college premises.
15. To continue counselling activities through the services of the College Counsellor.
16. To continue facilitating the students in campus affairs.
17. To engage the services of a Yoga expert to ensure mental and physical wellbeing of the students.
18. to sensitize staff and students to citizens' constitutional rights, duties and obligations.
19. To initiate eco-friendly installations and better waste management.
20. To prepare for NIRF.
21. To encourage the faculty to apply for grants to undertake research and facilitate them with time and space for the same.