SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GANGADHARPUR MAHAVIDYAMANDIR

GANGADHARPUR MAHAVIDYAMANDIR, PO- GANGADHARPUR,
HOWRAH-711302
711302
gangadharpurmahavidyamandir.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Gangadharpur Mahavidyamandir, established in 1981 aims towards offering quality education to its students, in fulfillment of all the specifications laid down by the University Grants Commission, and University of Calcutta (the affiliating university), the Government of West Bengal and the National Assessment and Accreditation Council. With a vision to achieve excellence in higher education, empowerment through knowledge, inclusive socio-economic growth, sustainable development and preparing students for facing global requirements, the college attempts to nurture their competence and creativity through innovations in teaching-learning, research and extension activities, including the adoption and promotion of knowledge output for human development, women's education, participation of all the stakeholders in the development of the College, awareness about human rights, value system with scientific temper and environment.

Vision

"Where today's students meet tomorrow's opportunity"

The vision of Gangadharpur Mahavidyamandir is to be a premier source of education in the state. To prepare the students specially women, SC, ST and OBC to fully utilize the opportunities available in future and face the challenges also.

Mission

- To make quality education affordable and addressable to everyone in the district of Howrah, West Bengal.
- To provide innovative educational environment opportunities and experiences that enable individuals, communities and the region to grow, thrive and prosper.
- To provide the finest liberal education to the district.
- Help to prepare educational professionals recognized for the quality and significance of their teaching, research, scholarship, service, outreach and leadership.
- Enhance the commitment of faculty, staff and students to the centrality of diversity, social justice and democratic citizenship.
- Sustain a caring, supportive climate through out the college.
- Enhance the effective and efficient management of the college.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

STRENGTHS

1. Democratic working atmosphere
2. Running Add-on-courses like etc Language Lab, Spoken English which are all job oriented courses.
3. Learner centric teaching approach are practiced and ICT usage for teaching.
4. Efficient and dedicated teaching staff.
5. Encouraging trends of students applying for different courses and increasing student strength over the years.
6. Encouraging results of students, both academic and in co-curricular activities.
7. Excellent Research initiatives and output by the faculty.
8. The number of publications by the faculty members in the last eight years has been commendable.
9. Computerised library with KOHA (work in progress).
10. Auditorium with seating capacity over 100.
11. Extensive and effective extension activities through NSS. The NSS wings of the College have been very active and have participated with great enthusiasm in activities like blood donation, first aid training, health awareness survey etc.
12. Environment awareness programmes lead by Eco-Club of the college.
13. Gender sensitisation through the women cell *Saheli*.
14. College caters to students from all sections of society.
15. Remedial coaching classes, coaching classes for competitive exams, career and counselling cell for students.
16. Needy students are provided with concession in fees.
17. Teachers are in constant touch with students even outside the ambit of the classroom.
18. Students partake in co-curricular activities and are likewise guided by the faculty members.
19. Annual student-magazine with social messages in order to inculcate an atmosphere of diversified understanding people.
20. Well maintained Health Unit for first-aid facilities.
21. College strives to inculcate moral values and Indian Culture amongst the students.

Institutional Weakness

WEAKNESSES

1. Lack of physical space in college arena.
2. Paramount shortage of teaching and non-teaching staff.
3. The college has not been able to enter into either faculty exchange, or student exchange programmes due to structural and governmental policy limitations.
4. The socio-economic background of the students (most of them are first or second generation learners) enrolled here have poor language competence, both in their mother tongue as well as English. This leads to an unsatisfactory level of comprehension and communication, particularly in the first year. Most of the students come from ESL background.
5. Within the existing structure, the college finds it near-Herculean to respond to all the varied needs of its students pertaining from different socio-economic and cultural background.
6. Less number of courses offered.
7. No college bus.
8. Less of non-teaching staff orientation courses.
9. Less of motivational courses for staff.

10. Lack of man power.
11. More of temporary staff.

Institutional Opportunity

1. Humane approach of an ever dedicated workforce (teaching and non-teaching).
2. Efficient teaching staff.
3. Opportunities to carryout research projects and any other research initiatives.
4. Co-operative and supportive management.
5. Open door policy-decentralization of duties.
6. Gender-neutral campus.
7. UGC offering number of grants.
8. The vision of the college makes it imperative to engage in socially relevant programmes such as organising voluntary blood donation camps, AIDS awareness programmes, disaster management skills, and World Environment Day observation.
9. Active NSS engagements throughout the year creating an atmosphere of public awareness about clean India.

Institutional Challenge

CHALLENGES

1. To create more space is one of the major challenges that the college has to deal with a sense of urgency.
2. As the West Bengal College Service Commission has already started the process of recruiting new teachers, the college has to play a proactive role to fill up the teaching posts. It has been long noticed that there has been a severe lack of candidates in the reserved categories due to rigidity at the policy level.
3. Getting permission from the Government to fill up the vacant posts of the administrative support staff becomes difficult owing to procedural complexities.
4. Conservative social attitude towards the wards, especially girls for co-educational spaces.
5. Financial unavailability.
6. Conservative mindsets of parents resulting in academic hurdles amongst students' mobility during their course of study.
7. Communication skills of students in shambles resulting in half-baked global competence among the students based out of rural areas.
8. Because most students are of ESL background, penetration of English as a global –link language is sub-zero.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college offers 7 UG programmes under University of Calcutta syllabus. The College provides ample

opportunities to the backward classes, offering relevant courses which can develop their skills and enhance their hands-on experience. Some students have achieved commendable results in their examinations. For self-development, the faculty members proceed on deputation to orientation/refresher courses and workshops on curriculum development/examination reforms/quality initiatives/management issues. The Academic Calendar of the college has the detailed programme of the lesson plans for every subject (Honours, General & Compulsory), including distribution of the syllabi among the teachers, enabling the teachers and the taught to prepare themselves for lectures (including revision) and examinations. Moreover, problem solving exercises, field studies/visits, case studies, surveys and excursions, hands-on experience, and project works ensure skill development in relevant subject-areas of study. The College facilitates innovative teaching-learning process through seminars/workshops based on curriculum, audio-visual mode of teaching, study tour/excursion/field-work, project-work, survey-work, up-gradation of ICT based learning resources, use of library and modernization and up gradation of laboratories.

Teaching-learning and Evaluation

With the aim of quality education and student empowerment, the website and prospectus provide all relevant information about admission/institutional facilities/rules/regulations/awards/ incentives serving as guides to a transparent admission of students, which is made on the basis of merit in the previous qualifying examination. The College offers opportunities to SC/ST/OBC/ women/disabled/economically weaker sections/minority communities abiding by the directives of the Govt. of West Bengal and the University of Calcutta. The college also provides remedial coaching classes for SC, ST, OBC, Minority and economically backward students to better their academic performance level. Free-ships and other concessions are available to students from economically weaker sections. Teachers participate in workshops/seminars/conferences organized by national/international/ professional bodies, as delegates/resources persons/chairpersons. Innovative approaches to teaching-learning by introducing smart board/Internet/LCD Projector/OHP/field work/visits to industries/socio-economic health surveys have been undertaken. Academic support, personal and psycho-social support, and guidance services are provided to students. Syllabi/question papers of the College/University examinations are kept in the reference section. The Career and Counselling Cell helps students to cope with the demands of competitive exams. The teaching-learning atmosphere prevailing in this institution and the high percentage of results (90% to 100% in most of the programmes) ensure almost 100% student enrolment in almost all the disciplines. The institute monitors/evaluates the quality of teaching-learning through IQAC and Grievance Redressal Cell which collect feedback from all stakeholders, using it to monitor/evaluate it.

Research, Innovations and Extension

RESEARCH

The institution encourages and extends all help possible to promote research activities in the institution. Adequate infrastructure and human resources are provided by the institution for smooth progress and implementation of research schemes/projects and other research initiatives. Teachers are motivated in the department to pursue at least one minor/major research project in their area of specialization or one that is inter-disciplinary in nature. Teachers have published and presented a large number of research papers in various National/International seminars in their individual capacity and in collaboration with associates.

EXTENSION

The college boasts of excellent record of accomplishment with respect to extension activities in the different categories like Community development, Social work, Health and hygiene awareness, Health camp, Adult education and literacy, Blood donation camp, Thalesemia Camp, Environment awareness, Gender sensitization etc. through. A neighboring village has been adopted by the NSS Units of the College for creating health-care/hygiene/education awareness. Stakeholder perception on the overall performance of the institution is solicited through students, parents, alumni. The NSS Units organize extension programmes like cleaning/plantation/literacy missioin/community health/blood donation camps/prevention of drug addiction/women and childcare rally/Anti- Tobacco rally, Anti-ragging awareness workshop/ National Youth Day/relief work. The Women's Cell addresses issues regarding women staff/students, primarily fostering their social responsibilities and imparting information about sexual harassment. It takes initiatives for guidance/counselling of women students. Extension activities ensure the growth of students' awareness as responsible and humane citizens.

Infrastructure and Learning Resources

The floor area of 226.312 sq m has been expanded in the building by building new classrooms, departmental rooms and Central computer laboratory in the post-accreditation period. There are 14 class rooms apart from departmental rooms, seminar libraries and computer laboratories for practical classes. The classrooms are well ventilated, with lots of sunlight, ideal for an interactive session amongst learners. Two of the classrooms have audio facilities. Multi-Gymnasium both for boys and girls, one virtual classroom and two smart classrooms and one language laboratory with 10 computers under the department of English has been in use. The college library with open access facilities a Reading Room for free access of students, a teachers' reading room and a rare book section.Total Library Books now stands at 15,742 & journals at 15, e-resources N-LIST (INFLIBNET), Complete Accession Numbering System & Cataloguing of all books and journals and user friendly Multi-Digit Alpha Numeric Decimal based numbering system according to the latest 23nd edition of Dewy System. Local Area Network (LAN) using KOHA software has been procured for automating in-house activities and services of the library. At present there are internet connections and also Wi-Fi facilities. All Departments have been provided with computers. The computers/Laptops are also interfaced with LCDs to train and develop power point presentations for the teaching.

Student Support and Progression

The official website, www.gangadharpurmahavidyamandir.in and news bulletin provide relevant information to stakeholders. Welfare schemes for students include financial assistance/scholarships from central/state govt./other national agencies (about 7-8% beneficiaries), reservation in admission, remedial coaching, railway/bus concessions, freeships/half-freeships for tuition fees on merit-cum-means basis, *Kanyashree Praklapa* for unmarried girls Rs. 25000/ each for prevention of drop-out and stagnation and continuation of their higher education, minority scholarship provided by West Bengal Minority Department to relevant students, assisting needy students (through books/tuition fees/medical help) from the college fund. The college has adopted the UGC Regulations on curbing the menace of ragging in higher educational institutions and has constituted an Anti-Ragging Committee and Anti-tobacco Committee governed by the senior staff members of the college. No instances of ragging have been reported since its inception. Many examinees obtain First Class marks in the university examinations. Our results are better than those of neighbouring colleges and the average pass percentage in all courses is better than that of the University. SThe formation and role of the Students' Union strictly follows the statute of the University of Calcutta.

Governance, Leadership and Management

Governing Body is the highest decision making authority with the Principal as its Secretary. He plays the leading role in the governance and management of the institution, ensuring transparency in the functioning of the college and maintaining core values, on being facilitated by the GB and supported by the staff. All the stakeholders-students, parents, local community, govt./non-govt. bodies the College is affiliated/attached to- participate in institutional plans abiding by the stipulated norms and conditions. Teamwork leads to the best practices of the institution. The participative/democratic principle of the management propels all plans and policies and their implementation and effect, towards consultation with the GB, IQAC and other committees. The democratic set-up is extensive with each unit having fullest freedom to innovate and plan its perspectives of development, maintaining the line of hierarchy to ensure harmony. The College arranges confidential evaluation of the teachers and the overall institutional performance by the students, which is perused by the Principal, who takes necessary actions/initiatives for further improvement of the facilities offered by the institution. Those who are employed on part-time/contractual basis are offered govt. mandated pay-scales and likewise job assurance. Funds are allocated/grants are applied for as per UGC schemes for the building/development projects of the institution. Income/expenditure are closely monitored by the Bursar and Accountant and overseen by the Principal/TIC. Judicious expenditure of funds involving proper procedure for purchases by the Purchase Committee with regular audit (internal and external) of the budget indicates transparency in financial affairs.

Institutional Values and Best Practices

The Eco-Club of the college *Sabuj Pata* undertakes various activities related to environment awareness in and outside the college. The club organizes seminars/lectures on contemporary environmental issues, regular science exhibitions and environmental health awareness camps to increase the environmental awareness amongst the students.

Innovative practices cover the use of ICT in teaching-learning, a unique interdisciplinary Study Circle for academic paper presentations on various topics, which are then published annually in a magazine. The model questionnaire issued by the NAAC serves as the basis for obtaining feedback about teaching-learning opportunities offered by the College from students. The work of the library has also improved following automation and installation of OPAC. With grant from the UGC, Career-Counselling Cell, Equal-opportunity Cell and remedial coaching classes for the students of backward classes/communities have been introduced. Lectures, seminars and workshops are regularly organized by various departments. Field work is conducted by the Depts. of History, Philosophy, and Education Bengali, Commerce, Environmental Studies.

An exemplarily warm relation is shared between the staff and the taught. Parent-teacher meeting was conducted frequently to discuss the academic and personal matters of the students.

The large family of students, teachers, non-teaching staff, alumni, guardians and well-wishers like Panchyet Pradhan/ Panchyet samiti/ Local MLA etc. of Gangadharpur Mahavidyamandir, headed by the Principal/TIC, share their best efforts towards realizing the vision of the College.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Gangadharpur Mahavidyamandir
Address	Gangadharpur Mahavidyamandir, PO-Gangadharpur, Howrah-711302
City	Howrah
State	West Bengal
Pin	711302
Website	gangadharpurmahavidyamandir.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Debes Kumar Acharyya	03214-251223	9051574761	-	gmvm81@gmail.com
IQAC Coordinator	Jaga Mohan Basantia	-	9433482174	-	jmbasantia@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	11-07-1981

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
West Bengal	University of Calcutta	View Document

Details of UGC recognition	
Under Section	**Date**
2f of UGC	13-04-1993
12B of UGC	28-03-2014

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Gangadharpur Mahavidyamandir, PO-Gangadharpur, Howrah-711302	Rural	1.05	0.285

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Education	36	HS PASS	English,Bengali	144	105
UG	BA,English	36	HS PASS	English	129	60
UG	BA,Bengali	36	HS PASS	Bengali	183	128
UG	BA,History	36	HS PASS	English,Bengali	144	104
UG	BA,Political Science	36	HS PASS	English,Bengali	108	31
UG	BA,Philosophy	36	HS PASS	English,Bengali	108	45
UG	BA,Sanskrit	36	HS PASS	English,Bengali	129	79
UG	BCom,Commerce	36	HS PASS	English,Bengali	108	58

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				4				16
Recruited	0	0	0	0	1	3	0	4	6	4	0	10
Yet to Recruit				0				0				6
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				13
Recruited	0	0	0	0	0	0	0	0	5	6	0	11
Yet to Recruit				0				0				2

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				17
Recruited	5	1	0	6
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	1	0	0	2
M.Phil.	0	0	0	0	2	0	1	0	0	3
PG	0	0	0	0	1	0	4	4	0	9

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	5	5	0	10

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	12	7	0	19

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	638	0	0	0	638
	Female	1201	0	0	0	1201
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	87	100	91	164
	Female	114	126	128	147
	Others	0	0	0	0
ST	Male	0	1	2	1
	Female	0	2	1	2
	Others	0	0	0	0
OBC	Male	43	53	30	44
	Female	86	68	50	41
	Others	0	0	0	0
General	Male	508	379	397	445
	Female	1001	848	808	764
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1839	1577	1507	1608

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 8

Number of self-financed Programmes offered by college

Response : 0

Number of new programmes introduced in the college during the last five years

Response : 0

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1576	1507	1708	1711	1658

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1064	1064	1047	1032	1032

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
236	372	319	336	343

Total number of outgoing / final year students

Response : 406

3.3 Academic

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Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	20	21	22	22

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	9	10	11	11

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	16	16	16	16

Total experience of full-time teachers

Response : 157

Number of full time teachers worked in the institution during the last 5 years

Response : 55

3.4 Institution

Total number of classrooms and seminar halls

Response : 15

Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
153.63768	187.85452	138.00923	165.83477	197.69992

Number of computers

Response : 42

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.010095

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.002054

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution follows the curriculum designed by the University of Calcutta. At the beginning of every academic year, all the departments chalk out an academic calendar which includes lecture hours, topics to be taught and other co-curricular activities to be conducted during the year. The heads of the departments distribute the syllabi among the faculty members of their departments. The faculty members are also given academic diaries, in which they chalk out their teaching plans for the term, to complete the syllabi within stipulated time. If, for any reason, a faculty fails to finish his/her syllabi within the stipulated time, he/she arranges extra classes for his/her subject.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	[View Document]()

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	[View Document]()

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 12.5

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	[View Document]()

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The College cannot design the curriculum, being a college affiliated to the University of Calcutta. The curricula are framed by the UG Boards of Studies of different subjects and approved by the Academic Council of the University. The institution has to abide by and follow the curriculum designed by the University.

- The Women's Cell of the College takes care of the women's rights -both students and staff.
- Environmental Studies is a compulsory subject of 100 marks for inculcating Environmental awareness, Climate Change etc. Besides, the NSS Units offer platforms for awareness regarding Climate Change and Environmental Education.
- The Grievance Redressal Cell caters to the issues regarding Human Rights violations.
- Contributing to National Development: Seats are reserved for SC, ST & OBC(A/B) candidates according to norms laid down by the Government of West Bengal and the University, serving the cause of social justice, ensuring equality, and increasing access to higher education.
- Introduction of ICT oriented curricula in Commerce helps the Students to be innovative, creative and entrepreneurial in their approach.
- Contributing to nation-building and skill-development of students through the curricula demonstrates the vision of the College to move towards excellence. As an affiliated unit of the University of Calcutta, following the curricula designed by it, this College is also striving hard to move towards that goal of excellence.

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 22.08

1.3.3.1 Number of students undertaking field projects or internships

Response: 406

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
List of students (other states and countries)	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 77.14

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1576	1507	1708	1711	1658

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2151	2151	2116	2084	2084

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 34.66

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
348	309	483	322	353

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

To bridge the knowledge gap of the enrolled students and to enable them to cope with the programme of their choice, the following strategies are drawn and deployed by the institution:

- Slow learners are identified.
- Bilingual explanations in classroom lectures and discussions.
- Concept clarification and problem solving exercises.
- Remedial classes are organized for such slow learners.
- Simplified versions of books are recommended to them.
- Revision of topics & special tests are conducted for them.
- Special theoretical, tutorial & practical classes are arranged by each department.
- Progeess report are intimated through parent-teacher meeting to the parents from time to time.
- Feedback back from the parents are duely considered.
- Personl counselling are provided to the students after discussion with their parents.
- Followup action are provided due importance.

2.2.2 Student - Full time teacher ratio

Response: 73.56

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls	
File Description	**Document**
Institutional data in prescribed format	

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

Response:

- After admission the students are provided University prescribes syllabus, class routine including tutoril and remedial classes.
- The detailed layout of the teaching plan is offered in the Academic Calendar. The plans generally highlight the content and time schedule for completion of the chapters. This enables the students to know the academic programme and the components to be learnt and go give examination. Moreover, the teachers would know the time frame for teaching-learning process and ensure the total attention for the completion of syllabi and possible revision.
- Every teacher draws his/her teaching plan, broadly taking into consideration, the ability of his/her students. Monitoring and necessary mid-term corrections are made primarily by the Heads of the departments in consultation with respective teachers in the departmental meetings.
- The students are provided home work after the class.
- For classroom teaching project methods are followed by the teachers.
- Smart class and virtual classes are arranged for better clarification of the subject matter.
- Discussion method are provided prime importance.
- Absentee students(health/personal ground) are quarid for their absent and extra classes are arranged for them.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 96

2.3.2.1 Number of teachers using ICT

Response: 24

File Description	**Document**
List of teachers (using ICT for teaching)	

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 73.56

2.3.3.1 Number of mentors

Response: 25

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	

2.3.4 Innovation and creativity in teaching-learning

Response:

- Illustrating through examples or experiments, by teachers.
- Project-based learning and experiential learning like field work, visits to industries, socio-economic surveys, health survey & organizing student seminars based on the curriculum.
- Interactive method, virtual class, smart class, audio-visual mode of teaching & computer-assisted learning.
- Interactive method, audio, organizing seminars based on the curriculum, project-based learning with study oriented tour/field work, socio-economic surveys based on the syllabus.
- Organizing workshop methods for class teaching.
- Teacher-exchange programme are arranged to familar with the other teacher and their method of teaching.
- Students are encouraged to persuate e-learning.
- Teacher are provide assistance to the students in library work in college library.
- Assignments are provided to the students.

A recent effort made by the institution to encourage the faculty to adopt new and innovative approaches is the introduction of smart board, Computer and Internet, LCD Projects, OHP, field work, visit to industries, socio-economic surveys, health survey and the impact of such innovative practices on student learning lies in their being enthused into smart classrooms and participate interactively

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 68.75

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 0

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	

2.4.3 Teaching experience of full time teachers in number of years

Response: 6.28

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Almost all Departments of the college has been adopted comprehensive and continious evaluation like unit test class test etc and also colletced students feedback in the process of teaching and learning. In college as a whole adopted mid-term test to review the students progress before the test examination and final examination conducted by the University. After receiving the students progress remidial measures were taken accordingly.

- Old question papers of midterm, tests and final exams in all the subjects are made available to the students.
- Students were teach how to prepare for the final examination.
- Model questions and model answers are provided to the students.
- How to answer a specific question are also trained by conducting mock tests.
- Relate the subject matter with competative examinations or public examinations.
- slow learners are provided remedial classes and after such session re-examinations are also conducted to reviw their progress.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. The college follows the regulations of Calcutta University. Marks for the different tests and examinations performed are displayed in the department notice boards within a week time of commencement of such tests and examinations. The answer papers were handed over to the parents along with their wards to check the same in parents teacher meeting immediately called after each examination. Slow learners are permitted to improvise their marks by redoing the test if they have scored low. Heads of the departments are fully empowered to suggest the re-assessment of the total marks by the approval of department committee. All such modifications will be

displayed in the department notice boards for student reference. The college prepares an Academic Calendar in line with university calendar prior to the commencement of the academic year in consultation with the Heads of the Departments. Then the College organizes orientation programs to the students to make them acquainted with the rules and regulations of the affiliating university, examinations, evaluation process, extra-curricular activities etc. College handbooks are handed over to the students after the orientation program and college website link is also provided simultaneously

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

Response:

Examination related grievances are handled by the student mentor to make it time bound

- transparent. All examination/tests answer scripts are distributed to the students as regard to total checking and for clarifications if any. The marks awarded for the same tests or exams which constitute the internal assessment component are displayed on the examination section notice board. The exam section displays the evaluation report by cross checking the statement of marks as submitted by the respective faculty member of the department.

1. Student approaches his mentor for the clarifications related to internal marks, midterm's marks & other if any.
2. Student issue related to the above will be perceived by the mentor in a time bound of 2 working days.
3. Student mentor cross checks the same issue with the department & exam section.
4. Issues will be identified & sorted. Recommendations will be forwarded to the departmental committee.
5. A clear report of the issue will be given to the examination section through Departmental Internal Committee.
6. The entire process is monitored by the chief examination In -Charge and then the final details will recorded in college examination record book or will be forwarded to the Calcutta University.

Grievances related to the university external examinations will be addressed by the TIC of the College and forwarded to the Controller of Examination, CDC cell, Examination Department of Calcutta University for immediate and necessary action.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The committee consisting of Teacher-in Charge, IQAC Coordinator, Chief Examination Officer and Head of the Departments prepare the academic calendar well in advance before the commencement of the Academic year. The calendar outlines the class work schedule, internal examination schedule and external

examination schedule.

The faculty members of the concerned department gather the lists of courses for the coming course which are readily available on University website. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members are prepares the lesson plan before the commencement of course, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then, made available to the students. Timetable in-charge of each department prepares the timetable as per the guidelines of respective statutory bodies for the number of class hours for each subject prior to the commencement of the course. Time-table is uploaded on the system and displayed in the college notice boards.

The performance of the students is assessed on a continuous basis by conducting one mid exam and one test exam as per the Calcutta University. In addition to the tests, assignments, mini-projects and quiz are also the part of Continuous Internal Evaluation. The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.

Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes.

The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment. Throughout the semester and annual system the faculty records the performance of each student on each course outcome.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Average attainment in direct method = University Examination   (100%)

Indirect assessment strategies are implemented by embedding them in Student Exit Survey, Employer

Survey and Alumni Survey. Few of the POs are assessed based on relevant developed rubrics. Finally, program outcomes are assessed with above mentioned data and Program Assessment Committee concludes the PO attainment level.

Average attainment in indirect method = Average

(Alumni survey + Employer survey + Exit survey)

The following scoring function is used to calculate the average attainment of each PO.

PO /PSO Attainment (%) = (weightage: 80%) x (Average attainment in direct method) + (weightage: 20%) x (Average attainment in indirect method)

According to the above depictions, each POs/PSOs are assessed and finally found the attainments.

2.6.3 Average pass percentage of Students
Response: 72.17
2.6.3.1 Total number of final year students who passed the university examination
Response: 223
2.6.3.2 Total number of final year students who appeared for the examination
Response: 309

File Description	Document
Institutional data in prescribed format	[View Document]

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response:

File Description	Document
Database of all currently enrolled students	[View Document]

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The college has tried to create an atmosphere of creativity and innovation and skill development by introducing various programs within and without the classroom arena. Because this college is situated with a rural set-up and its patrons are mostly village dwellers, it has been imperative that the college thought something on that line of knowledge transmission keeping the global standards in mind. The college encourages weekly movie screenings for the interested students, especially the Humanities and

Social Science, followed by discussions on it. This enables the students to think out of the box and to engage themselves in a fruitful manner.

Workshops are conducted on *zari* work which helps the students undertake it on a professional basis. College undertakes surveys by the students in order to understand the political and socio-cultural aspects regarding voting in a democracy. For this the students are to visit door to door and take a sample Q-n-A from the women of village households. This would enable the students to delve into nuances of voting and pattern that evolves in the local and national electoral politics.

Excursions are undertaken by each department to places relevant to subjective cores. This not only enables the students to experience texts on a first-hand basis, but also incubates them to think beyond as they permute and combine theories with history, politics with society, and literature of philosophy along with economics of culture. Thus have holistic skill development through hands-on knowledge system.

Overall the college encourages an ecosystem where every mind can argue to build a critical mental faculty. Thus alongside finishing their syllabus, they can become ready for the world that awaits job interviews, research projects or higher studies.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	[View Document](#)

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.19

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	3	2	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.63

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	5	5	10	7

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Dengue awarness camp was set up to educate and raise awareness within the rural neighbourhood community(s).

Health Camp was conducted within the college arena and a basic and thorough check-up was done by medical practitioners. A lecture was delivered regarding blood-sugar, liver-problems and other lifestyle problems one might have and can avert in advance. Thereafter, blood samples were taken for test purposes along with dermatology inspections. This enabled the neighbourhood people to open their eyes towards daily health perils.

Since the Govt. of India has accorded high priority to curb undernutrition, mothers and their children from the neighbouring places were called upon and counselled on their mental and physical health. This was done by competent teachers within the ambit of a social and cultural understanding of subcontinental rural women, who often are ignored after child birth and thus the child and mother both suffer from malnutrition. Handouts with diagrams of nutritional values were given away in order to ensure a better understanding of the counselling.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the

last five years

Response: 23

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	5	4	6	4

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 21.25

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
976	668	00	00	00

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document]

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	[View Document]

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The policy of the institution for creation and enhancement of infrastructure to facilitate effective teaching and learning is chalked out by the Governing Body/IQAC as well as teachers' Council etc. of the college for in consultation with the Finance Committee , Building Committee and purchase committee keeping in view the current dynamics of effective teaching and learning and demands of new courses, the Governing Body makes a policy to create and enhance new infrastructure and renovate the existing infrastructure. The policy is implemented by the Building Committee.

Detail the facilities available a) **Curricular and co-curricular activities :** Classrooms, technology enabled learning spaces, conference room, tutorial spaces, seminar libraries, laboratories, Animal house, Students common room, college canteen, Gymansium, NSS office etc. specialized facilities and equipment for teaching, learning and research etc.

- **Classrooms :** There are 28 class rooms apart from the departmental rooms seminar libraries and Science laboratories and computer laboratories for practical classes. Each classroom can accommodate approximately about 175 students. The big classrooms are well ventilated, with lots of sunlight, ideal for a crowded classroom. 10 Classrooms has audio facilities.
- **Central Computer Laboratory:** there is a well-designed modern central Computer Laboratory with advanced audio-visuals multi-media facilities like LCD Projector, Overhead Projector, Smart board, Laptop, and 10 Computers with High Configuration of the Latest Generation with Internet connections. There a staff to maintain the systems and to provide technical assistance to the faculty members and students.
- **Server Room :** The college has installed LAN with a High Configuration Server, Installation of server based local area network (LAN) facility to Provide Fast flow of data across computers, Internet connection in departmental computers to browse and download study materials, research papers etc.
- All the Departments have been provided with computers & Internet Connections. The computers/Laptops are also interfaced with LCDs to train and develop Power Point presentations for the Teaching.
- **Tutorial spaces** staff cum seminar library, and students Reading room for the all the Departments.
- **Laboratories:** There are 1 Laboratory each for Subjects : Commerce and Language.
- **Specialized facilities and equipment for teaching, learning and research** etc are available. The classrooms well equipped audio facilities and some are equipped for visual teaching aids with OHP & LCD screen. The Teachers engaged in Research activities, with Major Research Project funding, have a separate Laboratory for research activities. The Teachers engaged in Research activities, with Minor Research Project funding, have a separate space within each department for research activities.
- **Conference room:** The college has a conference room with advanced audio-visuals multi-media facilities like LCD Projector, Laptop, and Computer with High Configuration of the Latest Generation with Internet connections to organize seminars, lectures and other academic activities

and administrative meetings.

- An auditorium with advanced audio-visuals multimedia facilities like LCD Projector, Laptop, etc. The accommodation which is unique of its kind with a stage for academic as well as cultural activities and an accommodation for 250 people is used for; Academic purposes; conducting Seminars, Counselling for admission to Degree Courses, classes etc.

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

Response:

Sports, outdoor and indoor games:

- Gangadharpur Mahavidyalaya is well known for its sports activities. Students take part in Inter-college, district, State and National Level competitions for different events. The College has a small ground where students can practice football and cricket.
- The Boy's Common Room equipped for Indoor Games like Table Tennis and Carrom
- Girl's Common Room equipped for Indoor Games like Table Tennis and Carrom
- Separate Multi-Gymnasium for Boys and Girls

The auditorium : The accommodation which is unique of its kind with a state for cultural activities and an accommodation for 250 people is used for; Academic purposes; conducting Seminars, Counselling for admission to Degree Courses, classes etc.

The NSS Unit & Eco-club (Environment Awareness Cell) have individual place in a room to keep their papers and equipment and from there they can carry out their extension activities.

- **Cultural Activities :** The students of this College are enthusiastic about active participation in cultural activities like theatre, dance-drama, singing competitions etc.
- **Students' Festival :** The Students' Union actively participates in socio-cultural upliftment. A two-day programme is held in the year. The major attractions are :

- Inter-Institutional Cultural Competition : Academic Institutions around the College are invited to participate in a cultural competition. Every year a significant number of schools take part in this programme. Such initiatives are taken to spread the message of peace, equality in diversity and a drug-free world among the future of the Nation.

- **Promotion of Performing Arts :** The College always encourages cultural activities for a significant contribution to the cultural heritage of the College. IQAC has organized a Recitation workshop in 2013 and a Music workshop in 2014. Through various cultural programmes from time to time IQAC has catered to the talents in cultural activities, especially in the Performing Arts.

In 2016 the College participated in the Inter – College State Level competition on NETAJI in Azad College, Domjur and some of the students participated in essay-writing, debate, lecture & quiz securing 1st,2nd position at the district level. The college participated in Youth Parliament organised by the Government of West Bengal. The college consequatively bag first prize in District level. The college also

participated state level youth parliament competition. Such students were encouraged by providing free studentship and also honoured by the college authority.

Sports Facilities Available in the Institution and Sports Activities :

The college has no playground since its establishment in 1981. Some indoor infrastructure facilities are available for indoor games. Although the college makes necessary arrangements to hire field in the locality for sports activities as and when required.

- **Indoor Games** :The Boys' Common Room is equipped for Table Tennis, Chess and Carom.
- **Outdoor Games** : The college students participate in football,cricket and athletics.
- **Annual Sports** : The College Annual Sports is held in the month of December.
- Regular inter-class sports competition are held every year to encourage budding sports talents among the students.
- The college distributes sports kits and makes all necessary arrangements for the students who participate in inter college or university level competitions.

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

Response: 33.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 28.06

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
116.8309	13.89330	38.34648	45.71894	2.96776

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The college has a Library Advisory Committee which considers development proposals of library, budget allocations and policy decisions. It also provides directions for a structured and balanced growth and to provide improved facilities and innovative services. Allocation and utilization of funds and introduction of developmental programs and requirements of the users are addressed and approved by the Library Advisory Committee. It makes sincere efforts to mobilize resources from donors and philanthropists.

- Significant initiatives have been implemented by the committee to render the library, student/user friendly. The college Library, a "Knowledge Centre" for accessibility, has been developing on modern lines as a prominent 'Learning Resource Centre'.
- The area of the Library has been extended for book stacking purpose.
- The Library follows then **open access** system.
- Complete Accession Numbering System & Cataloguing of all books and journals and user friendly Multi-Digit Alpha Numeric Decimal based numbering system according to the latest 23nd edition of Dewey system.
- Local Area Network (LAN) using KOHA software has been procured for automating in-house activities and services of the library.
- There are total six(6) computers.
- One is a Server for internal LAN for KOHA software and Online Public Access Catalogue (OPAC) and One for Issues/Return of Books and Journals.
- Installed 2 computer for online Public Access Catalogue (OPAC) is made available to the users to identify the status of availability of documents in the library.
- Internet facility with 2 computer terminals.
- Facilities for external users(passed out students, students from other institutions, local people)
- One photocopies and printing facilities.
- One computer with internet faciliy in the teacher study room.
- The whole library is protected by CCTV.
  The support provided by the Library staff to the students and teachers of the college :
- Open access system for both students and teachers and also non-teaching staff.
- Computers, Internet & Reprographic Facility
- Library staff to help readers trace the books.
- Books and journals for compitative examinations and SSC, NET/SET, PSC, WBCS, Rail, Bank etc.
- Books available for general knowledge and general reasoning.
- Reading/magnifying glass available for low vision students.
- Bengali as well as english News papers are displayed in the news paper stand.
- Reading room for students & a separate reading room for staff
- Display of new arrivals, are arranged to encourage readers to use existing and new arrivals.

- Rare collection of books are displayed.
- Extra books are provided to the financial challaned students.
- The practice of "Demand slip", Library form, clearance form, membership form, day issue and home issue card ensures the reader about the issue and availability of the book needed.
- The Library has a collection of rare & reference books are stored separately in closed access and are provided on demand.
- Maintaining peaceful and academic environment.

The library gets the oral as well as feedback form in written as feedback from its users in the form of complaints, suggestions and recommendations. The Library Committee analyses these complaints & suggestions and forwards them to the principal/techer-in-charge for appropriate action. Such feedback is used for rendering the library student/user friendly.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

- The college has installed LAN with a High Configuration Server. Installation of server based local area network(LAN) facility to provide Fast flow of data across computers, Internet connection through Wi-Fi in departmental computers to browse and download study materials, research papers etc. Easy maintenance and quick reference of various data (student records, results, accounts etc.)
- Implementation of Computerization & Information Management System in the administrative process-to provide Easy maintenance and quick reference of various data (student records, results, accounts etc.) has made an effective impact on administration & governance of the college.
- Integration of LAN with all departments, office, library & students.
- Total computerization of cataloguing of books with customized software and development of database of college central library for swift access to library database & creating digital database for effective use by students & staff of the college.
- Central Computing Laboratory provides excellent academic computing facilities to the faculty and students. In-house training for target groups also arranged for using different software.
- All the Departments have been provided with computers.
- Some faculty members have been able to procure a number of computers with higher end configuration through their individual projects sanctioned by various funding agencies. These computers and peripherals are also accessible to the faculty, the research scholars and the students in their respective departments.
- The computers are also interfaced with LCDs to train and develop Power Point presentations for the research papers to be presented in conferences/symposia/workshops.
- The library also extends computers and Internet facility and bibliographic databases through networked computer system (3 systems are available).
- All the sections of office (Administration, Academic, Development, Finance etc.) have been provided with computer facilities.
- The examination section is also being computerized.
- In all there are around 33 computers in the college. Thus Computer facility is extended to all students and staff.
- Traditional methods of delivering higher education have become less motivating to the large

number of students. To keep pace with the developments in other spheres of human endeavor, the college has enriched the learning experiences of their students by providing them with computer-aided teaching/learning materials.

- The faculty is adequately prepared and makes use of Information and Communication Technology (ICT) optimally. Conscious effort is also being made to invest in hardware, and to orient the faculty suitably whenever is required
- Audio-Visual mode of teaching for all departments with Whiteboard, Flow Charts, Overhead Projector, LCD Projector, Laptop, Smart Boards and one state of art virtual classroom.
- Computer with Internet Connections for all Departments and Library for the utilization for the staff and students.
- The management staff although is now not adequately prepared to make use of Information and Communication Technology(ICT) but trying their level best to prepare them to cope up with the situation. Conscious effort is also being made to orient the office and Library Staff to make use of Information and Communication Technology(ICT) optimally.

The Institution avail of the National Knowledge Network connectivity directly or through the affiliating university by NDL(IIT, Kharagpur).

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 17.85

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
19.41193	17.64095	20.89402	15.64088	15.64088

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 21.14

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 394

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- Licensed software: 33
- Number of nodes/computers with Internet facility with wifi: 28
- Faculty and students can avail of the facility of ultra-modern central computer laboratory equipped with 10 machines with the latest configuration.
- All the departments has equipped with laptop provided by the college.
- The library also extends computers and Internet facility and bibliographic databases through networked computer system (6 systems are available).
- The college deploys and upgrades its IT infrastructure and associated facilities every year on the

basis to fulfill the needs of the students either due to increase in strength or change in the syllabi and to resolve the compatibility issues because there are rapid changes in the IT sector within a short period of time.

- The college has installed LAN with a High Configuration Server. Installation of server based local area network (LAN) and Wi-Fi facility to provide Fast flow of data across computers. Internet connection in departmental computers to browse and download study materials, research papers etc.
- The college aims to prepare and make use of Information and Communication Technology (ICT) optimally. Conscious effort is also being made to invest in hardware and to orient the faculty suitably whenever is required.
- The college has installed LAN with a High Configuration Server. Installation of server based local area network(LAN) facility to provide Fast flow of data across computers, Internet connection through Wi-Fi in departmental computers to browse and download study materials, research papers etc. Easy maintenance and quick reference of various data (student records, results, accounts etc.)
- Implementation of Computerization & Information Management System in the administrative process-to provide easy maintenance and quick reference of various data (student records, results, accounts etc.) has made an effective impact on administration & governance of the college.
- Integration of LAN with all departments, office, library & students.
- Total computerization of cataloguing of books with customized software and development of database of college central library for swift access to library database & creating digital database for effective use by students & staff of the college.
- Central Computing Laboratory provides excellent academic computing facilities to the faculty and students. In-house training for target groups also arranged for using different software.
- The computers are also interfaced with LCDs to train and develop Power Point presentations for the research papers to be presented in conferences/symposia/workshops.
- The library also extends computers and Internet facility and bibliographic databases through networked computer system (3 systems are available).
- All the sections of office (Administration, Academic, Development, Finance etc.) have been provided with computer facilities.
- The examination section is also computerized.
- In all there are around 33 computers in the college. Thus Computer facility is extended to all students and staff.
- Traditional methods of delivering higher education have become less motivating to the large number of students.
- The faculty is adequately prepared and makes use of Information and Communication Technology (ICT) optimally.
- Audio-Visual mode of teaching for all departments with Whiteboard, Flow Charts, Overhead Projector, LCD Projector, Laptop, Smart Boards and one state of art virtual classroom.

4.3.2 Student - Computer ratio

Response: 43.79

File Description	Document
Student - Computer ratio	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 1.14

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.04390	1.23343	5.15676	0.35303	0.84114

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

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.

Response:

- There is a fully fledged Planning Board, Building Sub-Committee and Maintenance Sub-Committee for construction and maintenance of physical infrastructure (buildings, water supply, and power supply and supervision). These committees not only supervise construction of new infrastructure, but also of maintenance of it. It is through tender/contract system as per PWD norms of Government of West Bengal.
- There is a full time campus caretaker cum electrician to attend to the minor faults, repairs on a regular basis.
- The college has its own two stand-by silent generator system for total college campus and one Inverter for office only.
- The maintenance of computers and scientific equipments is done by manufacturers or agencies under 'Annual Maintenance Contract' (AMC).
- Maintenance of toilets, bathrooms, service areas and security are done on contractual basis through various agencies.
- The college electrician and the supporting staff is responsible for the upkeep of electrical equipments and their maintenance.
- There is installation of voltage stabilizers and transformers for equipment to control voltage fluctuations.
- Institute has uninterrupted supply of Electricity but during load shedding and power cuts Generator facilities and inverter are available in the college.
- There is five overhead water tanks with submersible water pump for constant supply of water
- Annual inspection and updating fire safety certificate from the Fire Brigade.
- The college has a tie up with the dealer of the RO water purifiers who takes care of purchase, repair and maintenance of the system.

- Annual maintenance and repair of the infrastructure is taken care by the college in a systematic manner. Day to day maintenance is carried out by the staff appointed for cleaning and maintenance of the building.

- Electrician-cum-Caretaker (Full Time staff) and Night Watchman - Their services are available throughout the day. Some of these staff stays near the college campus.
- Safe drinking water purified by UV and RO system for students and staff.
- The college campus is fully under CCTV survellance.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 22.69

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
434	474	510	325	93

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 12.34

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
170	210	336	200	93

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

  1. **For competitive examinations**
  2. **Career counselling**

3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 5.8

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
89	88	108	92	96

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of the students benifitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 3.96

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	10	14	13	13

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 25.85

5.2.2.1 Number of outgoing students progressing to higher education

Response: 61

File Description	Document
Details of student progression to higher education	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 35.58

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
38	42	36	39	45

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
112	126	110	98	118

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	

5.3 Student Participation and Activities

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

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

There has been an active students' union which form Councils and represent the needs of the students as they may be from time to time. The students get represented in the Governing Body of the College, the General Secretary of the Students' Union serves as one of the members. There are committees like the Library Committee, Academic Sub Committee, Aid-Fund Committee, Magazine Committee, and SC/ST Cell in the college where the the General Secretary, along with other members of the elected Union send their representation.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

There is an alumni Association in the college. Though the institution is a bit late to introduce the alumni association, gradually, the association has started functioning but the institution has not been able to get the association registered yet. The institution intends to get it registered soon and make sure that the association contributes to the development of the institution to its best. At present, membership campaign is going on about 21 ex-students have already joined the association and some 80 others have expressed their desire to join the association at this initial stage only five ex-students contribution has been received from these students. Hopefully, the association would play a significant role in the upliftment and quality enhancement of the institution.

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The vision of the institution is to achieve excellence in Higher Education, empowerment through knowledge, inclusive Growth for Socio-Economic Change and Sustainable Development.

Mission:

- To equip and empower students with relevant knowledge, competence and creativity to face global challenges.
- To achieve innovations in teaching-learning, research and extension activities to realize national goals.
- To facilitate optimum use of human and natural resources for sustainable development.
- To promote participation of all the stakeholders in the development of the College.
- To promote and practice inclusive growth.
- To adopt and promote the knowledge output for human development. To create awareness on human rights, value system, culture, heritage, scientific temper and environment.

6.1.2 The institution practices decentralization and participative management

Response:

- The college delegate authority and provide operational autonomy to the Departments. The head and faculty of different departments are empowered to develop the departments on modern lines with consultation to the Principal under set Govt. Rules.
- Other units of the institution like NSS, Eco-Club, Health Unit, Women Cell and Other committees constituted by the Governing Body of the College for overall management of the admission, distribution of syllabi, conduction of examinations, promotion of research and extension activities, development of infrastructure-facilities, encouraging cultural activities, maintenance of healthy campus life and work towards decentralized governance system.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The plan for the developing activities of the college are initiated by the Governing body of the college and are also driven, deployed and reviewed by the college Governing Body. There are various self-operated

cells/committes and subcommitties under the chairmanship of the principal/TIC working for the sustainable development of the college. Qualitative as well as quanitative development are given prime importance. IQAC, Women cell, equal oppertunity cell, minority cell, finance sub-committe, purchase sub-committe, development sub-committes etc. look after their respective areas.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

A. Organization of Teaching Staff

Governing Body

Principal/TIC

HOD

Departmental Teacher/ PTT/ Guest Teacher/Visiting Faculty Member/ Teacher from other colleges(Under Faculty exchange programme)

Formal organizational structure of Library Staff

Principal/TIC

Librarian

Library Clerk (Vacant)

Library Bearer

Organization of Non Teaching Staff

Principal/TIC

Bursar

Head Clerk

Accountant (UD)   Cashier(UD)   Clerk (LD)   Elecrtician-cum-caretaker

Office Bearer/Lady attendant/ Guard/ Night Watch Man

B. Administrative Structure

The GOVERNING BODY is the highest decision making authority with the PRINCIPAL as the SECRETARY. There are several Sub-committees to run the administration formed by the GOVERNING BODY. The Administration has opted a decentralized mode for smooth and effective functioning.

GOVERNING BODY

Internal Quality Assurance Cell   UGC Planning & Implementation Board

- Teacher council
- Academic Sub-Committee
- Admission Committee
- Routine Committee
- Research Committee
- Finance Committee
- Examination & Result Committee
- ICT Development Sub- Committee
- Construction and Maintenance sub-Committee
- Purchase Committee
- Anti-Ragging Cell & Disciplinary Committee
- Leave Record & Service Book Committee
- Income Tax Overview Committee
- Grievance Redressal cell
- Library Committee
- Women Cell
- Minority Cell
- OBC cell
- SC/ST Cell
- Sexual Harrassment Cell
- Remedial Cell
- Equal Opportunity Cell
- Career Counselling Cell
- Student Union Election Sub-committee
- Building Sub-committee
- Publication Sub-committee
- Sports Sub-committee
- Cultural sub-committee

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Governing Body ….Minutes of Meeting-

- Agenda (List out the points to be included)

- Discussions & Resolutions (List out the points to be discussed) Discussions (List out the points to be discussed)

- Ratification of Principal/ Teacher-in Charge

- SWOT (Strenghts,Weeknesses,Opportunities,Threats) analysis (List out the points to be discussed)

Resolutions (List out the points to be discussed)

- Suggestions by the governing body members

- Outcome should be good

- Results of the over all institute irrespective of the branch should be improved

- No. of students joined and no. students discontinued list should be maintained

- No. of students with distinction/ 1st classes should be maintained

- To make a note that results or the index of the teacher's performance
- Student's assessment and feedback should be taken into consideration

- In person feedback from students has to be maintained
- To identify the probable date for applying NAAC
- To maintain records of all necessary committees
- Frequent industrial visits to be conducted with prior permission from concerned authorities

- Maintaining good track record of placements especially for core jobs

6.3 Faculty Empowerment Strategies

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

Response:

The college has maintained a College Provident Fund in government treasury. Apart from service security from the Government of West Bengal, medical allowances, house rent allowances are provided by the government as aid to the teaching and non-teaching staff. The college itself has maintained a cooerative society for teachers and non-teaching staff. Gangadharpur Mahavidyamandir Employees Welfare Fund operated successfully to meet emergency need of its employees. Health camps are organized by the college from time to time to monitor the health condition of teaching and non-teaching sttaff.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 12.72

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	2	1	1

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

- Each teacher submits self-appraisal reports for each academic session.
- The authority makes an assessment of these feedback forms and accordingly apprises the teachers about the outcome and communicated to the appropriate stakeholders the necessary steps to be adopted for overall improvement of the academic atmosphere.
- Apart from self-appraisal report, teachers have to bubmit the students feedback form about their teaching.

- CAS for teacher promotion have been followed the UGC format and format pescribed by the Higher Education Department, Government of West Bengal.
- Teachers fill up self-assessment forms while placement is done at higher scales. Accordingly teachers have to fullfill all the criteria laid down by the UGC and Goverment of West Bengal and the Expert Committee for placement and promotion interviews the teacher candidate and recommends for placement/promotion. Necessary improvements in wanting areas are advised by the members of the Expert Committee.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The College has a mechanism for internal audit done by the finance committee.
- The external audit is carried out by a Government auditor as per the provisions of the West Bengal Government Rules & Calcutta University Act every year. The Governing Body contacts the authorized Chartered Accountant of the Government who along with his team conducts external audit regularly.
- The external audit is up to date. It has been completed for the last financial year 2016-2017
- There were no significant objections raised by the auditors. Some minor mistakes were found, which were sorted out.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

- Fees/dues from the students are the major sources of institutional receipts. 95% of the deficit grant-in-aid scheme and various grants under the UGC schemes are other sources of receipts.
- For salary of the teaching and non-teaching staff, total expenditure bore by the Government of West Bengal. The college has to submit the aqittence roll to the Government.
- The deficit is managed by the Governing Body by taking administrative decision on case to case merit basis. Minor deficit are generally made up by surplus amount in any other head. However, for major deficit, if any, the governing body of the college approaches the appropriate authorities of the government for necessary grants.

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

Response:

Best Practice 1: Guidance to advanced and slow learners

Institution conducts an orientation program for all newly admitted students to make them aware of program structure, examination scheme, and various courses in the program and career opportunities in Pharmacy profession. From academic year 2011-12, the Institution has adopted the policy to identify advanced learners and slow learners by following techniques-

1. Review of their class, Mid-term test score
2. Classroom Feedback
3. Performances in University examinations are reviewed to monitor their learning levels.

Class Teachers and Mentors evaluate above data and categorize students as advanced and slow learners and provide them suitable guidance.

Special programs organized and implemented by the institution for slow learners are Remedial Classes, Guest Lectures, Class Tests, Counseling by Mentor. At the same time special programs are organized and implemented by the institution for boosting creativity, leadership and intelligence of advanced learners which include Group activities, Conferences/Seminars, Poster preparations, Participative learning, Peer teaching etc.

This activity positively contributed to cater to the diverse needs of the slow learners and the advanced learners boosted the ability of the slow learner to comprehend difficult topics easily, recalling the answers of questions, clarity in practical knowledge of experiments, cope up English language difficulties, build confidence and helps in overall development of the students.

Similarly this activity helped advanced learners to boost their recreational domain and inculcates research, leadership qualities. I also helped to develop creativity and scientific temper, self-confidence and subject knowledge among the advanced learners.

Best Practice 2: Structured feedback for Design and Review of syllabus and Question pattern.

As our Institute is an affiliated institute to University of Calcutta, we follow the curriculum prescribed by affiliated university. But to provide the latest knowledge to our students IQAC in its meeting suggested identifying the curriculum gap by collecting the feedback from our stakeholders in structured feedback form. Under this 5 question were asked to each stakeholder.

1. Overall opinion about content of syllabus.
2. Addition of new contents in existing syllabus.
3. Deletion of sub portion from existing syllabus.
4. Addition of New course in program.

5. Time required for completion of syllabus.

The report of analysis of feedback was received from different stakeholders (students, teachers, alumni, parents and employers) and report of analysis was prepared. As per the feedback/suggestions collected from different stakeholders curriculum gap was identified and to fulfill the curriculum gap & to take actions against suggestions/feedbacks received from different stakeholder institute has conducted workshops, seminars and guest lectures. To update the student with the latest technology faculty use videos, animations, Journals, Periodicals, etc. Different technical and cultural activities are conducted.

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

Response:

As our Institute is an affiliated institute to University of Calcutta, we follow the curriculum prescribed by affiliated university. But to provide the latest knowledge to our students IQAC in its meeting suggested identifying the curriculum gap by collecting the feedback from our stakeholders in structured feedback form. Under this 5 question were asked to each stakeholder.

1. Overall opinion about content of syllabus.
2. Addition of new contents in existing syllabus.
3. Deletion of sub portion from existing syllabus.
4. Addition of New course in program.
5. Time required for completion of syllabus.

The report of analysis of feedback was received from different stakeholders (students, teachers, alumni, parents and employers) and report of analysis was prepared. As per the feedback/suggestions collected from different stakeholders curriculum gap was identified and to fulfill the curriculum gap & to take actions against suggestions/feedbacks received from different stakeholder institute has conducted workshops, seminars and guest lectures. To update the student with the latest technology faculty use videos, animations, Journals, Periodicals, e-resources etc. Different technical and cultural activities are conducted.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Incremental improvement in academic area during last five years

Result had improved gradually during last five years from 2012-2013 to 2016-2017.

Some students of college at UG levels have come in the merit list of university examinations

The institution is working more effectively in co-ordination with teaching, non-teaching staff and students.

The teacher council is more active and it meets ten times in a year.

The IQAC has started functioning in co-ordination with staff members and students.

Grievances of staff and students are resolved properly and timely.

Infrastructural capacity of the institution is improving.

Botanical and herbal gardens have been established.

Different programmes on cleanliness have been launched.

Plantations, oxizone, initatives of saving energy have been taken.

Safe drinking water and security have been given priority

Solar Power System has introduced in experimental basis.

ITC and e-learning given priority

Paperless office work/administration.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 10

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

    1.Institution shows gender sensitivity in providing facilities such as:
        1.Safety and Security
        2.Counselling
        3.Common Room

Response:

1. Our campus is located in a very secure location; this location does present some unique risks and hazards. However, like many risks, most of these are reduced to minimal levels through careful planning, common sense and good preparation. The College has security guarding its entire campus. The Campus is CCTV enabled.

2.

- Career Counselling Programmes
- Health counselling
- personal counselling

3.

- Separate Girls common room
- Boys common room
- staff common room

- Separate Gym for ladies
- Separate ladies toilet for students and lady teachers

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0.85

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH) Response: 600
7.1.3.2 Total annual power requirement (in KWH) Response: 70188

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 72.74

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH) Response: 6032
7.1.4.2 Annual lighting power requirement (in KWH) Response: 8292

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Waste management or Waste disposal is all the activities and actions required to manage waste from its inception to its final disposal. This includes amongst other things, collection, transport, treatment and disposal of waste together with monitoring and regulation. It also encompasses the legal and regulatory framework that relates to waste management encompassing guidance on recycling etc. The college authorities have arranged and have constructed deep pits in the unused places for the disposal of hazardous wastes and e-waste created by computer labs. The college campus was declaired as plasticfree zone since 2012. Liquid wastes are channalize to the drain constructed by the local Panchyet. However, harmful liquids dump in to the underground pits.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting is the accumulation and storage of rainwater for reuse on-site, rather than allowing it to run off. Rainwater can be collected from the college roofs, the water collected is redirected to a deep pit (well, shaft, or borehole), a reservoir with percolation. The harvested water can also be used as drinking water, longer-term storage, and for other purposes such as groundwater recharge. Now the college has no facility for water harvesting, but the college authority is planning to setup a water harvesting and treatment plant in the college.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Majority of our students are comming from the nearby areas. Most of them used bicycle. Though the college situated in rural areas, the public tranport facilities are not readily available. The public transport like 13A minibus, CTC, Trecker, Autorickshaw, E-rickshaw are available, and some of the students and allmost all staffs are used the same to college.

The college campus has been declaired as plastic free zone since 2012. The college office is fully computerized since 2007. The online application, admission and fees payments were available to the students since 2014. Students are encouraged for online payment and use online facilities available in college. The NSS wings are sincerely tried their best to plant trees in nearby public empty land and road sides. Apart from that a herbal rooftop garden was maintained by then college since 2015.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.07

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.105	0.11	0.12	0.12	0.12

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 14

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	2	3	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 14

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	2	3	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	[View Document](#)

**7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

Response: No

7.1.13 Display of core values in the institution and on its website

Response: Yes

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<u>View Document</u>

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 5

File Description	Document
List of activities conducted for promotion of universal values	<u>View Document</u>

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Teachers' Day Celebration-5th September

Teacher's Day is marked in honour of Dr Sarvepalli Radhakrishnan, who was born on September 5, 1888. Dr Radhakrishnan was India's first vice president and second president. He was a great scholar, philosopher and Bharat Ratna recipient. Since 1962 - the year he became president - India has commemorated Dr Radhakrishnan's birth anniversary by paying tribute to its teachers and gurus on this day. The objective of the celebration is to pay homage to great teacher Dr Sarvepalli Radhakrishnan and create a cordial relationship between teacher and students.

Independence Day Celebration-15th August and Republic Day Celebration on 26th January

The 70th Anniversary of India's Independence Day was celebrated at the College by hoisting the National Flag in the morning at main entrance of the college.

25th Baisakha in Bengali year as Rabindra Jayani

To pay tribute to the National Poet, Rabindra Jayanti was celebrated every year. Rabindra Sangeet and Rabindra Nritya was performed in the college by our students.

Internatinal Women's Day-8th March

The College observed every year International Women's Day organizing group discussions, performances and skits in its campuses.

Vivekananda Jayanti on 12th January

Netaji Jayanti on 23rd January every year

College foundation Day on 11th July every year

University Foundation Day on 24th January every year

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Regulation of Financial Functions: A model of conservative fiscal management, as the college is a Government aided college, the college has managed speedup the grants from DPI and Government Treasury. The Government of West Bengal Introduced IFMS and HRMS for faculty and staff salaries. The College submits audited financial statements annually to the Government of West Bengal Higher Education Department, and UGC. The College monitors its fund allocation by benchmarking itself against other peer colleges. College's low tuition and fees (when compared to those colleges), despite reduced state appropriations, are strong evidence of its commitment to control costs for students, and its own conservative fiscal management and robust fiscal health.

Academic Functions: Generally, curriculum changes are initiated each year by University of Calcutta. The syllabus and question pattern along with teaching hours displayed in the college website as well as university website. As the college is an affiliated college, the college has no scope to develop the curriculum for itself.

Personnel Functions: Under the IQAC, different cells like Equal opportunity cell, Career counselling cell, remedial coaching centre etc run with direct supervision of the IQAC and college management. Apart from academic interest of the students, personal interest and ability are provided due importance in college.

Auxiliary Functions: College's auxiliary functions include student housing, dining services, a third-party bookstore, and Athletics. With the financial help of the Government of West Bengal a hostel will be setup soon for providing students, those who are not able to study in their home. There is a cheap canteen with healthy and nutritious food available to the students. The college library supply books for the needy students as home issue along with day reading. Apart from this, the college has maintained a book bank with minimum fees, so that poor students can avail the benefit of the same

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. **Title of the Practice**: Community health movement for better way of living through Low-cost Nutrition and Hygiene Awareness programmes in the local slums areas by the Sabuj Pata Eco-Club of the College.

2. **Goal:** Sabuj Pata Eco-Club of the College undertakes community health movement among the slum area of Gangadharpur and adjacent blocks of the Howrah district every year. Most of the people in these areas are poor and illiterate, living below the poverty line.

3. **The Context** : Working with people of the slums and villages the volunteers and teacher members of the Eco-Club of the College observed that the adult males of these areas are Sabuj Pata worker and the adult females, work as Juri workers daily, struggling to make both ends meet. They are generally unaware of the type of nutrition they require for a child or for an adult. The food they consume and the method adopted for cooking are also faulty and consequently they are prone to suffer from various diseases.

4. **The Practice:** The eco-club has utilized this method in their surveys-cum nutrition awareness programmes. The teachers and the student volunteers of the Sabuj Pata Eco-Club cover nearly 30-35 families who live below the poverty line in every camp. The volunteers and the teachers teach how to cook low cost food for nutritious and balanced diet maintain hygiene.The club prepares a special questionnaire sheet to know the food habits of the families.

5. **Evidence of Success:** After the camps the volunteers and teacher members of the Sabuj Pata Eco-Club of the College frequently visits those areas and monitor and tries to investigate whether at all some impact have been resulted from their effort of the community health movement. It has been found that the dwellers have adopted some methods of cooking low cost food for nutritious and balanced diet.

6. **Problems Encountered and Resources Required:** Initially it is tough to convince student volunteers every to attend the camp regularly although later they get interest and attend willingly. The volunteers are need to be trained every year for this purpose and so they are required to attend these training programmes after their classes which sometimes becomes hectic for them. A few of the parents were a little apprehensive about their daughters visiting slum areas and mixing with the target group.

Resources Required:

- More Fund to organize such camps at least four times in a year.
- Special classes can be arranged for the students to inculcate the necessity of such programmes and the importance of their participation.
- Inviting the parents to the college and the teachers explaining the importance of this project for the community and how the same would enhance the personality of their wards, grooming them into more sensitive and responsible adults.

7. **Notes (Optional):** The implementation of this community engagement project has been truly a team effort involving the whole college, its management, the alumni, the target group, local authorities and

representatives of society at large.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The one of the vision is to improve the quality and quantity of female education including minority education and first generation learner in the locality. Initially the college was established for women to promote women education in this rural belt. But the enrolment was very low i.e. only 7 students were admitted in the college. Therefore the college was converted to coeducational institution. Keeping with this vision, the college tried its best to create awareness among the parents towards their daughter's education. Finally the enrolment rate is nearly double of the girls then the boys. Till now the college has been provided continuous supports to the girls and special coaching, guidance, and convince the parents etc to promote girls education in the locality. Now the third generation learners are persuing their education in this college. Kanyashree prakalpa was carefully implemented in this college.

5. CONCLUSION

Additional Information :

FUTURE PLANS:

1. A second college campus with ample space for play-ground and hostel is underway.
2. Widen the academic ambit of the college by introducing subjects like Geography, Mass Communication, and Journalism.
3. PG courses in Bengali, English, Commerce, Education, History, Political Science, Philosophy, and Sanskrit.
4. Skill-based Diploma and certificate courses in Communicative English, Tailoring, Cookery Management, Graphic Designing, Anchoring (Stage and Electronic Media).
5. ICT for all classrooms.
6. Installation of a solar energy plant in order to increase environmental consciousness about energy conservation and development of renewable energy.
7. Plantation and rain water harvesting.
8. Management of solid and bio disposable waste products of the col.
9. Organise national seminars, conferences and workshops.
10. Organise more community development works.

Concluding Remarks :

We are highly indebted to NAAC Peer team for examining our systems and validating our claims about our robust health in our first accreditation and assessment for which we received C++ grade in the year 2007. While the approval and appreciation of NAAC Peer team fortified our resolve to touch greater highest in all areas of education, their fruitful suggestions have helped us to overcome the shortcomings as reported. We tried our level best to implement the suggestions as directed by the NAAC Peer Team. This is a matter of great satisfaction that the teaching, non-teaching staff, students and the administration have been working as a team with an excellent level of understanding and missionary zeal which will undoubtedly prove a great boon for this institution to grow from strength to strength in its pursuit of knowledge and excellence. Our institute has done a commendable job in the field of infrastructure, research and all round development of the students with social commitment through extension activities. Constant self-appraisal ensures that most of the lacunae are rectified which goes a long way to strengthen the core values of higher education which we strive for.