



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GOUR MOHAN SACHIN MANDAL MAHAVIDYALAYA
Name of the head of the Institution		Dr. Abdullah Jamader Hasan
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03174277355
Mobile no.		9733624547
Registered Email		ajhasanp@gmail.com
Alternate Email		gmsmnaac@gmail.com
Address		Village & P.O. Bireswarpur,
City/Town		South 24 Parganas
State/UT		West Bengal
Pincode		743336
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Ranjini Guha
Phone no/Alternate Phone no.	03174277355
Mobile no.	9674339494
Registered Email	ajhasanp@gmail.com
Alternate Email	gmsmnaac@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.gmsmmahavidyalaya.ac.in/naac/AQAR%202018-19%20REVISED.pdf">https://www.gmsmmahavidyalaya.ac.in/naac/AQAR%202018-19%20REVISED.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://gmsmmahavidyalaya.ac.in/academicalendar/GSM%20Academic%20Calendar%20202019-20.pdf">https://gmsmmahavidyalaya.ac.in/academicalendar/GSM%20Academic%20Calendar%20202019-20.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B++	2.81	2016	16-Sep-2016	15-Sep-2023

### 6. Date of Establishment of IQAC

03-May-2007

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Emphasis for organizing student motivational	10-Aug-2019 1	350

workshops for smooth implementation of CBCS curriculum

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Recruitment of vacant sanctioned full-time teaching posts

To increase the infrastructure of the newly opened Science Departments

Emphasis for organizing student motivational workshops for smooth implementation of CBCS curriculum

To organize academic seminars in collaboration with other colleges

In the face of the pandemic and the closure of the college, the IQAC decided to shift to online classes and use of several online platforms for teaching learning. The IQAC also planned the development of an online examination portal

for the ensuing online exam.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Recruitment of vacant sanctioned fulltime teaching posts	Six fulltime teachers were recommended by the College Service Commission and the college gave them appointment letter
To increase the infrastructure of the newly opened Science Departments	Laboratory facilities were augmented for the departments. A smart classroom was developed for the Physics Department
Emphasis for organizing student motivational workshops for smooth implementation of CBCS curriculum	Mr. Lee Calkins, Consular Chief of US Consulate held two motivational workshops for the students and teaching, non-teaching staffs.
To organize academic seminars in collaboration with other colleges	College in association with Dhruba Chand Halder College has plans to hold the seminar with Prof. Geraldine Forbes. Date will be fixed subject to the availability of the professor
In the face of the pandemic and the closure of the college, tThe IQAC decided to shift to online classes and use of several online platforms for teaching learning. The IQAC also planned the development of an online examination portal for the ensuing online exam.	Committee was set up with the academic convenor-in-charge to plan and implemet the online platforms required for meeting and taking classes. The routine committee was set up to chalk out the routine. Students were connected through whatsapp and telegram. Teachers were trained in use of google drive, youtube and streamyard broadcast. The college purchased a streamyard platform.

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**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission	23-Dec-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has an operational management information system in place for efficiency in the daily functioning of the office. The modules that are currently operational relate to funds, HRMS and accounts modules. The major actions that are accomplished include daily fees, cash book, bank book, ledgers and preparation of financial statements.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

An academic calendar is prepared at the beginning of the year with details of commencement of classes, examinations, students' seminar etc. • The syllabus is distributed among the teachers in departmental meetings and classes allotted as per the routine. • The departmental routines are approved by the Principal, who supervises the regularity of classes. • Teachers of every department prepare a detailed teaching plan and submit it to IQAC and circulate it among the students. Regular online departmental meetings were also held to discuss the extent to which the syllabus has been completed. During pandemic online meetings and classes were arranged. For effective curriculum delivery WhatsApp groups were created to keep in touch with the students during the pandemic. Apart from conventional chalk and talk method, several online seminars were organised to help the students give the exam in online mode. Students were assigned with project works and term papers. to be submitted online. • Special lectures by academic experts were arranged occasionally. Class notes and e-resources were made available on the college library repository. • Lecture videos, PPTs and e-books were shared. During pandemic, regular online classes were held following the stipulated routine and attendance records were maintained.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	Nil	Nil	Nil	Nil	Nil

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	nil	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Geography	30
BSc	Botany and Zoology	24
BA	Environmental Studies	2568
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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

<p>Feedback Obtained</p> <p>Feedback is taken online students, teachers, parents, alumni, and experts from industry and university who visit our college. Students give online feedback on existing curriculum, introduction of new subjects, institutional facilities, library and teaching performance of individual teachers in respective departments. Teachers provide a self-appraisal of themselves and also give feedback on the institution. The Principal personally discusses the students' evaluation of teachers and the latter's own appraisal with the respective faculty on a one to one basis so that the teachers can further improve their performance. Other stakeholders Parents, alumni can provide online feedback on the institutional provisions. While planning the areas for infrastructural development, the IQAC takes into account the feedback from teachers, students and other stakeholders, plans a course of action and recommends the administration for developmental activities.</p>
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## CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	Nil	Nil	Nil	Nil	Nil

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
73	73	5	0	2	6
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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Teachers of the department mentor respective students. They identify slow learners or students facing socio-economic obstacles. Teachers often have one to one sessions to hear out personal problems and also counsel groups for academic purposes. The teachers use what's app groups to communicate with the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3862	18	1:215

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	18	5	7	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
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**No Data Entered/Not Applicable !!!**

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

CBCS system was introduced in previous session. In this session too Internal Assessment, Mid- Sem Exam , Tutorial and End Semester Exam continued. • Special Invited lectures interdisciplinary discussions are held regularly for enrichment of students • Remedial classes, Doubt clearing classes interactive sessions are held on regular basis. It continued online due to lockdown and thereafter. • For the existing batch of annual system (UG) , mid -term , selection test before their university examinations are also conducted. • Students are encouraged for Students' Seminar, Students' Project and home assignments. • Because of the Covid pandemic , since mid March of 2020 , Online teaching has been introduced where classes were taken through various online platform. • Study materials , voice lecture notes , videos of lectures were also circulated among students. Online examinations and evaluation were introduced. • Webinars and online workshops were organized for the benefit of the students.

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

The Academic Calendar for the Session 2019-20 like every year ,comprises of the detailed list of College events , examination dates, result publication and parent-teacher meetings dates. This calendar is prepared through a meeting of the Heads of the Departments, IQAC members and the Principal of the college. The academic calendar makes student acquainted with various college events like Orientation of newly admitted students, Independence Day, Teachers' Day , Fresher's Welcome , Intra- College Competition, Republic Day Celebration, Bhasha Dibash Celebration ,College Foundation Day , Rabindra Jayanti, Annual Sports, Prize Distribution etc. Schedules of College tests, Mid Sem Mid -term examinations as well as the tentative dates of University examinations- are all reflected in the academic calendar. Academic calendar is finally distributed among students, teachers and staff members at the beginning of the session and also displayed on the website.

## 2.6 – Student Performance and Learning Outcomes

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

[NO](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
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**No Data Entered/Not Applicable !!!**



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## 2.7 – Student Satisfaction Survey

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

<https://gmsmahavidyalaya.ac.in/ALLUPLoad/Studentsatisfactionsurvey2019-20.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	nil	0	0
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	Nil	nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
nil	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Bengali	2	Nil
International	Mathematics	1	Nil

International	Chemistry	3	Nil
No file uploaded.			

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

Department	Number of Publication
Nil	0
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	2	2	0	0
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swach bharat abhijan	NCC	1	45
Mega Swatchata Pakhwada	NCC	1	45
Black Day Rally	NCC	1	40
Cleanliness Drive	NSS	20	150
Plantation Drive in Community	NSS	5	120
Dengue and Malaria Awareness Camp	NSS	2	120

Aids Awareness	NSS	4	60
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	0
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swach Bharat	NCC	Swach Bharat	1	45
Mega Swatchata Pakhwada	NCC	COASTAL CLEANLINESS	1	45
Aids Awareness	NSS	camp	2	76
Gender Awareness	Dept of History	online	4	8
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Program	48	College sponsored	1
Faculty Exchange Program	44	College Sponsored	1
Students Collaborative Activity	4	College Sponsored	1
<a href="#">View File</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic MoU	MoU for Academic Programmes	Dhruba Chand Halder College	22/09/2018	Nil	96
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Total	61	30	47	0	0	11	18	85	2
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

85 MBPS/ GBPS
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4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	3831014	0	5604072

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

Being an affiliated college of the University of Calcutta, our college follows the university guidelines for general policies and procedures. The college functions through a number of committees and subcommittees that are the in-charge of various aspects of the day-to-day running of the College. These include certain statutory committees instituted by the Governing Body of the college, including the Academic Sub-Committee and the Finance Sub-Committee, while the other committees are selected by the Teachers' Council. Utilisation of the labs and classrooms are notified through the official time table which is put up on the college notice boards, website and passed on to individual teachers. Notices regarding the procedures and policies for utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, and classrooms are issued time to time from the office of the Principal and also put up on the website. Regarding maintenance of the same, the Teachers' Council of the college constitutes committees like the Library Committee, Sports Committee, Building Maintenance Committee and the Purchase Committee. The Library Committee consists of the Librarian as the Convener along with all departmental heads as members. The Library Committee allocates funds for purchase of new books and other requirements of the library. The library acquires the reading resources on the recommendations of the teachers and convener of the Library Committee. Some of the general and reference resources, needed by the library, are purchased by the Librarian in consultation with the departmental heads. The various rules and regulations for the usage of Library and its resources is displayed at various places of the Library. The Institution constantly upgrades its IT infrastructure as per the requirements, from time to time. The Institution also ensures that all the students are provided with adequate IT infrastructure. The rules and regulations for the usage of Laboratories by the students is clearly displayed there. The College provides facilities for the following sports: Athletics, Cricket, Football, Volleyball, Table- Tennis and so on. the college has a well-equipped gymnasium for the students. The Sports Committee makes their calendar annually the highlight of which is the Annual Sports Meet. It is an event in which students take part with great enthusiasm and many of our students have won numerous awards and accolades at district, state, and national levels. The College performs external audit and based on its report, the college keeps on making amendments in policies, if needed.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nandarani and Lalitmohan Smriti Merit ,Tulidas Singha and Hariprasad Singha and Bimladebi Merit Scholarship.Mahaalam Jamader Merit scholarship	8	14000
Financial Support from Other Sources			
a) National	Miscellaneous Sources, indicated in Excel file	0	0
b)International	nil	0	0
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language Skill	11/09/2019	65	internal
YOGA	10/12/2019	35	internal
Counselling and Motivational Workshop	10/08/2019	250	US Consulate
Gender and Social Awareness - YouTube	27/06/2020	8	Dept of History
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Guidance for Competitive Exam	65	85	0	0
2020	Career Counselling	80	80	Nil	Nil

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	5

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	0	0	-	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	0	0	0	0	0
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	college	150
annual cultural	college	50
freshers welcome	college	35
Teachers Day Celebration	college	150
Rabindra Jayanti	college	50
Bhasa Dibas	college	60
National Science Day	college	100
<a href="#">View File</a>		

## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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Nil	nil	Nil	Nil	Nil	o	nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are an integral part of all college activities. But as per the orders of the West Bengal state government, all students unions have been dissolved across the state. As such, while the college considers students as essential stakeholders and consults with them on all important decisions, they do not have official representation in any committees of the college.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

As the college now operates in two shifts, the Governing Body appointed two teachers-in-charge of the two shifts respectively. This practice of participative management ensures the smooth functioning of the day-to-day activities of the college. Both the teachers-in-charge report to the Principal. Other administrative responsibilities have been well segregated among the faculty members and non-teaching staff. At the core of this decentralized process, is the statutory Teachers' Council in which the entire teaching faculty, are the members. The constitution of various committees and the delegation of authority and responsibilities to the members and Conveners of the various committees ensure a decentralized method of functioning. There are around twelve committees which undertake various college activities. Some of the important committees of the Teachers' Council are: The Academic Committee, the Finance Committee, the Admission Committee, the Exam Committee, the Library Committee, the Routine Committee, the Student Welfare Committee, the Sports Committee, the Cultural Committee, the Canteen Committee, the Purchase Committee and the Tender Committee. Apart from these committees, various other committees are also formed by the Principal of the College for carrying out any specific tasks. For instance, in this academic session, an important joint staff committee was formed to celebrate the golden jubilee of the college. Also, the teaching and non-teaching staff are regularly consulted through Joint Staff meetings for making important decisions pertaining to the college. All departments strive to organise various co-curricular activities like wall magazines, talks, debates, student seminars, quiz competitions, celebration of important days like World Environment Day, Science Day, AIDS Awareness Day etc. in order to sustain a vibrant academic environment. These activities involve



the joint participation of teachers and students.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>Our institution is an affiliated college of the University of Calcutta and there is a prescribed University curriculum which the College follows for the courses of all the departments. Faculty members from the College attend meetings and workshops conducted by the university relating to curriculum development. The resulting decisions are then implemented in the syllabi and programs offered by the college, as per guidelines laid down by the university.</p>
Teaching and Learning	<p>Hands on workshops are organized regularly for students and teachers. • Student-centric teaching methodology has resulted in more interactive classes. • ICT enabled teaching has made the classroom teaching more effective. • Hands on experience to the students (like workshops, seminars, group discussions) have enriched the teaching-learning process. • Feedback and evaluation mechanism have helped to identify students shortcomings. • Additional assistance through remedial teaching and bridge courses is provided. • Training sessions for faculty members through faculty development programs. • Field Tours and projects have encouraged practical learning among students.</p>
Examination and Evaluation	<p>For Internal Assessments, different types of evaluation methods are followed by faculty members in different departments as per the guidelines of the University. • Seminars, presentations, class tests, assignments are used as part of continuous evaluation. • Faculty members act in various capacities as external evaluators in other colleges of the University of Calcutta. • Some senior faculty members participate as convener/member of paper setting, moderating committees by setting question papers for the examinations. Faculty members serve as Head examiners, Examiners, Scrutineers and</p>

Reviewers for University examination.  
The college has also revamped its internal assessment system to cater to the CBCS system.

Research and Development

The college has established a Research and Development cell for promotion of research activities and projects. The college encourages teachers to apply for MRP and FDP projects .

Library, ICT and Physical Infrastructure / Instrumentation

Software ACCLIB was adopted for Library Automation. The software is easily maintainable and has provided great assistance to the library staff, teachers and students. • IQAC has encouraged the addition of new titles to the library collection. • The library has been equipped with Wi-Fi connection. • The library system is completely computerised with OPAC • In addition to the existing journals a number of journals have been subscribed • INFLIBNET is available in the Library. American Library Corner is functional within the Library. Reprographic facilities are available. Students can access the internet at the Library. The library infrastructure in terms of books has been increased with funds from the Gyandhara Scheme.

Human Resource Management

The total number of vacancies and process of selection and recruitment are strictly ordained by the University of Calcutta• Teachers are encouraged and permitted to participate in general and specific training programmes like induction programmes, refresher courses, faculty development programmes and workshops. • Teachers have to submit lessons plans • Practical and hands on teaching and learning practices are encouraged. • IQAC reviews performance on the basis of feedback to improve teaching efficiency.

Admission of Students

The college conducts an online admission procedure through a dedicated admission portal. Students are not required to come to college physically during the entire admission process. It is an absolutely paperless process. The students make their payment through an online payment gateway and submit all their information and documentation online. The college provides dedicated phone numbers and email addresses in

case the candidates need to contact the college for information or grievance redressal. Identity cards and Library cards are issued once the classes start.

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

E-governance area	Details
Planning and Development	The college has a Management Information Software. The admission and student registration processes are conducted online.
Administration	The college has a Management Information Software. The admission and student registration processes are conducted online.
Finance and Accounts	The entire accounts and finance departments of the college runs on a financial software. Apart from that, e tenders are notified in the college website from time to time. The salary is processed through the computerised HRMS portal of the West Bengal government.
Student Admission and Support	The college conducts an online admission procedure through a dedicated admission portal. Students are not required to come to college physically during the entire admission process. It is an absolutely paperless process. The students make their payment through an online payment gateway and submit all their information and documentation online. The college provides dedicated phone numbers and email addresses in case the candidates need to contact the college for information or grievance redressal. Identity cards and Library cards are issued once the classes start.
Examination	All examination-related notifications are posted on the college website. Students fill in their registration and examination forms online. Admit cards are also issued online. Marks entry for final examinations are processed through the online portal of the university. Due to the pandemic induced closure, the college designed and set up an online examination portal for the assessment of students virtually.

#### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	nil	nil	nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
12	7	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Nil

## 6.4 – Financial Management and Resource Mobilization

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

Every year, the college conducts an external financial audit. Government nominated audit firms conduct the audit of the college accounts. The Audit report is presented in the Governing Body meeting for its perusal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
P.C. Chandra Group - Gyandhara Prkalpa	25000	Library Upgradation
No file uploaded.		

6.4.3 – Total corpus fund generated

**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	distinguished academicians	Yes	academic committee
Administrative	Yes	distinguished academicians	Yes	iqac

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

Nil

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

Nil

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

Nil

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Recruitment of seven full-time teaching posts	Nil	Nil	Nil	Nil
2019	Since Honours courses were introduced in the departments of Physics, Chemistry, Botany and Zoology, infrastructural development was the focus	Nil	Nil	Nil	Nil
2020	Development	Nil	Nil	Nil	Nil

	of online teaching platforms, creation of online class routines, and establishment of linkages with students on online platforms				
2020	Training of teachers for online delivery of curriculum	Nill	Nill	Nill	Nill
2020	Development of online examination portal	Nill	Nill	Nill	Nill
2020	Working in coordination with the government for the establishment of COVID Quarantine centre for the college	Nill	06/06/2020	Nill	Nill
2020	Organising contribution of Rs. 500,000 for the relief fund for COVID	Nill	Nill	Nill	Nill
2020	Processing of papers for approval of 51 Guest Lecturers into State Approved Contractual Teachers (SACT)	Nill	25/06/2020	Nill	Nill
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## **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 – Institutional Values and Social Responsibilities**

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

year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
nil	Nil	Nil	0	0

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	10
Rest Rooms	Yes	10
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	3	12/11/2019	1	Nil	Nil	Nil
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
nil	Nil	nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Audio Visual Drama against caste discrimination and Women empowerment	14/04/2020	27/06/2020	8
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Awareness Campaign on Dengue and Malaria. Poster on Dengue and Malaria has been made and NSS volunteers walk on a rally with the posters to nearby localities for create awareness. • On the World AIDS Day, the NSS unit of the college arranged an awareness session on "AIDS and its Prevention. • To maintain green campus saplings were planted in Aranya Saptaha (5 - 12 June, 2019). • Special Camping Programme at Bireswarpur Village held for a week focused on public health and hygiene. • Environ, the environment club of the college organized dance dramas and skits to raise awareness about Wild Life Protection and need to maintain the mangrove forests in the bio system.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Title of the Practice-** All round student support **Goal** Inclusivity and equitable access for students from all social strata **The Context** The majority of the students of our college belong to the Below-Poverty-Line category and also hail from the marginal and minority communities. Thus they are doubly marginalised, both socially as well as economically. In order to ensure quality and increased access, especially for the girl students, who constitute more than half of the student community, the college takes special care to ensure that they do not drop out. **The Practice** The college provides a wide range of financial support.

Some of them are as follows: a) Scholarships to meritorious students b) Concession in fees, including full concession, if required. In view of the Covid-19 pandemic, the college decided to waive the entire tuition fees, admission fees and examination fees of all students. c) Monetary assistance under the Kanyasree scheme, stipends for SC/ ST students, minority community students, Beedi workers' stipend, Swami Vivekananda Merit-cum-Means scholarship, Jindal scholarships and so on. The college also attempts to provide academic, medical, psychological and career support to the students.

**Evidence of Success** Girls constitute more than half of the student strength of the college. This has a direct relationship with the financial assistance provided to them through various schemes. The entire student community was benefitted by the full concession of the tuition fees, admission fees and examination fees keeping in mind the devastation faced due to the Covid-19 pandemic.

**Title of the Practice-** Social Outreach programmes **Goal:** To provide holistic development of the students and the local community. **Context:** The college is located in a socially and economically backward rural region. Keeping faith in the idea of inclusive development, the college attempts to design programs and policies that cater to both the students and the local community. **The Practice** The vocational unit of the college conducts a certificate course in Tailoring. This course is open both to students and outsiders. The course is skill-based, free of cost and is a great source of employment generation. The NSS units of the college conduct a range of regular social outreach programs like plantation drives, medical camps, educational assistance like distribution of books and stationery, cleanliness drives around the locality and so on. **Evidence of success:** Numerous female students have benefitted from the Tailoring courses

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

<https://www.gsmmahavidyalaya.ac.in/ALLUPLOAD/BestPractices2019-20.pdf>

## 7.3 – Institutional Distinctiveness

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

The college in keeping with the vision of inclusive education and priority of serving the social and economically backward communities during this year of the pandemic used the social media and online platforms to further education, empowerment and community good. The college waived all admission application fees ,examination fees for this year to help the students. The college opened two you tube channels to air various national and international webinars. Students began to record, edit programs to be hosted on you tube. The dance drama written by Rabindranath Tagore protesting against caste distinction and exclusion of women was done as an audio drama by the Department of History ,both faculty and students. All the performers recorded the audio from within the house and the entire thing was edited .It was hosted on the you tube channel of the college with public viewing. To negotiate covid induced



loneliness and depression the college organised a celebration of the birthday of Tagore. Participants both teachers and students sang, recited and danced pursuing their creativity. Online Farewell and teachers Day program was also celebrated. Both the programs hosted on the you tube had hits of 445 (Pujarini) and 534( Tagore)

Provide the weblink of the institution

<http://www.gsmmmahavidyalaya.ac.in>

### **8.Future Plans of Actions for Next Academic Year**

1.To fill vacant full time posts. 2. Enhance E resources 3. Development of online exam portal. 4. Organisation of Webinars- steps towards hybrid mode.