Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**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 Parganas**
State/UT	**West Bengal**
Pincode	**743336**

2. Institutional Status

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.	**02224227933**
Mobile no.	**9674339494**
Registered Email	**ranjini_hi@yahoo.com**
Alternate Email	**ranjini9@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.gmsmmahavidyalaya.ac.in/naac/AQAR%202017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gmsmmahavidyalaya.ac.in//academicalender/Academic%20calender%202018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B++**	**2.81**	**2016**	**16-Sep-2016**	**15-Sep-2021**

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
IQAC recommended formation of a committee	**30-Aug-2018** **2**	**5000**

for golden jubilee celebration of the college. IQAC co-ordinator will oversee the preparations for the Golden Jubilee celebrations.		
The Career councelling cell was advised to organize training for competitive exams in the Govt. sector. Initiatives to be taken to motivate the students of Science and Commerce Departments through organization of various seminar and workshops-National	28-Feb-2019 3	590

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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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. IQAC successfully drew up the plan for the Golden Jubilee celebration and monitored the twodaylong celebrations which included a performance by teaching and nonteaching staff, students and alumni. A 50year commemorative plaque was

given to the exteachers and nonteaching staff and also to the present employees.

2. IQAC was successful in getting University clearance for getting Physics, Chemistry, Botany, and Zoology.

MoU with the Department of English of Dhruba Chand Halder College was signed. As a result, faculty exchange and collaborative research were held. Student collaborative seminars were held.

Faculty exchange workshops and seminars were organized with great responses from the stakeholders.

Orientation was organized for the newly recruited guest faculties of the morning shift. The non-teaching staff of the morning shift was also trained in software skills.

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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
1. Committee to be formed to monitor academic planning and lesson planning for the ensuing CBCS curriculum. A new prospectus to be planned. Committee will be headed by the academicincharge Anupama Maitra.	CBCS system was successfully launched. Lesson plans were formulated. Students orientation were organized.
2. Immediate steps to be taken recruit guest teachers and non-teaching staff for the morning shift of the college. Subject experts to be decided and the advertisement to be given in newspapers.	16 teaching staff and 9 non-teaching staffs were recuited. Students having roll no s 201-1356 were admitted in the morning shift.
3. The IQAC recommended periodic meetings with the Golden jubilee committee to discuss the program, funds needed for the program, and for finalization of guest of honour.	Golden Jubilee was organized successfully for a period of two days.
4. The IQAC approved the signing of theMoU with Department of English of Dhruba Chand Halder College. Faculty exchange and collaborative research should be initiated. Student collaborative seminars should be held.	MoU was signed on 23.09.2018. Faculty exchange was organized.
5.The IQAC recommended sending of proposal to the affiliating University and the Higher Education department for opening of Honours course in Physics, Chemistry, Botany, Zoology. The need was felt to strengthen the science	College got affiliation in Honours in Physics (10 seats), chemistry, Math,

departments.	
6. The IQAC also recommended celebration of various commemorative days like Science Day, Environment day etc.	Science Day was celebrated on 28.02.2019 and Environment Day was celebrated on 05.06.2019

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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-Aug-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton 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

As the college is affiliated to the University of Calcutta, it is required to adhere to the curriculum set by the university. This year marked the introduction of the semester-based CBCS (Choice Based Credit System) curriculum, as compared to the previously operational annual evaluation system. This shift required the IQAC to also introduce a number of reforms in order to ensure the highest levels of curriculum delivery on behalf of the college. The IQAC, in consultation with the Academic Committee and the Routine Committee, chalked out a strategy to successfully implement the new system. Since the number of classes required in the new system was higher, the IQAC recommended the opening of a morning shift in order to accommodate the General course students. The class routine was revamped so as to accommodate several changes,

namely the increased number of theoretical, practical and tutorial classes, and the new subject combinations. The Routine committee had to also maintain the previous system of classes as the second and third year students were still enrolled in the annual system. The Academic committee had to take into account the changed evaluation system as 35% of most courses were to be assessed internally through Internal Assessments and Tutorial projects. The IQAC also recommended an extensive outreach attempt with the students as the emphasis on class attendance under the CBCS system was paramount. The Principal and teachers routinely communicated and motivated the students on the need for daily class attendance. The college appointed fourteen new teachers and nine non-teaching staff members exclusively for the smooth functioning of the morning shift.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

No file uploaded.

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours	01/07/2018
BA	General	01/07/2018
BSc	Honours	01/07/2018
BSc	General	01/07/2018
BCom	Honours	01/07/2018
BCom	General	01/07/2018

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
Nil	Nill	Nill

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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 Honours and	38

		General	
BSc	Zoology General	30
BSc	Botany General	30
BSc	Environmental Science General	30
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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	No
Parents	No

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

Feedback Obtained

To enhance the quality and effectiveness of curriculum delivery, the college practiced a system of feedback from the outgoing batch of students. The feedback contained questionnaires regarding teaching-learning process, curriculum aspects and courses, infrastructure and administration etc. Students were asked to mark on a scale of 10. The feedback obtained was analysed by the department of Computer Science and a report was presented to the IQAC. The report highlighted the scope of improvement, areas of dissatisfaction of students and areas where the college excelled. The feedback analysis of teaching quality was shared with the departmental heads and the feedback analysis of the infrastructure was shared with the Principal and the Librarian. Feedback regarding office was sent to the Accountant for necessary improvement.

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
BA	Bengali Hons	180	1670	165
BA	Education Hons	84	1474	79
BA	English Hons	84	494	64
BA	History Hons	114	628	76
BA	Philosophy Hons	84	855	52
BA	Political Science Hons	84	725	41
BA	Sanskrit Hons	60	824	56
BSc	Geography Hons	54	550	34
BSc	Mathematics	30	119	21

BCom	Honours	30	59	12
Hons				

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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
2018	5324	Nill	78	Nill	Nill

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	Numberof smart classrooms	E-resources and techniques used
78	78	18	5	2	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The tutorial system introduced under the CBCS curriculum offers teachers the opportunity and platform to connect with the students in a mentoring capacity apart from the regular classroom environment. Thus, though the college does not have an official mentorship program in place, the teachers are able to engage with the students meaningfully and add value to their experience at college and life in general.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5324	78	1:68

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	12	11	1	5

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
Nill	Nil	Nill	Nill

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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
BA	08	Sem-1	04/01/2019	21/02/2019
BSc	09	Sem-1	04/01/2019	21/02/2019
BA	11	Sem-1	04/12/2020	21/02/2019
BCom	CBCS	Sem-2	09/07/2018	10/10/2020

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

The evaluation system followed by the college is essentially two-fold, as in the year-end or semester-end examinations held by the university, and the internal examinations conducted by the college. Under the Annual system, the college had a system of monthly tests in order to continually monitor the progress of the students, apart from the Selection test just ahead of the final examinations. Under the CBCS curriculum, all departments conduct an Internal Assessment of ten marks. Also, the students are required to submit a tutorial project, that tests both their subject knowledge and their ability to engage in academic writing. These statutory tests are supplemented by regular class tests.

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

The Academic Calendar of the college has all along been a most useful guide to students and teachers alike in providing the perspective of the scenario for the coming academic sessions. It caters information to students about the following points: The basic structure, framework and dates of the college and university conducted examinations as outlined in the circular of Calcutta University are framed out for the information of the students. This process is done in order to keep students abreast of the academic map of the session. The examination regulations stipulated by the university are stated in detail. These regulations relate to several factors: the tripartite examination system conducted by the university, the percentage of attendance a student has to obtain to be eligible to sit for an examination, the entire admission process which is conducted under the auspices of the university, the scheme or holding college tests, the general criteria for a student to appear for an examination, the requisite qualification for a candidate to be eligible for promotion to the next class and so on. The course structure and syllabus for students of all years are clearly laid out. The Academic Calendar for the academic year 2018-19 has been uploaded on the college 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)

https://www.gmsmmahavidyalaya.ac.in/allupload/Course-outcome_2017-18.pdf

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

CBCS	BA	FIRST SEM HONS	507	Nill	99.8
CBCS	BA	FIRST SEM-GENERAL	1204	1204	100
CBCS	BSc	FIRST SEM-HONS	70	70	100
CBCS	BSc	FIRST SEM-GEN	30	30	100
CBCS	BCom	FIRST SEM HONS	5	4	80
CBCS	BCom	FIRST SEM GENERAL	9	3	33
CBCS	BA	SECOND SEM HONS	385	385	100
CBCS	BA	SECOND SEM GEN	548	548	100
CBCS	BSc	SECOND SEM HONS	39	39	100
CBCS	BSc	SECOND SEM GENERAL	41	41	100
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2.7 – Student Satisfaction Survey

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

https://www.gmsmmahavidyalaya.ac.in/naac/Student%20Satisfaction%20Survey%202018-19%20-%20Revised.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
Nill	0	Nil	Nill	Nill
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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		

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	Nill	Nill	Nill	Nill
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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	Nill	Nill	Nill	Nill	Nill

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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	Nill

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	English	2	6.6
International	Geography	1	4.2
National	Philosophy	2	6.6
National	Education	2	6.6

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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
Commerce	1
English	3

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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
Nil	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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
Attended/Seminars/Workshops	0	0	0	13
Resource persons	0	0	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
Gynaecological Camp	NSS and All Bengal Gynaecological and Obstetrics Society	10	300
Volunteering at Ganga Sagar Mela	NSS and Community	2	30
Socio-ecpnomic health survey of neighbouring villages	NSS and Community	5	100

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NilNil	Nill	Nill	Nill

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 activites	Number of students participated in such activites
Nil	Nill	Nill	Nill	Nill

No file uploaded.

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
2	100	College	2

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

Nature of linkage	Title of the	Name of the	Duration From	Duration To	Participant

linkage	partnering institution/ industry /research lab with contact details				
Nil	Nill	Nill	Nill	Nill	Nill

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Dhruba Chand Halder College	22/09/2018	Academic and research collaboration	109

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Others	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
AcLib	Fully	Latest	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22099	Nill	483	104568	22582	104568

| e-Books | Nill | Nill | Nill | Nill | Nill | Nill |

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nill	Nill	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	61	30	47	0	0	11	18	85	2
Added	0	0	0	0	0	0	0	0	0
Total	61	30	47	0	0	11	18	85	2

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

85 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N-List	Nill

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 incurredon maintenance of physical facilites
500000	130000	400000	225000

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

https://www.gmsmmahavidyalaya.ac.in/naac/maintenance%20policies%202018-19.pdf

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 Scholarship	2	11000
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	22/08/2018	200	College
English Language Lab	22/08/2018	30	College, with Orell Technosystems Software
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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	Number of benefited	Number of students who	Number of studentsp placed

		students for competitive examination	students by career counseling activities	have passedin the comp. exam	
2018	Spoken English Classes	30	140	Nill	Nill
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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
5	5	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	0	Nill	Nill	Nill	Nill
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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
Nill	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 Meet	College level	370
Annual College Social	College level	200
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student

No Data Entered/Not Applicable !!!
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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)?

Partial

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	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.
Teaching and Learning	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.
Examination and Evaluation	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

	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. Reprograhic 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.
Industry Interaction / Collaboration	-
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-governace 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.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended	Name of the professional body for	Amount of support

		for which financial support provided	which membership fee is provided	
Nill	Nil	Nill	Nill	Nill

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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)
Nill	Nil	Nill	Nill	Nill	Nill	Nill

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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
124th Orientation Program	1	04/02/2019	04/03/2019	28
Workshop on Research in Social Science	1	30/10/2018	05/11/2018	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nill	Nill

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 Gyandhara Scheme	100000	Library books and automation

6.4.3 – Total corpus fund generated

58411975

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Nill	Nill
Administrative	No	Nill	Nill	Nill

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

There is no parent-teacher association, though the college maintains cordial relations with the parents and guardians of its wards.

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
2018	Initiate a foolproof and efficient delivery of CBCS (semester) system introduced by University of Calcutta from the current academic session. For this, proposal was gven to the governing body for	03/05/2018	Nill	Nill	1150

	beginning a morning shift of the college where B.A. G				
2018	Appointment of guest teachers for smooth imple mentation of CBCS system	03/05/2018	Nill	Nill	1150
2018	IQAC recommended formation of a committee for golden jubilee celebration of the college. IQAC co-ordinator will oversee the preparations for the Golden Jubilee cele brations.	03/05/2018	Nill	Nill	5000
2019	The Career councelling cell was advised to organize training for competitive exams in the Govt. sector. Initiatives to be taken to motivate the students of Science and Commerce Departments through organization of various seminar and workshops-Nationa	07/01/2019	28/02/2019	28/02/2019	150
2018	Introduction of Honours	01/08/2018	Nill	Nill	80

	in Physics, Chemistry, Botany and Zoology				
2018	MoU with Department of English of Dhruba Chand Halder College was signed. As a result, faculty exchange and collaborative research was held. Student collboartive seminars were held.	01/08/2018	22/09/2018	22/09/2018	240

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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
Gynaecological Health Camp	28/01/2019	28/01/2019	300	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
The outdoor lighting requirements of the college is met entirely by solar energy. 20 of the energy requirements of the college is fulfilled by solar energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nill
Ramp/Rails	No	Nill
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	Yes	2
Special skill development for	No	Nill

| | differently abled students | | | | | | |

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	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
2018	1	Nill	20/12/2018	2	Socio-economic survey of neighbour ing village	Water-borne diseases and avail ability of potable water	100
2019	Nill	1	11/02/2019	1	Campaign for nutri tional we ll-being for pregnant and lactating mothers	Obstetric health	20

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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	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil

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

The college has a Rain Water Harvesting System where the rainwater is recycled to be used in washrooms and for gardening purposes.

The college has a Vermicompost Pit. Waste is segregated and bio-degradable waste is collected from the canteen and is used for the Vermicomposting.

The college is a No-Plastic Zone. The canteen uses earthen clay cups, instead of paper or plastic cups.

The college has a plantation under Social Forestry Scheme.

The college uses its water bodies to harvest fishes which help in controlling malaria and dengue.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

? Title- Imparting of English Language Skills Goal: Encouraging students to speak and read English. Fluency in the language is a major deterrent for the students. Knowing how to read, what to read, how much to read and when to read matters a lot. To inculcate the habit of reading and to make the students skilful, the Language laboratory has come to good use. In this activity students are given slots to access the language laboratory. OREL Software is very student friendly. The clear goal of this activity is to generate interest of reading among the students utilizing library resources and give them skills in speaking the language. The Context: The college being in a rural area, the knowledge of the students in English language was very poor. The Practice: Speaking and reading is the powerful source of knowledge and information. Evidence of Success: This practice has generated interest among the students to learn the language. Many have enquired for spoken English certificate course. The library saw a greater footfall of students. It also has polished their writing skills. Now students are more confident, knowledgeable with the language. We find a positive impact of this on results of the students. Problems Encountered and Resources Required: As this practice is completely cost free and even its implementation is not at all difficult there was no problem encountered. Need for more terminals at the Language Laboratory was felt. ? Title- Environment Club and its activities Goal: To create environmental awareness among student, stakeholders and the neighbourhood. The Context: The Environment club Environ was established with the purpose to create a platform to spread awareness about environment pollution, clean water supply and use of renewable energy. Water borne diseases like diarrhoea was much prevalent in the area. The Practice: The club enrolled students from all departments. The Department of Environmental studies took a lead role. Poster campaigns were organized within the college on hazards of smoking, renewable energy etc. Poster campaigns and door to door survey was organized in the adjoining villages of Khelarampur and Bireswarpur about benefits of potable drinking water and also on the use of local resources to fight mosquito borne diseases. World Environment Day was organized by the club through plantation drives of medicinal plants and another Vermicompost Pit was made running. The adjoining Railway station was periodically cleaned. Evidence of Success: There is an increased interest among the students about enrolling in the club. Local neighbourhoods reported less number of water borne diseases

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

https://www.gmsmmahavidyalaya.ac.in/naac/best%20practice%202018-19.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 to cater to the large number of students and in the context of the introduction of the CBCS system opened a morning shift of the college. This was done to give the students access to all infrastructural facilities. Morning shift of the college would also give the students opportunity to pursue other career oriented courses. All B.A General course students except Music and Journalism were enrolled in the morning shift. This has taken off load from the Day Shift of the college which is now solely dedicated for Honours teaching. The morning shift of the college will enable the institution to cater to more students from rural fringe areas.

Provide the weblink of the institution

https://www.gmsmmahavidyalaya.ac.in/naac/institutional%20distinctiveness%202018

8.Future Plans of Actions for Next Academic Year

Future Plans Organisation of workshops and programs relating to both curricular as well as co-curricular activities. Encouraging faculty members to engage in research including completing doctoral degrees, publishing quality research work etc. Explore possibilities of filling up permanent full-time vacant posts