



NAAC- SSR- December, 2015  
Sir Gurudas Mahavidyalaya, Kolkata – 700 067

# Self Study Report

For

**1<sup>st</sup> Cycle Assessment and Accreditation**

By

**National Assessment and Accreditation Council  
Bangalore, India**

**Submitted by**

**Sir Gurudas Mahavidyalaya  
(Govt. Aided Private College)**

**AFFILIATED TO UNIVERSITY OF CALCUTTA**

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# SIR GURUDAS MAHAVIDYALAYA

33C/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR, KOLKATA - 700 067

Ref. No. SGM/68/15

Date 22.12.2015

From:-  
The Principal,  
Sir Gurudas Mahavidyalaya,  
33/6/1, B.B. Ghosh Sarani,  
Ultadanga, Muraripukur,  
Kolkata, West Bengal – 700 067

To:-  
The Director,  
National Assessment and Accreditation Council (NAAC),  
P.B. No. 1075, Nagarbhavi, Bangalore – 560072, India

**Sub: Forwarding letter regarding A & A by NAAC.**  
**Ref: Manual for self-study report- Affiliated college vide**  
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Respected Sir,

I, being the head of the institution (HOI), do hereby, on behalf of the college, submit five copies of bound volume of the SSR- December, 2015 in compliance with your prescribed structure –

- A. preface from HOI
- B. Executive summary – The SWOC analysis of the college
- C. Profile of the college
- D. Criteria wise analytical report
- E. Input from the departments

You are requested to extend your helping hands in this respect.

Thanking you,

yours truly,

*Okab Ali Sarkar* 22.12.2015  
Dr. Okab Ali Sarkar, Principal

Principal/Secretary  
Sir Gurudas Mahavidyalaya  
Kolkata-67



College Building (Front):-



College Building (Back):-





## Contents

<b>Item</b>	<b>Content</b>	<b>Page No.</b>
A	Preface	I to III
B	Executive Summary	1-36
C	College Profile	37-53
D	Criteria Wise Input	-
Criterion I	Curricular Aspects	54-67
Criterion II	Teaching – Learning and Evaluation	68-117
Criterion III	Research, Consultancy and Extension	118-137
Criterion IV	Infrastructure and Learning Resources	138-167
Criterion V	Student Support and Progression	168-187
Criterion VI	Governance, Leadership and Management	188-210
Criterion VII	Innovations and Best Practices	211-229
E	Evaluative Report of the Departments	-
1	Department of Bengali	230-237
2	Department of Education	238-244
3	Department of English	245-252
4	Department of History	253-260
5	Department of Political Science	261-267
6	Department of Sanskrit	268-273
7	Department of Computer Science & Application	274-280
8	Department of Economics	281-287
9	Department of Mathematics	288-293
10	Department of Physics	294-300
11	Department of Commerce	301-310
-	Compulsory papers with Concluding comments and quote	311-313



## **SECTION – A: PREFACE**

### **Introduction**

Knowledge is power – Unity is strength

- College Motto

Vision of the college is to empower students with knowledge and inculcate sense of unity for self upliftment, national integration and social empowerment. Expansion, access, quality and performance are the four pillars of the college. The college believes in the sustainability of quality teaching-learning process. It has to strike a balance between quantity and quality to ensure inclusive growth for unity, integrity and nationalism. Curricular aspects are nurtured with flexibility and introduction of ad-on courses. Teaching-learning process is given utmost importance which is reflected in the Academic Calendar. Hinterland and student profile open up the scope for ambitious extension & out-reach programs to the college. Slum survey, establishment of coaching classes for local children by the NSS have earned recognition and awards. Overall functioning and performance of the NSS is commendable. Communal harmony campaigning week observed by the college from 19<sup>th</sup> to 25<sup>th</sup> November of every year under National Foundation for Communal Harmony, an autonomous body under Ministry of Home Affairs, Govt. of India, increases connectivity with the people. Own new college building, new furniture and fixtures, 61 desktop Computers, 1 IMB server, 5 laptops, 7 projectors, 2 e-class rooms, state of the art library & laboratories, young and energetic faculty with disciplined student force are the strengths of the college. Students coming mostly from BPL families of the adjoining slum areas need special academic & financial support. The college is aware of these needs and adopts suitable measures for scholarship, stipend, counseling and career support. Governance, leadership and management are structured for business like implementation of plans and programs with transparency, efficiency and effectiveness. Quest for excellence, innovation and best practices are the guiding principles of the college administration.

### **History**

Sir Gurudas Mahavidyalaya owes its legacy to Gurudas College of Commerce the name by which it was previously known. This college is the outcome of the efforts of the teaching and non-teaching staff of Gurudas College and some social personalities of the locality. Gurudas College being a Govt. sponsored renowned college in the city was not allowed to provide commerce teaching and hence necessity arose for a commerce college to cater to the needs of the commerce students of the north-eastern part of the city.



Govt. of West Bengal permitted the establishment of Gurudas College of Commerce in 1965 with provision for using the infra-structure of Gurudas College in the evening shift. The college was granted affiliation by Calcutta University on 21.08.1968, the date being followed as the foundation day of the college. Permission for imparting teaching at the H.S. level was granted in 1970. Sri. Birendra Kumar Bandyopadhyay, the first full time permanent Principal of the college was appointed only on 01.09.1984. During the period from 1968-1984 the college was run mostly by part-time teachers and non-teaching staff partially drawn from the parent college. The extension of affiliation to teach B.Com. at honours course level was granted in 1998. During this period from 1984 to 1998 a number of initiatives and affirmative actions were taken to place the college on track. The most important achievement was the purchase of land and laying of foundation stone by late Jyoti Basu the then Chief Minister of West Bengal. Dr. Okab Ali Sarkar was appointed as the second full-time permanent Principal of the college on 27.10.1998. The college was shifted to its own premises at its present address with the construction of only the ground floor of the college on 06.01.2001. The present four storied building has been completed in phases. It has been gradually converted to multi-faculty, day-shift, co-education college with re-Christianization from Gurudas College of Commerce to Sir Gurudas Mahavidyalaya. The necessity of such a paradigm shift arose due to the withdrawal of the H.S. course by the Govt. in 2003-04. During this period there was a drastic fall in the enrollment of students for B.Com. course in conformity with the sharp fall in demand for commerce education throughout the state. At present the college runs all the three streams of the commerce, arts and science maintaining focus on commerce education. Now 3 (three) programmes in commerce stream, 7 (seven) programmes in Arts stream and 5 (five) programmes in Science stream with options for selecting subjects out of 62(sixty-two) combinations are run in the college granting wide flexibility to the applicants. New, modern, state of the art infrastructure for quality teaching, learning and empowerment exists in the college.

Future strategy and plan for further expansion of quality education includes:-

- a) Introduction of morning and evening shift.
- b) Construction of annex building
- c) Installation of lift
- d) Accepting the maintenance and supervision charge of adjoining garden, park and pond.
- e) Acquiring adjoining vacant land of Lily Biscuit factory
- f) Creation of Hostels and Gymnasium.
- g) Creation of 2<sup>nd</sup> campus.
- h) Introduction of PG courses etc.



Creation of a substantial number of substantive teaching posts is another aspect of future course of action. The college has the potential to become a centre of excellence and an autonomous institution. Locational advantage of being situated at the border of Calcutta University and West Bengal State University and well connection by bus, tram and train has enhanced the demand of the college in a big way.

### **Acknowledgment**

Assessment and accreditation of the college by NAAC was well in the mind of its administration for a long time. Several attempts in the past could not proceed to the desired level due to several reasons and definitely for lack of adequate initiatives. An attempt in this respect was made in June, 2014 but was not successful. While it is an urgent necessity for A & A by NAAC, a public notice no.F-1-1/2014(PC) dated 29.01.2015 issued by Prof. Dr. Jaspal Singh Sandhu, Secretary, UGC extending the last date of application has given the last opportunity to the college. We are thankful to UGC for extending the last date till 31.12.2015. When the college governing body took a decision in this respect, the matter was discussed with the Teachers' Council, Academic Sub-Committee, Finance Sub-Committee, students, guardians, the local people and other stake holders. Concurrence and commitment was received from all concerned. The administration took a firm decision to go ahead. Governing Body constituted a 7-member steering committee with Dr. P.K. Dey as its Co-ordinator. All the necessary co-operation and assistance was received from all the peoples involved in the process. The steering committee under the able leadership of its Co-ordinator has achieved the completion of SSR and its submission to NAAC within the dead line of 31.12.2015. The college extends heartiest thanks and gratitude to all of them.

Ultimately the college stands before NAAC represented by its peer team with its self study report for its assessment, evaluation and accreditation. During the process of preparation of SSR college has gone into the details of its ins and outs. We are more informed and aware about the exact position of the college. In our study of its growth line, a lot of lapses could be identified that needs appropriate actions. A good number of opportunities could not be exploited due to ignorance and lack of alertness. Now the path of growth and development of the college is clearer. The peer team report will definitely illuminate the road map with new light. We are waiting for valuable suggestions and guidance during personal interaction with the peer team members and study of its report. A number of affirmative actions to remove weakness, overcome the challenges, exploit the opportunities and place the college on fast track for accelerated advancement. The ultimate goal of quality teaching and learning, empowerment of students and nation building are at sight of the college administration. Hope to see the college as a centre of excellence in its ever expending form and with autonomous status.



## **SECTION – B: Executive Summary**

### **Satyameva Jayate (Truth Alone Triumphs) – Mundaka Upanishad**

At the beginning, the college would like to express its gratitude and heartiest thanks to NAAC authorities for granting an opportunity to a late bird to begin its flight by extending the dead line for submission of SSR to 31<sup>st</sup> December, 2015. This date is just 1 month to the date of retirement on superannuation on 31.01.2016 of the writer of this summary along with the present senior most professor of the college. On receiving public notice no.F.1-1/2014(DC), dated 29<sup>th</sup> January, 2015 from the Secretary, UGC the college Governing Body has taken initiative for another attempt to have the college assessed and accredited by NAAC. It has recognized the necessity of such an exercise and assured full support. The steering committee under the able guidance of its Co-ordinator has adopted untiring efforts and has borne all pains to ultimately produce the binding volume of SSR of the college. Several meetings and interactions have been held with all categories of teachers who have contributed greatly to the whole process. Office and administrative staff of the college have been helpful and prompt in supplying the necessary data from the records and documents. Students in general and the Students' Union in particular have been co-operative, contributive and helpful in all respects. A number of formal meetings of the Teachers' Council, non-teaching staff and Students' union were conducted during this process of preparation of SSR. Local Councilor of Kolkata Municipal Corporation Sri. Amal Chakraborty being an ex-officio member of the Governing Body has been closely connected with the exercise. He has helped the college in a big way to conduct a public meeting with the local people to make them aware of the NAAC related activities and ensure their involvement. Their responses have been encouraging and positive. Guardians and alumni have extended their full support and necessary assistance in this respect. The college has gained necessary strength and encouragement from the awareness program held on 13.07.2015&14.07.2015 and 14.10.2015 conducted by Belur Ramakrishna Mission Vidyapith and The West Bengal State Council of Higher Education jointly with Calcutta University. After getting direct and indirect concurrence from all the stakeholders the college authority has taken a firm decision to go ahead with full force.

### **Retrospect**

To get into the ins and outs of Sir Gurudas Mahavidyalaya it is necessary to know Gurudas College of Commerce – the name by which it was previously recognized. Gurudas College a neighboring renowned Higher Education Institution parented the birth of Gurudas College of Commerce. Both the colleges are named after Sir Gurudas Bandyopadhyay a famous





freedom fighter, a luminary of the Indian Judicial system and the 1<sup>st</sup> Indian Vice –Chancellor of Calcutta University. A railway halt, garden etc. are also named after him in this locality.

Gurudas college being a govt. sponsored institution was not granted permission for imparting commerce education. Hence the necessity for establishment of Gurudas College of Commerce arose to cater to the needs for Business & Commerce education in this north-eastern part of the capital city of a significant north-east state of the country. From the inception of the college on 21.08.1968 till 05.03.2001 it was housed in the premises of Gurudas College in evening shift. It was a boys' college providing teaching in commerce stream at the Higher Secondary and B.com (pass & honours) course level. Gurudas College and Gurudas College of Commerce were two different colleges with separate Governing Body, office, administration, staff members and students although there was a misconception that both are one and the same college.

Its name was changed to Sir Gurudas Mahavidyalaya after its conversion from evening to day shift, uni-faculty to multi-faculty and boys' to co-education college. Some confusion over its name still persists but the college is not ready to forego the legacy of Sir Gurudas Bandyopadhyay a legend in Indian history. Now the college has its own building. Teaching is provided in arts, science and commerce. Both male and female students are admitted. It is a complete day shift college, official working hours being 10.00 AM to 5.00 PM although teaching learning process spills beyond the official hours before 10.00 am and after 5.00 pm. The vision statement contained in the retrospect published by the college in 1998 on the occasion of the retirement of the immediately preceding principal Late Birendra Kumar Bandyopadhyay expressed hope for a three shift college with diversified subjects in its own building in the years to come. The college has moved fast in this direction. While maintaining the focus and lead in commerce education – science and arts subjects are being introduced gradually.

### **Time and Events**

1. 29.07.1965-  
Directorate of Higher Education, Government of West Bengal has granted permission for establishment of Gurudas College of Commerce along with temporary provisions for some infrastructural facilities vide its order no. 3061 of the even date. The order was addressed to the Principal of Gurudas College.
2. 17.09.1967-



First meeting of the steering committee for execution of the Govt. order was held on 17.09.1967 in the premises of Gurudas College. It's composition was –Sri. S.N. Banerjee – President, Dr. H. Ganguly-Secretary and Sri. U.C. Roy, Sri. K.C. Roy, Sri. A.B. Mukherjee, Sri. S.E. Banerjee, Dr. S.N.Ghosal, Dr. S.N.Dutta, Sri. M.K. Chakraborty, Sri. P.Mukherjee – all members. Some time must have been taken to arrange for the conditionalities of the Govt. order. Because of their tireless efforts the college stands as it is now. We gratefully remember their initiatives, efforts and execution.

3. 21.08.1968 (Foundation Day) –  
First affiliation was granted by University of Calcutta for introducing B.Com. pass course at degree level vide its memo. No. C/3094/191(Affl.) dated 21.08.1968. The college foundation day is observed on this date.

#### **Initial Period (1968-1984)**

4. 11.08.1968-  
After getting affiliation from the University of Calcutta, the steering committee was dissolved and Governing Body was formed on 11.08.1968 with Sri. B.N. Banerjee as President and Dr. H. Ganguly, Principal of Gurudas College as part-time Principal cum Secretary.
5. 20.01.1974-  
Dr. Ganguly resigned and Sri. B.N.Sen, full time lecturer of Gurudas College took over as Teacher-in-Charge on 20.01.1974.
6. 27.08.1975-  
On his resignation Sri. J.L. RoyChowdhury also a full-time lecturer of Gurudas College was appointed as Teacher-in-Charge on 27.08.1975 but due to ill health he resigned.
7. 29.11.1976-  
Sri. Arup Sankar Gupta took over the charge on 29.11.1976.
8. 27.01.1979-  
The charge was again taken over by Prof. J.L. Roy Chowdhury on 27.01.1979.
9. 1982-83



The post of Principal and 1<sup>st</sup> post of lecturer was sanctioned by the Government only on 02.07.1982 and 05.03.1983 respectively. The college was run by part-time principal, teachers and non-teaching staff drawn mostly from the parent college.

10. 09.08.1983-

On the re-constitution of the Governing Body under Calcutta University First Statute 1979, Sri. S.B. Ghosh Roy was elected President of the Governing Body of the College on 09.08.1983. He resigned the next day indicating a serious conflict within.

11. 1983-84-

The college was run without any Governing Body from 10.08.1983 to 25.06.1984 with an administrative vacuum at the top. Till that time no significant improvement of the college could take place. However voluntary services provided by these respected persons on part-time basis ensured the survival and continuation of the college and the college recognizes their efforts and contributions gratefully.

#### **Revival Period (1985-2001)**

12. 31.05.1984-

Prof Anil Basak, an eminent educationalist was appointed Administrator of the college by the affiliating university on 31.05.1984. He took over charge on 19.06.1984 and adopted his 1<sup>st</sup> resolution on 26.06.1984. This could be considered as the turning point for the college. On the assumption of charge Prof. Basak took a number of decisions and applied necessary efforts to bring the college on the track and in order.

13. 01.09.1984-

On the recommendation of the West Bengal College Service Commission, the Administrator appointed Sri. Birendra Kumar Bandyopadhyay as the first full time Principal cum Secretary against substantive post sanctioned by the Govt.

14. 28.11.1984-

On this date Govt. approved the creation of one post of lecturer in Bengali and one in English. There were two papers of 100 marks each in Bengali and one paper of 100 marks in English in Higher Secondary level in addition to one paper in each of the two languages at degree level. This could be seen as the justification for creation of posts in two language subjects in a Commerce college.

15. 24.09.1985-



Govt. sanctioned one post of Clerk and one post of Cashier on 24.09.1985.

16. 12.12.1985-

Govt. granted the approval of the creation of three posts of teachers in the department of Commerce including one post of Mathematics and Statistics on 12.12.1985.

Creation of these teaching and non-teaching posts in quick succession immediately after the appointment of full time Principal could be seen as serious attempt by the college administration for its overall development.

17. 25.03.1987-

College authority felt the necessity of strengthening further the administrative structure of the college and was successful in getting one post of Head-clerk, one post of Accountant, one post of Typist and four posts of Peons approved by the Govt. on 25.03.1987. These posts were sanctioned on the basis of roll strength and other parameters considered by the Govt. in granting the approval of creation of posts. Number of students began to swell with better result and improved performance. Academic, administrative and financial disciplines were restored. A sincere attempt was made to keep the college on the track and apply big push to accelerate its growth and development. The present college owes a lot to the joint efforts of the Administrator and the Principal.

18. 16.07.1988-

Prof. Anil Basak left the college on 16.07.1988 after constituting the Governing Body in a democratic way under statute 93 of the Calcutta University first statute 1979. Dr. Sunil Kumar Das the then professor of Calcutta University was elected unanimously the President of the Governing Body.

19. 21.08.1993-

A piece of land measuring 1244.13 sq. mt. was acquired from Kolkata Improvement Trust, a State Govt. undertaking, vide lease deed registered on 21.08.1993 for a period of 99 years with option of renewal for further 99 years. This land mark achievement took place under the mentorship of Shri. Syamal Chakraborty, the then local MLA and Minister with necessary assistance from late Tuhin Bera – a well known social worker.

20. 14.12.1993-



The possession of the land was handed over to the college authority on 14.12.1993.

21. 01.12.1995-

Administrative approval of plan and estimate was granted by Govt. of a total cost of Rs.89 Lakhs 76 Thousand.

22. 04.12.1995-

Foundation stone was laid by Late Jyoti Basu, the then Chief Minister of West Bengal. The existing four storied college building stands on this land and this can definitely be viewed as one of its milestones.

23. 11.12.1997-

The land was mutated and a three storied building sanction plan in the name of the college was obtained from the local authority – The Kolkata Municipal Corporation on 11.12.1997.

24. Hooghly River Bridge Commissioners, a state Govt. undertaking was entrusted with the responsibility of the construction under deposit work scheme. Procedural complexity of HRBC and un-even flow of fund delayed the commencement of construction work.

25. 03.09.1996-

In a significant twin development – seven posts of non-teaching staff were sanctioned by the Govt. on 03.09.1996 and a sum of rupees 6 Lakhs was allotted by UGC during 9<sup>th</sup> plan for books and equipments. This enriched the college library, office and Professors' room.

26. 31.03.1998-

Due to austerity measures on the one hand and search for new source of earning on the other, fund position improved substantially and increased from Rs.19,559.73 on 31.03.1984 to Rs.204256.32 on 31.03.1998. This increase took place even after meeting the building related capital expenditure in addition to normal recurring expenses.

27. 26.08.1998-

The college was granted extension of affiliation for teaching upto B.com. honours level by the University of Calcutta vide its letter dated 26.08.1998 and admission of students in honours course started from the academic year 1998-99.

28. 31.09.1998-

After giving the college a complete shape and keeping the launching pad for rapid growth ready, Sri. Birendra Kumar Badyopadhyay retired



on 31.09.1998 and senior most teacher Sri. Arup Shankar Gupta took over as Teacher-in-Charge on and from 01.10.1998.

29. 27.10.1998-

Principal designate Dr. Okab Ali Sarkar was on wait ( as the college was on Puja Vacation) even after receiving the appointment letter on the basis of recommendation of the West Bengal College Service Commission. On reopening, Dr. Sarkar took over the charge of the college as second Full Time Principal on 27.10.1998. Handing and taking over of charge was held smoothly in the presence of the then President of the college Governing Body Sri. Madhusudhan Mukhopadhyay and some teaching and non-teaching staff of the college.

30. Newly appointed Principal joined the then Gurudas College of Commerce at evening shift in the arts building of Gurudas College with four (4) class rooms, one library room, one room shared by the Principal, professors and non-teaching staff and one toilet shared by the students, staff-members, Principal, visitors and guests. After addressing the students in their class room Principal along with senior members of the staff visited the site of the college on the day of his assuming charge. He saw that construction of boundary wall, security room, pump room and store room were completed. Principal held formal and informal discussions and deliberations with all concerned with focus on the vision statement of the outgoing Principal mentioned in his exit note wherein he hoped to see a three shift college with diversified subjects in its own building in the years to come.

31. 06.01.2001-

Continued persuasion and pressure were maintained upon the construction agency HRBC to speed-up the work and on the Govt. for smooth flow of fund. The college was shifted to its own Bhawan on 06.01.2001.

### **Growth Period (2001-2015)**

32. Inauguration of the new college building at its new address at Muraripukur was held on 06.01.2001 by the then MIC of the Department of Higher Education in presence of the principals, professors, non-teaching staff and students of the neighboring colleges and Higher Secondary level schools. A large number of local people, officers and engineers of HRBC – the construction agency, local authorities, dignitaries from the university and Higher Education Department were also present. Thus a hidden publicity was done on the



very first day. The construction of building was partial. Only the ground floor with 4 big rooms and 2 small rooms was completed.

33. The West Bengal Council for Higher Secondary Education granted permission for introduction of co-education at H.S. level vide its memo. no. DS “A” SD/958/2001, dated 11.06.2001.

34. 10.09.2001-

A land mark order no. C/1970A/191-Affl., dated 10.09.2001 issued by the University of Calcutta – the affiliating University –approved the shifting of the college in its own building and permission for changing the college hour from evening shift to day shift was granted allowing the college to admit female students by converting it from boys’ college to co-education college. The college was fully prepared to reach a new height when it faced recession in commerce education at degree level like various other institutions of the state.

35. 2003-2004

The effect of recession in commerce education still persists. Enrollment in B.Com. (Hons. & General) course could not be increased to the desired level. Another problem faced by the college at this important junction was that the Govt. discontinued teaching of higher secondary course in degree colleges from the academic session 2003-’04. Number of students came down sharply. College authority decided to convert the institution from uni-faculty to multi-faculty college.

36. 07.04..2003-

In a significant development University of Calcutta granted extension of affiliation in the following arts subjects vide its memo. no. C/7414/191/ Affil. Dated 07.04.2003:-

B.A. (Honours and General) course in Bengali.

B.A. (Honours and General) course in English.

B.A. (General) course in Education.

B.A. (General) course in History.

B.A. (General) course in Political Science.

37. 2003-2004-

The college did not spare any time to introduce all these subjects from the academic session 2003-’04. It was an important turning point for the college. A disastrous situation opened up the opportunity for the creation of a multifaculty co-education complete day college.



38. 10.06.2004-

As it was no longer a commerce college the need for changing its name had arisen. University authority granted the permission to change the name from “Gurudas College of Commerce” to “Sir Gurudas Mahavidyalaya” on 10.06.2004. Re-Christianization was approved by the Govt. on 15.02.2005 and recorded by UGC as such on 04.03.2009. Construction of 1<sup>st</sup> and 2<sup>nd</sup> floors of the college building was done in phases keeping pace with gradual introduction of new subjects.

39. 2005-2007-

Extension of affiliation was granted for teaching B.A. (Honours) in Education, History and Political Science on 22.06.2005 and these programmes were introduced from the academic session 2005-'06. Extension of affiliation was also granted for B.Sc. (General) course in Economics and Mathematics on 08.09.2005 but these courses could only be started from academic session 2006-'07. Introduction of these non-lab science subjects was justifiable as there was 1 (one) full-time substantive teaching post in each subject and college had the potential to introduce lab based since subjects in the near future. Govt. approved the creation of following non-teaching posts on 10.11.2006:-

Lady Attendant	-	1 post
Mechanic Pump and Gas Plant Operator	-	1 post
Sweeper (part-time)	-	1 post

40. 24.05.2007-

Govt. sanctioned two full-time substantive posts of teachers on 24.05.2007:-

Lecturer in Bengali	-	1 post
Lecturer in English	-	1 post

41. 06.08.2008-

College authority contested the creation of only 2 teaching post, persuaded the Govt. and convinced it to approve the creation of following full-time substantive teaching posts on 06.08.2008:-

Lecturer in Political Science	-	1 post
Lecturer in Education	-	1 post
Lecturer in History	-	1 post





42. 2008-2009-  
However the college authority appointed contractual full-time, part-time and guest teachers from time to time to bear the teaching load of different newly introduced subjects. Students were not made to suffer for want of sufficient full-time substantive teachers.
43. 2009-2010-  
UGC allotted Rs.5,20,200/- as general development assistance for 10<sup>th</sup> plan. This was helpful in procuring books, equipments and other physical infrastructure to a fast growing college. Governing body was also open and liberal in granting fund from its own sources even after incurring huge amount of recurring expenditure towards salary for a large number of teachers appointed by it.
44. 2010-2011-  
University included one paper of 100 marks in “Information Technology and its Application in Business (ITBG)” as a main subject for B.Com. (Honours and General) course. Maintaining focus on commerce education, college procured 15 computers in single lot and created one computer laboratory for commerce students keeping in mind the introduction of computer related B.Sc. course in near future.
45. 2007-2008-  
Extension of affiliation for “Computer Application (Major)” – a three year B.A./ B.Sc./B.Com. degree course was granted by the University on 19.07.2007 and it was introduced from the academic session 2007-08.
46. 2010-2011-  
During 11<sup>th</sup> plan UGC was generous in allotting a huge grant of about Rs.1.00 crore including general development assistant, merged schemes, additional grant, enhanced additional grant and seed money for career oriented course. It was a huge boost to the financial health of the college. The amount was spent as per the UGC guidelines and according to the plans and projects submitted by the college.
47. 2010-2011-  
A large number of branded PCs, laptops, books, e-class rooms, generators, furniture etc. were procured. College got huge uplift in terms of books, equipments and other academic infra-structure.
48. As a spill-over effect college could spent its fund for civil construction activities and appoint more teachers out of its general fund even after meeting its day-to-day recurring expenses.



49. 2009-2010-

Extension of affiliation was granted for B.Sc. (General) course in Physics and B.A. (General) course in Sanskrit on 31.07.2009 and 04.08.2009 respectively. Physics laboratory was duly created. Both the programmes were introduced from the academic session 2009-'10. During this period the college became heavily dependent on contractual whole –time, part-time and guest teachers. Major portion of work load was borne by them.

50. These teachers were selected and recruited from the panel prepared by the duly constituted selection committee from time to time as per requirement. A minimum of 55% marks at the master-degree – a criteria prescribed by the UGC was maintained. Other qualifications like NET, SET, Ph.D., M.Phil were given weightage and preference.

51. Selection committee was constituted by the Governing Body as per the University guide-lines prescribed from time to time. It was becoming a tough task to provide fund for payment of their salary. Although the salary structure was very poor, college authority increased it in phases according to its financial ability.

52. 30.06.2011-

In a surprise move govt. approved the recruitment of 25 PTTs to continue in their service upto 60 years of age at an increased salary structure with full financial liability vide its order no. 517-Edn (CS) dated 30.06.2011. It was a huge relief for the college and came as a boon during its high growth period. One post of CWTT in Computer Science was also approved by the Govt. under similar terms and conditions of PTTs on 13.07.2011.

53. 26.07.2010-

B.Sc. (Honours and General) course in Computer Science was introduced from the academic session 2010-11. Extension of affiliation for this subject was granted on 26.07.2010.

54. In the mean time construction of three storied college building was completed and the construction agency issued completion certificate in 2010.

55. 2011-2012-

UGC sponsored career oriented ad-on course on “Computer Hardware and Networking” was introduced from the academic session 2011-'12. Two computer laboratories – one for hardware and another for software were created with adequate facilities.



56. Over all infrastructure of the department of Computer Science and Application of this college is very strong. However it remains under-utilized, the number of students being low. There is huge opportunity to exploit the potential of this department.
57. Over the years the arts stream became stable and the management diverted its attention to the science stream. Introduction of science subjects requires laboratories for which space is needed. College authority decided to make vertical extension by addition of the 3<sup>rd</sup> floor over the three storied building.
58. Construction of the 3<sup>rd</sup> floor against the sanctioned plan issued by the Kolkata Municipal Corporation was completed within a short period with financial assistance from college development fund, govt. grant and UGC merged scheme.
59. 29.01.2013-  
Govt. approved the creation of following full-time substantive posts of Assistant Professor on 29.01.2013:-
- |   |         |
|---|---------|
| Assistant Professor in Sanskrit (General)           | -1 post |
| Assistant Professor in Physics (General)            | -1 post |
| Assistant Professor in Computer Application (Major) | -1 post |
60. 26.08.2014-  
Extension of affiliation for the following courses was granted by the University on 26.08.2014 and all these programmes were introduced from the academic session 2014-15:-
- B.A. (Honours) in Sanskrit  
B.Sc. (Honours) in Physics  
B.Sc. (Honours) in Mathematics
61. There is high demand for Chemistry as an elective subject among the students of B.Sc. (Honours) in Physics and Mathematics. Space for chemistry laboratory is already created. It is likely that this subject will be introduced from the academic session 2016-'17.
62. Expansion of college has taken place gradually and steadily at a fast rate during last 1½ decades. Construction of college building, installation of infrastructure, introduction of new streams with diversified subjects, recruitment of teaching staff have taken place side by side. Number of students increased tremendously. Currently it stands at 2336. However the students come mostly from weaker



sections of society. Most of them belong to BPL category. Majority of the students are admitted at minimum cut-off marks prescribed by the University. In spite of this, the result has improved over the years. Performance of the students if considered with reference to the background is commendable. There is huge scope for better performance. The focus now should be diverted to enhancement of quality. Hopefully the sustained effort of the teaching staff with necessary support from the administration and assistance from non-teaching and technical staff will bring excellence in terms of quality. Performance of the students at a higher level should be considered as the indicator of quality. Joint effort of the college will definitely lift the college to its peak. Path of expansion and growth never ends and its wheels never stop. The college has to strike a balance between quantity and quality. We seek necessary guidance from NAAC towards our future course of action. A new era is going to start with the change in guard when the present Principal will retire on 31.01.2016 and the senior most teacher of the college is likely to take-over the charge.

### **Introductory initiatives for A & A Bv NAAC**

Sir Gurudas Mahavidyalaya is a co-education day college affiliated to University of Calcutta housed in its own building located within the city of Kolkata. Different subjects of all the three streams of Arts, Science and Commerce leading to B.A., B.Sc. and B.Com degrees at General, Honours and Major levels are taught here. Some programs in new and emerging areas are introduced along with the well established conventional subjects.

### **Vision and Mission**

The vision of Sir Gurudas Mahavidyalaya is:- To ensure easy access to quality education at under graduate level to a large section of under-privileged segment of the society at an affordable cost by striking a proper balance between quality and quantity.

The missions of the college are all those plans, programs and actions that are considered necessary to translate its vision into reality. The mission statements of the college are:-

1. To ensure gradual expansion of quality education with focus on modern emerging area.
2. To admit maximum possible number of students while keeping within the in-take capacity.
3. To ensure transparency and promptness in the admission process.



4. To communicate to the students the plan of academic actions at the beginning of 1<sup>st</sup> year.
5. To complete the syllabus in time.
6. To ensure high percentage of success and improve performance of students.
7. To make them employable in the highly competitive job market.
8. To enhance the knowledge-base of the students and contribute to the formation of knowledge-based society.
9. To inculcate sense of nationalism and internationalism.
10. To implant the value of the strength of unity to the cause of national integration and empowerment.

To achieve the objectives enshrined in the vision and mission statements the college has focused to ensure easy access to quality education. It has to strike a balance between quality and quantity without compromising the need of the students to be more knowledge-based and competitive. The wide spread spectrum of education in the college has ensured easy access to higher education to a large number of socially, economically and academically weak slum dwellers in and around the locality of the college. To our mind access to higher education is necessary but not sufficient. This weaker section of society needs quality education as well because they too have to compete at state, national and international levels.

College authority has exercised all the available options to ensure good quality education for the students. It is in continuous search of new scopes for improved quality and adopt the same as and when available. The college is guided by the principle of adaptation with the emerging and improving situation. This mental set-up of the college requires that it remains aware of its existing position vis-a-vis quality assurance. Are the actions of the college in this respect in right direction? Are the actions sufficient? Does it require any deletion or modification of any existing practice? What further steps are necessary? How to adopt further necessary measures? These are some of the questions before the college authority. To our best judgment, A & A by NAAC is the best option to get the answers to all these issues. Necessary guidance from NAAC will definitely help the college to ensure improved quality along with ever increasing quantity. The college has attempted on previous occasions to have the college assessed and accredited by NAAC but could not be successful in submitting the SSR. Hope this attempt will bring success to much desired assessment and accreditation of the college by NAAC.



## **Core Values**

Sustained efforts of the college in the path of evolution, expansion and quality education are guided by a set of core values. These values are adopted keeping in mind the all important issues of expansion, access, quality, competitiveness, use of emerging educational technologies, value education and continuous adaptation with the ever changing academic environment at local, national and international level. Some of the core values embedded within the educational structure, plans and programs are noted below:-

1. Actions are directed towards realization of aims and objectives set forth explicitly or implicitly. Quality education enhances the knowledge base of the students which in turn helps the creation of a knowledge based society. The college is primarily established with the sole object of human resource development and enhancing the capacity and capability of individuals with the ultimate goal to contribute to the capacity building and socio-economic development of the country. With this end in view college always looks after the diverse social, economic and academic needs of different categories of students classified as SC, ST, OBC, PWD, BPL, General, slow learners, male, female and students from outside the state and the country etc. Category-wise input enumerated in the next chapters will highlight the attitude of the college in creating access to quality education to these diverse categories of students.
2. With the advent of privatization, liberalization and globalization across the world, the nature of demand in the job market has undergone a huge change. Global networking of business, industry, knowledge and communication has initiated drastic change in the method and quality of higher education where skill meets performance. In spite of low profile students' base, the college tries its level best to develop the 'students' education and skill to match the international standard. To this end the college has established e-resource centre at its library and has made necessary arrangement with neighboring libraries and institutions where from the students and staff can get necessary academic inputs. Skill development of students is a focus area of the college administration. The aim is to develop the competence of the students to suit global competition by creating high caliber skilled workers. It will foster a close relationship between the nature of work and the workers.
3. Adequate value system is important for healthy and holistic application of knowledge and skill acquired by the students during college life. We consider it to be our institutional social responsibility (ISR) to inculcate and foster desirable value system among the students keeping



in mind the deep rooted social, geographical, economic and cultural diversities in the country. Two units of NSS are working through-out the year in addition to annual 10-day special program in this direction. Considering the cultural plurality of our country the college observers Communal Harmony Week from 19<sup>th</sup> to 25<sup>th</sup> of November every year, the 25<sup>th</sup> being the flag day. During this week discussion, debate, awareness program, fund raising and procession in the locality are conducted. All these are done as per the desire and guidance of “National Foundation for Communal Harmony” a central govt. sponsored autonomous body. Collected fund is deposited with the foundation. In addition, the universal value systems such as truth, logic, patience, tolerance etc. are encouraged among the students for peaceful healthy living with mutual co-operation and understanding.

4. Information and Communication Technology (ICT) has brought the countries of the world closer and bound them together by well established networking. Interactions among the global people have become easier and instant. Resource creation, resource sharing and resource management have got tremendous boost from the advancement of science and technology. Extensive use of ICT in the field of teaching and learning has made it attractive, enjoyable and amazing for the teachers and the taught. Traditional method of chalk and talk in the delivery of educational services is no longer encouraging to the students and it appears dull and monotonous to both the teachers and learners.

To motivate them to the all-important task of teaching and learning, the college authority has adopted the provisions for ICT in a number of ways. Huge amount of UGC grant during XI plan came as a boon for acquisition and installation of state of the art ICT in the college. Two e-class rooms and 4 class rooms with public address system are created. 46 branded computers, 15 locally assembled computers, 5 laptops and 6 projectors are purchased and installed during the period. Teachers are given necessary training and provided with pen-drive, portable microphones and short throw projectors and other facilities for proper utilization of these ICTs. Although some teachers could be encouraged to make use of these facilities, optimum utilization is yet to be achieved. We hope transformation of the entire teaching-learning process with ICTs in years to come. Class rooms are fitted with TV and other display screen and other modern tools and instruments.

Admission, examination, library office and administration are gradually shifting to ICT enabled system. A good number of Photocopy machines, copier (RESO), printer, scanner and other



hardware are installed. Necessary software both for academic and administrative process has been acquired. Website of the college has been created and is used extensively since 2005. It is useful for quick flow of information to stakeholders. Electronic documentation and data management are ensured partially. Accounting system is computerized.

Academic and administrative ICT infrastructure and its utilization is one of the best practices in this college. In our view these have been put to use only partially so far. It is necessary to ensure proper upkeep of the ICT infrastructure of the college. Frequent training of the teaching and non-teaching staff is necessary. College is in urgent need to ensure extensive and maximum use of it. Once the teachers, students and other stakeholders can be directly engaged in full and complete utilization of ICT infrastructure, the college will be able to excel in all spheres.

5. The college firmly believes that skill development of students and contributions to nation-building are the ultimate aims of higher education system. To be a valued contributor to this process, college adopts all necessary measures from time to time to deliver high quality education to a large number of students and in this way keeps its drive alive and effective to develop the college as a center of excellence. With this end in view college has established IQAC in 2012 and entrusted it with the task of capturing necessary data, conducting self-assessment and suggesting required measures. During the preparation of SSR college could identify a number of weakness requiring remedial actions, challenges to be addressed, strengths and opportunities to be utilized to the maximum possible extent to speed-up the journey of the college in its way to reach excellence. Hope the interactions with the NAAC peer team and its suggestions, recommendations and guidance will explore the unknown and unexposed areas of actions required for excellence at a new height.

#### **CRITERIA-WISE Executive note on SWOC**

As per its own consideration and self assessment, Sir Gurudas Mahavidyalaya fulfills the eligibility criteria set for assessment and accreditation by NAAC. Being an HEI, it has to operate in a competitive environment under diverse socio-economic and academic conditions within a larger framework consisting of direct and indirect stakeholders like students, employees, management, guardians, UGC, University, Govt. and the society at large with their diverse individual goals and modes of operation. The college has to take note of all these diverse goals and objectives and make them complementary to each other so that the different layers of expectations are mutually concurred. Organizational goal of the college is to secure enhanced





quality, competence and competitiveness at international standard and bring it up to a position from where it can address independently the quality provisions and expressed needs of stakeholders.

To understand the actual position of the college with reference to the above noted expectations and further necessary actions for continuous improvement, it has to undergo internal and external assessment and evaluation. A & A by NAAC, having general acceptance and authoritative recognition at local and national level, involves both the aspects. Internal assessment consists of self analysis and self evaluation as per the NAAC prescribed self-study format. External assessment consists of on the spot evaluation by the peer team constituted by NAAC. Thus A & A by NAAC helps the college to identify its strength, weakness, opportunities, challenges and facilitates. It also helps in the preparation of future course of actions for sustained development. It will provide necessary inputs for self-improvement and promotion of innovations to fulfill the urge to excel.

The criteria based report with reference to criteria-wise input ensures transparency and objective judgment. It helps to identify the strength, weakness, opportunities and challenges separately for each criterion. Since all the criteria pertain to A & A for quality assurance and contribution to national development, the issues are closely interrelated and in some cases appear overlapping.

Criteria-wise reports with focus on key aspects are given below:-

### **CRITERION I – Curricular Aspects**

College issues two academic calendars in the form of bound books separately for commerce and arts & science streams at the beginning of each academic session. Most of the curricular aspects are contained in these documents. In our view these are the most important tools for effective delivery of the whole process of teaching and learning.

The process of curriculum planning and its effective execution includes division of syllabus among the subject teachers, indicating the standard number of lectures required for each topic and portion of the syllabus to be completed before and after the month of November, it being the month of Mid-term test. To ensure flexibility and variety of options college runs 3 programs in commerce stream, 7 in arts stream and 5 in science stream with 62 alternative combinations along with scope for pursuing certificate course horizontally and M.A. course (under distant mode) vertically. There is little scope for the college to undertake enrichment in the main stream syllabus of B.A., B.Sc. and B.Com. However faculty members attend workshops and seminars organised by the University for curriculum design and enrichment.



The college offers different supplementary programs like computer hardware and networking, coaching for entry in services with the object of skill development to make the students more employable. To evaluate the acceptability and effectiveness of the plans and actions taken by the college with reference to different curricular aspects feed-back from the stakeholders is necessary. Academic Sub-Committee plays a vital role in this respect. Faculty members, Principal and the Governing Body represented by its President interact with the students frequently and the guardians and other stakeholders occasionally. Necessary corrective measures are adopted promptly as and when required.

### **SWOC with reference to circular aspects**

#### **Strength:-**

1. The comprehensive academic calendar – one for commerce stream and another for arts and science streams prepared with an all inclusive approach.
2. Division of teaching load with specialization and flexibility.
3. Participation of faculty members in orientation and refresher courses conducted by academic staff colleges of different universities and other HEIs.
4. Introduction of 3 programs in commerce stream, 7 programs in arts stream and 5 programs in science streams with 3, 41 and 18 options respectively ensuring greater flexibility.
5. Participation of faculty members in seminars, workshops organised by parent bodies for curricular enrichment and implementation.
6. Ad-on supplementary programs run parallel with the main course of B.A., B.Sc. and B.Com.
7. Formal and informal feedback regarding effectiveness of the implementation of curriculum.

#### **Weakness:-**

1. Poor response from students towards emerging subjects.
2. Shortage of space for introducing new subjects particularly the laboratory based subjects.
3. No scope for further vertical extension on the existing building due to poor load bearing capacity.
4. No authority of modification or enrichment of curriculum.
5. Absence of structured feedback from the stakeholders regarding the usefulness of the syllabi.



### **Opportunities:-**

1. Special permission from the local authority for construction of annex building widening the scope for introducing new subjects.
2. Introduction of morning and evening shift as is the case for most colleges situated within the city area.
3. Creation of a separate shift at morning exclusively for female students and at evening exclusively for reserved category students like SC, ST, OBC etc.
4. Construction of 2<sup>nd</sup> campus in New Town/ Rajarhat area an emerging academic and industrial hub located near the college within the outskirts of the city.
5. Formation of board of studies for each program to ensure effective execution of curriculum to enhance performance and supplement the inadequacy of the curriculum by affirmative action on co-curricular and extra-curricular programs.
6. Up-gradation of college by introduction of PG courses.

### **Challenges:-**

1. Fund for construction of annex building and second campus.
2. Feasibility, acceptability and social impact of the proposed new shifts exclusively for SC, ST, OBC or other categories of students.
3. Creation of infrastructure for proposed PG course.

### **CRITERION II – Teaching-learning and evaluation**

For an affiliated college this criterion can be considered as the most important aspect of the whole process of education directed to advancement of learning, social empowerment and nation building. NAAC has assigned highest weightage to this criterion indicating its highest significance. Teaching, learning and evaluation are and have always been considered by the college with utmost importance as far as the skill development and enhancement of competence and competitiveness of the students are concerned. During last 1½ decades tremendous growth of the college has taken place. A balanced approach with required factors of education – introduction of new subjects, increase in enrollment, creation of new class rooms, recruitment of teachers, acquisition of books and equipments, installation of other infrastructure and improvement in students performance – was persuaded rigorously so that high quality teaching and learning matched with reliable and transparent evaluation system is ensured to the students. No compromise with students' interest is accepted. All administrative actions are directed to the improvement of teaching-learning quality for better performance.



Admission procedure of the college with clear mentioning of eligibility, selection criteria, intake capacity, number of seats for different categories like SC, ST, OBC, PWD, General etc. is widely publicized through comprehensive admission notification put up on college website, notice board and circulation in the nearby higher secondary level schools. Details of the admission process are communicated through the prospectus. Number of applicants and admitted students has increased at a fast rate. In every academic session the college organises a whole-day orientation program for the newly admitted students. The program is conducted separately for commerce students and arts and science students. Principal, senior teachers, non-teaching staff and even senior students address them. Details of plans, programs, schedules, discipline etc are discussed. Class routine and other schedules are issued to individual students on the occasion. Students are allowed change in subjects within a time-limit after the commencement of classes. Ramp, rails and toilets have been installed for PWD students. An all inclusive peaceful academic ambience with focus on teaching and learning prevails in the college.

Comprehensive academic calendars issued separately for commerce stream and arts & science stream in the form of soft-bound books are considered as the strong pillars with sound foundation upon which the major part of the teaching-learning process is safely placed. Academic calendar and other documents like receipt for University registration form, identity card, library card etc. are handed over to the students on the very first day of admission. To make teaching-learning more attractive, enjoyable and effective, e-class rooms, projector, digital screen, TV screen, white board, public address system etc. are installed in the class rooms. Necessary desktop and laptop with sufficient internet connections and pendrives are provided to the teachers. Personal communication as well as mobile and internet contact between the teachers and students is encouraged and implemented. Library facilities are liberally extended to the students. A number of innovative techniques are adopted by the library department to make the student library-centric. Projects and experiments are integrated in the teaching-learning system. A peaceful ambience conducive to effective teaching and learning exists in the college premises.

Teachers are the providers and the students are recipients of educational services and these two should meet each other. A group of well qualified and committed teachers exist in the college. Their regularity and accountability is strictly monitored. Duly selected panels of teachers are kept ready so that any deficiency in staff pattern can be promptly addressed. Teachers are encouraged to participate in orientation, refreshers and training programs. They are also allowed to attend different seminars, workshop with necessary administrative support. Faculty training programs are arranged so



that they can use e-resource, e-class rooms and other ICTs available in the college. Informal feedback from the students regarding the regularity, seriousness, clarity and effectiveness of the teachers is taken and the issues are discussed with the faculties for necessary corrective measures.

For an affiliated college, ultimate evaluation and award of degrees are done by the affiliating University. The college has its own mechanism for internal assessment throughout the year. Attendance in classes and marks obtained in class test, mid-term test and selection test are communicated to the students. Examined answer scripts are shown to the students. Most of the faculties are involved in the whole process of evaluation adopted by the University in the capacity of question setter, moderator, head examiner, examiner, scrutinizer etc. Lots of answer scripts are allotted in the name of the college and these are checked, scrutinized and submitted to the University in time. Performances of individual students are recorded in the computerized data base.

Target of the college regarding the outcome of the teaching-learning process is to ensure high performance. Desired outcome level is communicated to the students and teachers at the induction meeting. While the preparation at home on their own is encouraged, students are assured by the teachers that the desired outcome level can be achieved simply by their regularity and involvement in the teaching-learning process within the college. Progress of the students to the desired outcome level is monitored and necessary measures are adopted during the whole year. After the publication of final result, these are analysed by the academic committee and reported to the Governing body for its guidance and necessary corrective measures.

### **SWOC Analysis**

#### **Strength:-**

1. A strong 80- member teaching staff on the pay-roll of the college.
2. Academic Calendar considered to be the foundation for the teaching-learning process.
3. City based location for easy accessibility of academic resources from external sources.
4. A strong library with about 15000 books and a lot of journals.
5. Internet connectivity to the treasure of e-learning resources.
6. Two digital class rooms, projectors, computers, internet connections, Xerox facilities.
7. 3-streams, 15 programs with 62 combinations offering a wide variety of options for the students.
8. State-of-the art laboratories fitted with computers, LAN, internet connections etc.



9. A peaceful academic ambience conducive to effective teaching and learning.
10. Apolitical character of the Governing Body giving maximum leverage to the college to draw its own student centric teaching-learning plans, programs and schedules.

**Weakness:-**

1. Dependence on part-time and guest teachers.
2. Migratory nature of teaching staff coupled with poor salary structure.
3. Limited scope for vertical and horizontal extension of college premises.
4. Admission of students with minimum permissible marks.
5. Poor response of the faculties to the use of digital class room and other academic technologies.
6. Poor attendance of students in the class specially at 3<sup>rd</sup> and final stage of graduation.
7. Less political intervention with less political will.

**Opportunities:-**

1. Creation of large number of substantive teaching posts.
2. Arresting the migration of teachers by offering honourable salary structure.
3. Construction of second campus at nearby New-Town Rajarhat education hub.
4. Encouragement and training teachers for using emerging educational technologies supported with modern tools and equipments.
5. Establishing Wi-Fi connectivity in the college premises.

**Challenges:-**

1. To have the creation of substantive teaching posts approved by the Govt.
2. To acquire land for second campus.
3. To train the teaching staff to provide technology enabled teaching-learning and evaluation process.
4. Persistent demand from the students for gymnasium.
5. Creation of play-ground.

**CRITERION III – Research, Consultancy and Extension**

College encourages the teachers to engage themselves in research and development activities and extends necessary facilities in terms of leave, books, equipments etc. A number of young teachers have either completed



research projects or are pursuing the research activities leading to M.Phil., Ph.D. degrees. Minor and Major Research Projects undertaken by the faculties are promptly forwarded to the UGC and other agencies. They are extended autonomy in the utilization of fund and in preparing the project report and utilization certificate. The researchers are allowed access to internet linkage with different e-resources. Introduction of PG courses and establishment of research centre is included in the future plans of the college. Teachers have undertaken and completed the research projects and empirical studies contributing to community and social development leading to publication in reputed journals and awarding degrees. A career counseling cell is established to guide the students regarding employment and higher study. Students with research potential are identified and encouraged to proceed in that direction.

As an undergraduate general degree college – the gateway of higher education – it is extensively engaged in outreach activities to fulfill its Institutional-Social Responsibility. Two NSS units with 100 volunteers each conduct extension activity programs throughout the year maintaining a close contact with the locality. Yearly blood donation camp and cultural programs are organised by the Students' Union. Communal Harmony Week is observed from 19<sup>th</sup> Nov. to 21<sup>st</sup> Nov. every year under the direction and guidance of National Foundation for Communal Harmony – an autonomous institution under the Ministry of Home Affairs, Govt. of India.

Collaborative arrangements with research-grade libraries and institutions are established to facilitate the teachers in the academic projects. Focus is on the training of students as placement initiatives.

### **SWOC Analysis**

#### **Strength:-**

1. A good percentage of faculties with Ph.D. degree or good quality publications having potential for guiding research students.
2. Strategy of the college to prepare plan for introduction of PG and research centre in near future.
3. Sense of social responsibilities inculcated among the students and teachers in a planned and systematic way.
4. Engagement of students in extension activities in the slum dominated areas of the locality.

#### **Weakness:-**

1. Limited scope for promotion of research.
2. No provision for direct financing of research projects.



3. Being an undergraduate college without any regular PG course minimum infrastructural facilities for research and consultancy exist in the college.
4. Establishment of research centre and up gradation of libraries and laboratories at research level is only a dream for the college.
5. Few collaborative arrangements specially with training centers are not working properly.
6. Establishment of free coaching classes for the local school students could not be continued.

#### **Opportunities:-**

1. Creation of 2<sup>nd</sup> campus, establishment of state-of-the art research centre fitted with latest technologies and digital academic resources.
2. Young faculties with huge potential for undertaking the challenge of research and consultancy projects in the emerging science, business and social science areas.
3. Being a city based college, locational advantage for easy access to different national and inter-national level research institutions and Universities is available.

#### **Challenges:-**

1. Huge cost involved in the creation of 2<sup>nd</sup> campus and establishment of research centers.
2. Retaining the young teachers with research orientation by offering good salary packages.
3. Complex procedure in having the teachers and students registered with research institution as research scholars.

#### **CRITERION IV – Infrastructure and Learning Resources**

During the last 1½ decades a balanced growth of the college was aggressively pursued with acquisition, installation and utilization of different infrastructural facilities. College building, furniture and fixtures, tools and equipments, technology enabled class-rooms, hardware and software all are mostly new. Proper maintenance of these facilities is looked into. New books and other learning resources are acquired as per the need and requisition from staff and students. A number of innovative student centric initiatives are adopted by the library department.





### **SWOC Analysis**

#### **Strength:-**

1. New and modern set of infrastructure with focus on teaching and learning.
2. New college building within the city constructed on its own land surrounded by boundary wall without any sharing of shift with other colleges.
3. Scope for extending teaching and library hours beyond the normal working hour.
4. Robust IT infrastructure.
5. Gents and ladies common-room, NSS, medical facilities etc.
6. Locational advantage of linkage with bus, train, tram etc.
7. Annex garden with pond and Children Park enhances the overall ambience of the college.

#### **Weakness:-**

1. Small size of land acting as a barrier in horizontal expansion and limited load bearing capacity as barrier in vertical extension.
2. Under-utilisation of some of the ICT enabled teaching-learning facilities.
3. Absence of playground, hostel, gymnasium, auditorium etc.

#### **Opportunities:-**

1. Construction of annex building on the vacant land at the southern side of the existing building.
2. Acquisition of the adjoining vacant land of Lily Biscuit Factory.
3. Initiative for creation of 2<sup>nd</sup> campus in nearby New-Town / Rajarhat Township.
4. Introduction of morning and/ or evening shift.

#### **Challenges:-**

1. Convince the Govt., UGC and other funding agencies for their approval to materialize the above noted opportunities.
2. To ensure optimum utilization of existing infrastructure particularly the ICT facilities.
3. To secure positive socio-political will of the leaders of the political party in power.



### **CRITERION V – Student Support and Progression**

Most of the students come from nearby slum areas. Many of them belong to BPL category. The college offers scholarship, stipend and other financial assistance from its own source. It extends necessary assistance to avail the benefit of welfare schemes from Govt., statutory organizations, NGOs etc. UGC sponsored coaching classes for entry in service and remedial coaching class for weaker students are being conducted for last several years. Career Counseling Cell guides the students in selecting the course of study and placement. Some campus interviews have been conducted successfully. Reserved category students like SC, ST, OBC are given preference in all student support schemes. College has a Grievance Redressal Cell to look after different types of complain. Anti-Ragging Cell and Sexual Harassment Prevention Cell exist in the college.

Progress of students in term of teaching and learning is monitored continuously to increase the pass rate and reduce the drop-out rate. At every stage of Part-I, Part-II and Part-III, workshop is conducted with the failed students. They are encouraged to attend the classes and special classes are arranged to prepare them for re-appearing in the examination.

For overall development of the students a range of co-curricular and extra-curricular programs are run in the college. They are encouraged to participate in ad-on courses. Students' participation in management is ensured by their representation in Governing Body, Academic Committee etc. They actively participate in NSS programs, Students' Union activities etc. Performance of the students in inter college sports, foot-ball competition organised by Kolkata Police, Cricket and Yoga competition at national level is satisfactory. Participation of students in blood donation camp, cultural activities, and annual college magazine is encouraging.

College is prepared to provide all kinds of support for academic progression and overall development of the students and is keen to see that maximum number of students avail the opportunity of the existing support system.

### **SWOC Analysis**

#### **Strength:-**

1. A maximum of 10% of the earning is granted for merit-cum means scholarship and stipend for the students with sufficient balance in students' aid fund to be utilized as and when required.



2. Standing policy and practice of the college is not to force any student to discontinue study for financial reasons. The college comes forward with necessary aids as and when required.
3. Vertical progression of students from Part-I to Part-II to Part-III and pass out is encouraging.
4. Existence of the college website for public accessibility of information about the college.
5. With the help of the financial assistance from UGC student support schemes like coaching for entry in service, remedial coaching, Career Counseling Cell, computer hardware and networking course etc. run successfully. Awareness program on positive discrimination, short-term courses etc have been conducted by the Equal Opportunity Centre.
6. Introduction of two units of NSS with 100 volunteers in each unit.

**Weakness:-**

1. Low student profile, admission of students at the minimum requisite marks.
2. Low attendance of students in the classes specially at Part-III level.
3. Poor performance at competitive examination and campus interviews.

**Opportunities:-**

1. Optimum utilization of existing student support system with focus on teaching and learning.
2. Exploitation of potential capacity of the students.
3. Improvement in the linkage between teachers and students for close understanding of problems faced by them.

**Challenge:-**

1. Better performance in terms of examination, employment and self development.
2. Attracting meritorious students for admission.
3. Retaining and maintaining stability in the teaching staff.
4. Formal agreement with Govt., Semi-Govt. or private parties for use of nearby play-ground, auditorium, library etc.

**CRITERION VI – Governance, Leadership and Management**

Governing Body, being the topmost layer of the administrative structure formulates plans, policies and programs keeping in mind the vision, mission and objectives of the college. It is constituted in a democratic manner with representatives from different interest groups as per the provisions of



statute formulated by the University. College Planning Board constituted as per UGC guidelines assists the GB in this respect.

Transparency, equality, quality and effectiveness are the guiding principles of college management. Well qualified teachers are the guiding force in quality teaching-learning process. Duly selected panel of teachers for all the departments is kept ready for recruitment as and when required. These are updated from time to time. The college always comes forward for necessary financial and other aids to the staff. Reservation policy of the Govt. is complied with. Teachers participate in orientation and refresher courses. In addition the college conducts training programs for teaching and non-teaching staff occasionally.

Optimum utilization of financial resource with transparency and participation is ensured. Budget is implemented with active participation of the purchase sub-committee under the overall guidance of the finance sub-committee. Statutory audit is completed upto 31.03.2015. Initiatives of the college for resource mobilization from internal and external source are yielding positive results.

Internal quality is looked after by the IQAC under the able leadership of its Co-ordinator. Departmental proposals are integrated into Budget, Plans and Programs of the college. Departments enjoy liberty in this respect.

Democratic, efficient and effective administration under dynamic and able leadership is core to the overall governance and management of the college.

### **SWOC Analysis**

#### **Strength:-**

1. Apolitical character of the Governing Body. Two University nominees are – Dr. Ganes Chandra Roy, MBBS, M.S.,M.Ch. (CardioThroctic) - retired professor and HOD of Cardio-thoracic department in N.R.S. Medical college, a surgeon and the President of the GB for about last 15 years and Dr. Rupayan Bhattacharya,M.Sc., Ph.D. - retired Principal of Gurudas College and an emeritus fellow of CU. Two Govt. nominees are – Sri. Anjan Kumar Burman, FCA a senior auditor and Sri. Mutaleb Ali Sardar, M.A., LLB - WBCS (Exe.) and Joint Secretary to the Govt. of West Bengal. Valuable guidance and active participation in the decision making process of these high profile



people makes the governance, administration and implementation effective, efficient and transparent.

2. Decentralization of authority by formation of several committees – Academic Committee, Finance Committee, Purchase Committee, P.F. Committee, IQAC etc. to assist the administration makes functioning easy and transparent.
3. Attendance registers for the staff are designed to ensure regularity and punctuality and are monitored strictly.
4. Division of academic load by the staff amongst themselves makes the administrative work easier.
5. Allocation and re-allocation of duties to non-teaching staff is done by approved administrative order issued from time to time.
6. No violence, no ragging, no discrimination, no fear or favour contribute to the peaceful and effective academic and administrative ambience.
7. Creation of professors' lounge attached to the teachers room.
8. Creation of new modern office with modular furniture and latest technology.

**Weakness:-**

1. Involvement of substantive teaching staff in administrative activities disturbs their concentration in academic function.
2. Poor infrastructure for separate departments.
3. Poor reserve and corpus fund.
4. Less political involvement – less political will and initiatives.

**Opportunities:-**

1. Strengthening the welfare schemes for the members of the teaching and non-teaching staff.
2. Introduction of academic audit and regularity in internal audit of books and accounts.

**Challenges:-**

1. Strengthening budget system and its implementation.
2. Strengthening ICT in office and administrative activities.



3. To make the academic department more independent and accountable.

### **CRITERION VII – Innovations and best Practices**

Innovative actions, best practices and adaptation with the changes are considered as core to the overall strategy, plan, policy, program, performance and development of the institution.

#### **SWOC Analysis**

1. Creation of Rabindra Udyan, Rishi Arobindo Ghat and Rajnikanto Children Park at the adjoining vast KIT land and pond has converted the college into an eco-friendly campus. Separate bins are installed for normal-waste and e-waste management.
2. Interface meeting with the failed students, short-term positive actions and other necessary assistance to re-appear in examination reduces the drop-out rate among students with poor academic and economic profile.
3. Contact with local H.S. level schools, free coaching to children by the volunteers of NSS and good contact with the locality are some of the best practices of the college.
4. Provision for Xerox copies of notes, suggestions, teaching plan, and lesson etc. for distribution among the students may be considered innovative.
5. ICT enabled teaching-learning process and issue of pen-drive to each teacher to be used solely for academic purpose.
6. Curriculum enrichment book fair organised in the college premises at the beginning of each academic year is an innovative initiative of the college. This has earned recognition and fame to the college.
7. Observance of Communal Harmony Week from 19<sup>th</sup> to 25<sup>th</sup> November of every year under the auspices of National Foundation for Communal Harmony, an autonomous body under the Ministry of Home Affairs, Govt. of India is a noble practice of the college.

Quest for natural environment, innovative initiatives, positive actions and good practices is the guiding principle of the college administration. We are waiting for observations, suggestions, recommendations and guidance from the respected members of the peer team.



## **Analysis of overall strengths, weaknesses, opportunities and challenges of the college**

### **1. Strength:-**

- A four storied new college building constructed on its own land centrally located in Kolkata city.
- Robust infrastructure with newly acquired furniture, fixers, equipments, library facilities and other teaching-learning resources.
- Adequate information and communication technologies.
- Ever increasing large number of students with diversity in terms of gender, SC, ST, OBC financial status, physical disability etc.
- A 80- member strong faculty profile on the college pay roll with adequate qualification, knowledge and experience, working in the capacity of Principal/ Professor, Associate Professor, Assistant Professor, CWTT, PTT and Guest Teachers. There is a good mix of old experience with young energy in the faculty profile.
- Gradual introduction of new subjects in emerging areas like computer science, computer application.
- Well constructed and well maintained Rabindra Udyan, Rishi Arbinda Ghat and Rajnikanta Sishu Udyan with sufficient grass, flowers, ornamental trees, pond with boating facility etc. adjacent to college premises are contributive to the creation of scenic beauty and conducive to good academic ambience.
- PURSUIT OF EXCELLENCE :-
  - i. A robust work culture.
  - ii. All lectures/tutorials/labs are held.
  - iii. Work begins and ends on time.
  - iv. Students are accorded personal attention, based on need and willingness to be helped.
  - v. Commitment to total transparency in admissions and appointments.
  - vi. An inspired sense of discipline.
  - vii. A holistic idea of education that emphasizes the development of the student as a total person.



- viii. The infrastructure facilities are being renovated regularly.
- ix. A beautiful and clean campus.
- x. Basic to the educational philosophy of Sir Gurudas is the insight that the learning environment needs to be both beautiful and clean. The College campus ambience is, hence, in perfect sync with the Prime Minister's Swatchh Bharat Abhiyan.
- xi. Excellent library and lab facilities. The facilities the college offers are among the best than any college in its category.

- **COMMITMENT TO SOCIAL JUSTICE**

The dogma entertained in the sphere of higher education is that social justice and pursuit of excellence are incompatibles. Social justice, as envisioned by the college, has two main components. The first is a 'preferential option for the poor and the backward'. The second aspect of social justice is to reflect social realities in the idea of education nourished by the college. The socio-economic realities of the nation being represented in the learning milieu have immense educational value. An institution that allows itself to be a bastion only of social and economic privilege and elitism becomes an anaemic learning environment. Our experience is that the integration of social justice into the pursuit of excellence accounts for a great deal of our institutional dynamism.

- **CHARACTER FORMATION**

Character is understood as the discipline of organizing oneself according to certain objective values, norms and principles. Students are encouraged to-be responsible, regular and punctual at work

- i. Develop the capacity to think objectively and discuss freely
- ii. Courteous conduct, especially to karmacharis and non-teaching staff in general.
- iii. An attitude of respect towards the environment. We keep our environment litter free and clean. Students respect the inviolability of the campus. An outlook of life which is based on equality and is free from discrimination of any kind is encouraged.





The college has an excellent student-teacher-relationship. The teachers remain available outside classroom and working hours to guide and to counsel.

• **THE SPIRITUAL VISION OF LIFE :**

We believe that education, though secular in content, is -spiritual in character. Pursuit of excellence can take place only on the foundation of spirituality. It is this that sustains the robust work-culture in the college. Students are encouraged and enabled to think of life from an enlarged perspective as well as to remain linked to the social realities of the country. College students participate in “Communal Harmony Programme”. Spirituality, unlike religion, involves a universal outlook and celebrates a wider sense of responsibility. The promotion of a deep sense of bonding among students, despite the diverse backgrounds and social strata they come from, is yet another aspect. Moreover, our college is a co-educational college, it has well placed alumni, all the benefits of government schemes relating to students (SC, ST, OBC) are directly transferred to the students in a transparent manner. Being centrally located the college has easy accessibility. It has low fee structure.

2. **WEAKNESSES –**

We are acutely aware of our weaknesses, which are many. Any institution that is truly geared to the pursuit of excellence cannot be otherwise. As the American poet Robert Frost says, “And miles to go before we sleep....” We have, thanks to our emphasis on strong student-teacher relationship and our eagerness to ensure optimum quality in education, chosen to be a small institution. We are, financially, a poor institution. Any institution that opts to move along the straight and narrow path, has to be. Some of the weaknesses requiring urgent intervention are:-

- i. Limitation in vertical and horizontal extension of the college premises.
- ii. Inadequate substantive teachers and heavy dependence on part-time, temporary and guest teachers.
- iii. Lack of efficiency and experience in the utilization of ICT infrastructure.
- iv. Socially, economically and academically weak student profile.
- v. Insufficient quality time for actual teaching and learning.



- vi. Non availability of conference centres, seminar rooms, a large enough auditorium, a well-equipped, automated office, and so on.
- vii. Repair and renovation of campus and other infrastructure demands adequate funds.
- viii. With the number of students increasing every year the college has insufficient infrastructure for such a large number of students.
- ix. Poor teacher-student ratio due to non-recruitment of faculty and revision of sanctioned posts.
- x. Shortage of funds for development and modernization of labs, library, classrooms and building.
- xi. College cannot take the final decision regarding any changes in curriculum, syllabus and evaluation system.

### 3. OPPORTUNITIE:-

- College is attached to a high ranking university like the University of Calcutta.
- College has the opportunity to exploit the unexplored potentials of the students coming mostly from the weaker sections of society.
- Being attached to a nationally and internationally renowned University, we have the opportunity to impart quality teaching to the first generation students with the degrees issued by the University of Calcutta.
- Ours is a small and beautiful institution with peaceful academic ambience and sufficient inner strength of student-teacher-infrastructure facilities.
- To introduce morning and evening shift in the existing premises to meet the growing needs and demands for higher education in the locality.
- Student strength makes the college eligible for getting Govt. approval for more teaching and non-teaching substantive posts.
- We are well connected by rail, bus, tram and other transport facilities.
- Establishment of second campus at nearby newly developed academic – industry – IT hub at New Town, Rajarhat.
- Acquire land at New Town – Rajarhat area for creation of playground, gymnasium, hostel facilities etc.



#### 4. Challenges:-

Translating the opportunities into practice poses challenges before the college. We are confident of overcoming the challenges mentioned below:-

- To acquire land, arrange fund and collect Govt. and University approval for construction of second campus.
- Fund for construction of high rise annex building on the small vacant land at the southern side of the existing college building.
- Creation of adequate number of Govt. approved substantive teaching and non-teaching posts – a serious challenge before the college.
- To maintain the balance between educational technology and human stature.
- To grow without compromising the character and culture of the College.
- The present curriculum is very old and needs drastic changes. It is the need of the hour that this curriculum should be updated and modernized, to keep pace with the changing economic, social and cultural development of the country. If not done so it will not be in the interest of the institution.



## SECTION – C: Profile of the College

“Ours schools are the laboratories which produce the future citizens of a state.” – Maulana Abul Kalam Azad.

### 1. Name and Address of the College:

Name :	SIR GURUDAS MAHAVIDYALAYA	
Address:	33 / 6 / 1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARIPUKUR	
City: KOLKATA	Pin: 700067	State: WEST BENGAL
Website:	<a href="http://www.sirgurudasmahavidyalaya.com">www.sirgurudasmahavidyalaya.com</a>	

### 2. For Communication :

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	DR. OKAB ALI SARKAR	O: 033 – 2356-6726 R: 033 – 2442-8134	8017126556	033-2356 1998	<a href="mailto:principal.gurudas@gmail.com">principal.gurudas@gmail.com</a>
Vice Principal		O: NA R: NA	NA	NA	NA
Steering Committee Co-Ordinator	DR. PRASANTA KUMAR DEY	O: 033 – 2356-6176 R:	9232755692	033-2356 1998	prasanta1865@gmail.com

### 3. Status of the Institution :

Affiliated College

Constituent College

Any other (Specify)

√

### 4. Type of the Institution:

#### a. By Gender

i. For Men

ii. For Women

iii. Co-education

√

#### b. By Shift

1. Regular

2. Day

3. Evening

√

### 5. It is recognized minority institution?



Yes  
No

√

6. evidence.  
Sources of funding:  
Government  
Grant-in-aid  
Self financing  
Any other

NA

√

7. a. Date of establishment of the college: 21 / 08 / 1968 (dd/ mm/ yyyy)  
b. University to which the college is affiliated / or which governs the college ( if it is a constituent college

UNIVERSITY OF CALCUTTA

c. Details of UGC recognition:

Under Section	Date ,Month& Year (dd-mm-yyyy)	Remarks( If any)
i.2(f)	01.10.1972	The college was established in the year of <b>1968</b> affiliated to University of Calcutta, Kolkata.
ii.12(B)	30.04.1973	

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act)

- d. Details of recognition /approval by statutory /regulatory bodies other than UGC  
(AICTE,NCTE,MCI,DCI,PCI,RCI etc.)

Under Section/ clause	Recognition/Approval details Institution/ Department Programme	Day,Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	NA	NA	NA	NA
ii.	NA	NA	NA	NA
iii.	NA	NA	NA	NA
iv.	NA	NA	NA	NA

(Enclose recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy(as recognized by the UGC), on its affiliated college?

Yes

No

If yes, has the college applied for availing the autonomous status?



9. Is the college recognized  
– by UGC as a College with Potential for Excellence(CPE)?

Yes

No

Yes

No

If yes, date of recognition :

.....(dd/mm/yyyy)

- for its performance by any other governmental agency?

Yes

No

If yes, Name of the agency ..... and

Date of recognition : .....(dd /mm/ yyyy)

10. Location of the campus and area in sq.mts:

Location*	Urban
Campus area in sq.mts.	1244.13 sq. mts.
Built up area in sq.mts.	2292.98 sq. mts.

(\*Urban , Semi-urban, Rural, Tribal, Hilly Area, Any other specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities-  
(Special lights decorative fans and seminar chairs installed.  
Also used as class room with wooden partition.)

- Sports facilities

- ❖ play ground
- ❖ swimming pool
- ❖ gymnasium

- Hostel

- ❖ Boys' hostel
  - i. Number of hostels
  - ii. Number of inmates
  - iii. Facilities (mention available facilities)
- ❖ Girls' hostels
  - i. Number of hostels
  - ii. Number of inmates
  - iii. Facilities (mention available facilities)



❖ Working women's hostels

- i. Number of inmates
- ii. Facilities ( mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available –cadre wise)
- Cafeteria- √
- Health centre- √  
First-aid

Health centre Staff-

Qualified doctor	Full time	<input type="checkbox"/>	Part time	<input checked="" type="checkbox"/>
Qualified Nurse	Full time	<input type="checkbox"/>	Part time	<input type="checkbox"/>

- Facilities like banking, post office, book shops
- Transport facilities to cater to the needs of students and staff
- Animal house
- Biological waste disposal
- Generator or other facility for management/regulation of electricity and voltage √
- Solid waste management facility
- Waste water management
- Water harvesting



12. Details of programmes offered by the college (Give data for current academic year) – only 1<sup>st</sup> year for 2015-2016

Sl No.	Programme Level	Name of the programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/approved Student strength	No. of students admitted
1	Under - Graduate	B.A. Hons. In Bengali	3 years	Higher Secondary Pass	Bengali	60	77
		B.A. Hons. In Education	3 years	Higher Secondary Pass	Bengali and English	15	45
		B.A. Hons. In English	3 years	Higher Secondary Pass	English	60	84
		B.A. Hons. In History	3 years	Higher Secondary Pass	Bengali and English	25	22
		B.A. Hons. In Political Science	3 years	Higher Secondary Pass	Bengali and English	40	58
		B.A. Hons. In Sanskrit	3 years	Higher Secondary Pass	Sanskrit and Bengali	25	12
		B.A. General	3 years	Higher Secondary Pass	Bengali and English	170	298
		B.Com. Hons. In Accounting & Finance	3 years	Higher Secondary Pass	Bengali and English	80	131
		B.Com. Hons. In Marketing	3 years	Higher Secondary Pass	Bengali and English	40	22





		B. Com. General	3 years	Higher Secondary Pass	Bengali and English	150	174
		B.Sc. Hons. In Computer Science	3 years	Higher Secondary Pass	Bengali and English	20	15
		B.Sc. Hons. In Mathematics	3 years	Higher Secondary Pass	Bengali and English	25	14
		B.Sc. Hons. In Physics	3 years	Higher Secondary Pass	Bengali and English	25	33
		B.Sc. General	3 years	Higher Secondary Pass	Bengali and English	20	10
		B.Sc. Major in Computer Application	3 years	Higher Secondary Pass	Bengali and English	20	2
2	Under-Graduate & P.G. (Distance Mode under Netaji Subhas Open University )	U.G.	3 years	Higher Secondary Pass	Bengali and English	NA	152
		P.G.	2 years	Graduation	Bengali and English	NA	52
3	Post-Graduate (Distance Mode under Kalyani University )	Bengali Education	2 years	Graduation	Bengali	NA	75
		English	2 years	Graduation	Bengali and English	NA	76
		History	2 years	Graduation	English	NA	63
			2 years	Graduation	Bengali and English	NA	32
	Certificate Courses	Computer Hardware and Networking Course	6 months	Higher Secondary Pass	Bengali and English	40	50
	UG		NA	NA	NA	NA	NA



	Diploma						
	PG Diploma		NA	NA	NA	NA	NA
	Any Other (specify and provide details)	NA	NA	NA	NA	NA	NA

13. Does the college offer self-financed Programmes?

Yes

No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	3
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15. List the departments: (respond if applicable only and do not list facilities like Library Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics,Botany,History etc.)	UG	PG	Research
Science	Computer Science & Application, Mathematics, Physics and Economics	<input checked="" type="checkbox"/>	NIL	NA
Arts	Bengali, Education, English, History, Political Science and Sanskrit	<input checked="" type="checkbox"/>	NIL	NA
Commerce	Commerce	<input checked="" type="checkbox"/>	NIL	NA
Any Other (Specify)			NIL	NIL

16. Number of Programmes offered under (Programme means a degree course like BA,Bsc,MA,M.Com....)

a. annual system

b. semester system



c. trimester system

17. Number of Programmes with

a. Choice Based Credit System

b. Inter/Multidisciplinary Approach

c. Any other (specify and provide details)

18. Does the college offer UG and /or PG programmes in Teacher Education?

Yes  No

If yes, NA

a. Year of Introduction of the programme(s).....(dd-mm-yyyy) and number of batches that completed the Programme

b. NCTE recognition details(if applicable)

Notification No.: .....

Date: .....(mm-dd-yyyy)

Validity.....

c. Is the Institution opting for assessment and accreditation of Teacher Education Programme separately ?

Yes  No

19. Does the college offer UG or PG programme in Physical Education?

Yes  No

If yes, NA

a. Year of introduction of the programme(s).....(dd-mm-yyyy)



and number of batches that completed the Programme

b. NCTE recognition details(if applicable)

Notification No.: .....

Date: .....(mm-dd-yyyy)

Validity.....

c. Is the Institution opting for assessment accreditation of Physical Education Programme separately?

Yes  No

20. Number of teaching and non-teaching positions in the Institution

Position	Teaching faculty												Non-teaching Staff		Technical Staff	
	Principal/Professor		Associate Professor		Assistant Professor		*CWTT		*PTT		*GT		*M	*F	*M	*F
*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	*M				
Sanctioned by the State Govt./UGC/ University Recruited	1 (Principal)	0	2	1	3	5	1	0	4	13	0	0	10	2	2	0
Yet to recruit					4								5			
Sanctioned by the Management/ Society or other authorized bodies (College Governing Body) Recruited							5	4	1	1	19	20	2	0	1	0
Yet to recruit																



\*M-Male \*F- Female, \*CWTT – Contractual Whole Time Teacher, \*PTT-  
Part-Time Teacher,

\* GT – Guest Teacher

**Teaching/Work Load on different categories of teachers.**

1. Associate Professor, Government approved CWTT and college appointed CWTT i.e. all full time teachers are allotted teaching/Work Load as per university/Government Rules – 5 days a week with 22 periods.
2. Government approved PTTs and college appointed PTTs attend the college for 4 days per week and they are allotted 15 periods of 45 minutes each per week.
3. Work load of guest teachers varies from person to person and it is produced in the following table:-

**Table showing Teaching/Work Load of GTs per Week**

Sl No.	Name	Dept./Subject	No. Of Days	No. of Classes	Remarks
1	Subhasish Das	ENVS	2	8	
2.	Moumita Paul	ENVS	2	8	
3.	Pallabi Chakraborty	COMMERCE	2	11	
4.	Md.Ittefaque Alam	COMMERCE	1	6	Drawn from corporate sector.
5.	Debasish Chakraborty	COMMERCE	2	10	
6.	Subhamita Ram	COMMERCE	3	15	
7.	Arpita Dutta	PHYSICS	1	5	Teacher of neighbor College.
8.	Sebika Nag	SANSKRIT	1	5	Teacher of neighbor College.
9.	Arunima Guin	SANSKRIT	1	5	
10.	Sujato Ghosh	ENGLISH	2	9	
11.	Farid Mondal	ENGLISH	2	10	
12.	Ashik-E-Rohaman	ENGLISH	2	10	



13.	Priya Middey	ENGLISH	1	5	
14.	Mrinal Sarkar	ENGLISH	2	10	
15.	Paramita Bhattacharjee	BENGALI	2	10	
16.	Dibakar Mondal	BENGALI	1	5	Teacher of neighbor College.
17.	Angana Das	BENGALI	2	10	
18.	Sirin Middey	BENGALI	1	6	Teacher of neighbor School.
19.	Arijit Chowdhury	POL.SCIENCE	4	14	
20.	Debamita Das	POL.SCIENCE	4	14	
21.	Sumita Debnath	POL.SCIENCE	2	10	
22.	Chayanika Dutta	EDUCATION	2	10	
23.	Mamta Chettry	POL.SCIENCE	2	9	
24.	Koushik Das	POL.SCIENCE	2	10	
25.	SomSukla Chakraborty	HISTORY	2	8	
26.	Merina Khatoon	HISTORY	2	9	
27.	Krishna Bandhu Das	HISTORY	2	8	
28.	Sayamtara Jash	HISTORY	2	7	
29.	Surajit Bhattacharjee	MATHEMETICS	3	17	
30.	Raja Mollah	MATHEMETICS	2	11	
31.	Shaikh Abu Musa	ECONOMICS	1	5	Teacher of neighbor College.
32.	Riddhi Chatterjee	ECONOMICS	1	5	Teacher of neighbor College.
33.	Aparna Banerjee	ECONOMICS	3	18	
34.	Abhik Chatterjee	COMP. SCIENCE	1	6	Teacher of Engineering College.
35.	Sandip Mukherjee	COMP. SCIENCE	3	6	
36.	Suman Guha Roy	COMP. SCIENCE	2	9	Teacher of neighbor College.



37.	Tanmoy Biswas	COMP. SCIENCE	2	10	
38.	Tina Paul	BENGALI	2	10	
39.	Sibnath Guchhait	Phyics	2	10	

21. Qualifications of the teaching staff :

Highest qualification	Principal / Professor		Associate Professor		Assistant Professor		CWT		PTT		GT		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Permanent teachers- Govt. approved- full time													
D.Sc./D.Lit													
Ph.D.	1		1			3							5
M.Phil.			1	1	1	1							4
PG					2	1							3
M. Tech.							1						1
Temporary teachers (College Appointed CWTT)-full time													
Ph.D.								2					2
M.Phil.							1	1					2
PG							4						4
M.Tech.								1					1
Part-time teachers ( Govt. approved -permanent)													
Ph.D.									1				1
M.Phil.									1	2			3
PG									2	10			12
M.Tech.										1			1
Part-time teachers- College Appointed													
M.Phil.										1			1
PG									1				1
Guest Teachers – College Appointed													
Ph.D.											1	1	2
M.Phil.											1	2	3
PG											15	17	32
M.Tech.											2		2
Grand total	1		2	1	3	5	6	4	5	14	19	20	80

22. Number of Visiting Faculty/Guest Faculty engaged with the College

39



23. Furnish the number of the students admitted to the college during the last four academic Years (only newly admitted 1<sup>st</sup> year students).

Categories	Year1 (2012-'13)		Year2 (2013-'14)		Year3 (2014-'15)		Year4 (2015-'16)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	34	24	105	61	107	46	86	58
ST	3	1	5	2	2	1	0	0
OBC	2	-	13	3	9	5	28	6
General	410	255	396	217	436	219	439	271
Others Handicapped	1	-	1	0	1	0	13	6
Total	450	280	520	283	555	271	566	341

24. Details on students' enrollment in the college during the current academic year 2015-'16 (total enrollment in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year taken together):

Type of Students	UG			PG	M.Phil.	Ph.D.	Total
	1 <sup>st</sup> yr	2 <sup>nd</sup> yr	3 <sup>rd</sup> yr				
Students from the same state where the college is located	901	897	518	-	-	-	2316
Students from other states of India	6	3	10	-	-	-	19
NRI students	-	-	-	-	-	-	-
Foreign students	-	1	-	-	-	-	1
Total	907	901	528	-	-	-	2336

25. Dropout rate in UG and PG (average of the last two batches) - 2014-'15 and 2015-'16

UG  PG

26. Unit Cost of Education (Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled): Financial Year 2014-15

(a) Including the salary component

(b) Excluding the salary component





27. Does the college offer any programme/s in distance education mode (DEP)?

Yes  No

If yes,

a) Is it a registered centre for offering distance education programmes of another University

Yes  No

b) Name of the university which has granted such registration.

Sl. No.	Name of the University
1	Netaji Subhas Open University
2	University of Kalyani

c) Number of programmes offered:

Sl. No.	University	Number of courses offered	Courses offered	Year of commencement
1	Netaji Subhas Open University	2	UG: Honours in Bengali and History	2002
2	University of Kalyani	4	PG: M.A. in Bengali, English, Education and History	2010

d) Programmes carry the recognition of the Distance Education Council.

Yes  No

28. Provide Teacher-student ration for each of the programme / course offered -(2015-16)

Stream	Subject	Number of students				No. of Teachers	Ratio
		Honours	General	Major	Total		



<b>Science</b>	Computer Science & Application	39	90	18	147	8	1:18
	Mathematics	17	100	NA	117	4	1:29
	Physics	46	65	NA	111	5	1:22
	Economics	NA	137	NA	137	5	1:27
<b>Arts</b>	Bengali	193	561	NA	754	9	1:84
	English	188	85	NA	273	8	1:34
	Education	130	1121	NA	1251	7	1:179
	History	74	1109	NA	1183	9	1:131
	Political Science	84	918	NA	1002	7	1:143
	Sanskrit	13	119	NA	132	4	1:26
<b>Commerce</b>	B.Com. Honours in Accounting & Finance				978	24 (Including 3 Math., 5 Economics & 4 Computer Sc. teachers)	1:41
	B.Com. Honours in Marketing						
	B.Com. General in Accounting & Finance						

29. Is the college applying for

Accreditation : Cycle 1  Cycle 2  Cycle 3  Cycle 4

Re-Assessment:



30. Date of accreditation\* (applicable for Cycle 2, Cycle 3 Cycle 4 and re-assessment only)- NA

Cycle 1 : .....(dd/mm/yyyy)  
AccreditationOutcome/Result.....

Cycle 2 : .....(dd/mm/yyyy)  
AccreditationOutcome/Result.....

Cycle 3 : .....(dd/mm/yyyy)  
AccreditationOutcome/Result.....

\* Kindly enclose copy of accreditation certificate(s) and peer team reports(s) as an annexure.

31. Number of working days during the last academic year (2014-2015)

262
-----

32. Number of teaching days during the last academic year (2014-2015)

212
-----

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC ...10.01.2012 (dd/mm/yyyy)

- (i) DCF-II(2011-12) - Uploaded on 28/09/2013.....(dd/mm/yyyy)
- (ii) DCF-II(2012-13) - Uploaded on 01/07/2014.....(dd/mm/yyyy)
- (iii) DCF-II(2013-14) - Uploaded on 18/09/2014.....(dd/mm/yyyy)
- (iv) DCF-II(2014-15) - Uploaded on 03/01/2015..... (dd/mm/yyyy)
- (v) Teachers Information form for University/Institution (2013-14)  
uploaded on 14/07/2014 (dd/mm/yyyy)



34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) ...NA.....(dd/mm/yyyy)	} Not yet accred- lated.
AQAR (ii) .....NA.....(dd/mm/yyyy)	
AQAR (iii) .....NA.....(dd/mm/yyyy)	
AQAR (iv) .....NA.....(dd/mm/yyyy)	

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)



## SECTION – D: Criteria-wise Inputs

**“In the history I have held firmly that the truth should be reached in every matter, and that every act should be recorded precisely as it occurred .... I have set down of good and bad whatsoever is known.....” – Emperor Babur in Baburnama**

### CRITERION I: CURRICULAR ASPECTS

**“Instead of a national curriculum for education, what is really needed is an individual curriculum for every child” – Charles Handy**

#### 1.1 Curriculum Planning and Implementation

1. Vision: Effective delivery of quality education at an affordable cost to a maximum possible number of students for enhancement of knowledge, students’ empowerment and social development is the vision of the college. Expansion, excess, quality and performance are the four pillars of institutional vision. Creation of knowledge based society, skill development and nation building are the core activities of the vision.
2. Missions:-
  - To strike a balance between quality and quantity on demographic considerations.
  - To upgrade the college into a three shift comprehensive co-educational institute of higher education with the introduction of different subjects under science, arts and commerce streams.
  - To maintain focus on commerce education for reasons of legacy.
  - To complete the construction of four storied college building on its own land within the main city limit.
  - To establish close contact between the students and the teachers through quality teaching-learning process.
  - Encouraging students to perform better at the examinations.
  - To make the students better equipped to serve their own purpose, purposes of their family, locality, state and the country as a whole.
  - To contribute to a better and higher form of society with adequate knowledge based student community.
  - To implant core values, inculcate the sense of nationalism and nation building.



- To integrate the college motto – “Knowledge is Power- Unity is Strength” to the institutional strategy to make the country powerful with sufficient knowledge base and securing integrity & development of the country with the strength of unity.
3. To fulfill the stated vision and missions, the college has set up the following objectives:
    - a) Transparency in admission of new students.
    - b) Commencement of academic session as early as possible.
    - c) Communicating the teaching plan at the commencement of the session.
    - d) Ensuring regularity in holding classes.
    - e) Completion of syllabus as per schedule.
    - f) Holding of internal and external examinations and assessments in time.
    - g) Adopting all necessary steps for improvement of performance of the students.
    - h) Providing other counseling and guidance for all round development of the students.
    - i) Arranging add-on courses for increasing their employment probability.
  4. For effective implementation of curriculum – action plans are developed in scientifically structured delivery system. An all inclusive academic calendar of the college is deployed and rigorously followed throughout the year for quality teaching and learning. It acts as an all important tool for efficient and effective planning and implementation of curriculum.

Academic calendar in the form of a binding book contains stream/ course/ subject/ paper wise break-up of syllabus with corresponding name of teachers and standard number of lectures for completion of a topic or sub-topic. Unique and effective features of academic calendar are evident from its structure and content.

5. College is enriched with 2 digital classrooms, 60 desktop computers, 5 laptop computers, 6 projectors and other ICTs for efficient and effective curriculum implementation through quality teaching and learning.
6. The vision, missions and objectives are communicated to the students, teachers, staffs, guardians and other stakeholders through the issue of prospectus, academic calendar, college magazine, induction meeting and circulars & notifications issued from time to time.



7. For effective implementation of the academic plan prepared by the college, details of execution are communicated to the students and the teachers. Necessary supports in terms of allotment of required number of classes, engagement of required new teachers, flexibility in mutual transfer of teaching load, provision for classes beyond the normal teaching hours and providing tools and instruments to the teachers.
8. For effective curriculum delivery and academic transactions, division of syllabus amongst the teachers indicating the standard number of lectures for completion of particular topic is included in the teaching plan. In preparing the plan for curricular aspects, university guidelines and suggestions are observed. For effective curricular transactions and improved teaching practice, a robust ICT infrastructure is acquired, installed and deployed.
9. Staff members participate in different seminars, symposium, workshops organized by the university and other statutory bodies for curriculum design and development. They participate in the deliberations and give necessary suggestions. In a landmark incident, university has re-introduced different B.A., B. Sc. and B. Com (Major) courses at the instance of the higher education department, government of West Bengal in which the staff members have important contributions.
10. College has developed curriculum for certificate course in Computer Hardware and Networking.
11. To analyze, how far the stated objectives of curriculum are achieved and to what extent it has been ensured to the students, a list is prepared showing the name of individual students along with the number of classes delivered & attended, marks obtained in internal examinations and remarks. This gives a clear picture of regularity and academic progress of the students.

## **1.2 Academic Flexibility**

1. The object is to make necessary provision for academic flexibility, so that the students have options and alternatives. This will enable them to fix the future course of action and make them well equipped in the job market.
2. The college has established UGC sponsored career oriented course on computer hardware and networking. Certificate Course offered to the first year students, diploma course for second year students and advance diploma course for third year students. Although certificate



course runs well, other two courses are yet to be started. These are offered for acquiring additional skill along with their regular degree course.

3. The college is introducing new subjects continuously from time to time during last 10 to 12 years. In the last occasion in 2014, three new courses are introduced. These are – (a) B. A. Honours in Sanskrit, (b) B. Sc. Honours in Physics & (c) B. Sc. Honours in Mathematics. Altogether college runs three programmes in commerce stream, seven in Arts stream and five in Science stream with 62 options.
4. College offers maximum number of possible combinations to the students of B.A., B.Sc. & B. Com out of the subjects taught here. These can be stated as follows:

**Diversification of Commerce Stream** (It was originally a commerce college and focus on it persists): (a) B. Com Honours in Accounting & Finance, (b) B. Com Honours in Marketing & (c) B. Com General.

Structure of Syllabus for Accounting & Finance and Marketing is same in Part-I and Part-II. Difference is created only at Part-III and at this stage; students have the options to interchange from Marketing to Accounting & Finance or vice versa.

**Diversification of Arts Stream** (The stream is now stable): Table showing subjects & combinations –

**Subject Combination for B.A.**

1. B.A. Honours in Bengali

Combination Code No.	Subject Code		
1118	BNGA	PLSG	ECOG
1115	BNGA	PLSG	EDCG
1111	BNGA	EDCG	HISG
11111	BNGA	PLSG	SANG

2. B.A. Honours in Education

Combination Code No.	Subject Code		
1151	EDCA	HISG	BNGG





1159	EDCA	HISG	PLSG
1153	EDCA	HISG	SANG
11516	EDCA	ECOG	ENGG
11517	EDCA	ENGG	HISG

3. B.A. Honours in English

Combination Code No.	Subject Code		
11217	ENGA	EDCG	HISG
1122	ENGA	PLSG	HISG
11224	ENGA	ECOG	EDCG

4. B.A. Honours in History

Combination Code No.	Subject Code		
1141	HISA	EDCG	BNGG
1146	HISA	EDCG	PLSG
1149	HISA	ECOG	PLSG
11410	HISA	EDCG	SANG

5. B.A. Honours in Political Science

Combination Code No.	Subject Code		
1131	PLSA	HISG	BNGG
1137	PLSA	HISG	EDCG
1139	PLSA	SANG	EDCG
11314	PLSA	ECOG	HISG
11315	PLSA	ENGG	EDCG



6. B.A. Honours in Sanskrit

Combination Code No.	Subject Code		
1164	SANA	BNGG	EDCG
1162	SANA	HISG	PLSG
1161	SANA	HISG	EDCG
1165	SANA	ENGG	HISG

7. B.A. General Course

Combination Code No.	Subject Code			No. of Seat
1001	HISG	EDCG	PLSG	120
1004	ECOG	HISG	PLSG	5
1007	ECOG	EDCG	PLSG	5
1009	EDCG	HISG	SANG	15
10010	BNGG	EDCG	HISG	50
10011	ENGG	EDCG	PLSG	5
10017	BNGG	PLSG	SANG	10
10018	ENGG	HISG	PLSG	5
10020	BNGG	HISG	SANG	10
10022	BNGG	EDCG	PLSG	10
10029	BNGG	HISG	PLSG	20
10030	ECOG	ENGG	PLSG	5
10031	ECOG	ENGG	EDCG	5
10038	EDCG	ENGG	HISG	5
10040	BNGG	ECOG	SANG	10
10042	BNGG	ENGG	SANG	20

**Note: Total seats = 300, single merit list, combination restricted to availability of seats that may be changed on counselling to secure admission.**



**Diversification of Science Stream** (at initial stage with high growth): Table showing subjects & Combinations -

1. B.Sc. Honours in Computer Science

Combination Code No.	Subject Code		
3111	CMSA	PHSG	MTMG
31110	CMSA	PHSG	ECOG
31111	CMSA	MTMG	ECOG

2. B.Sc. Honours in Mathematics

Combination Code No.	Subject Code		
3121	MTMA	PHSG	CMSG
3122	MTMA	PHSG	ECOG
3123	MTMA	CMSG	ECOG

3. B.Sc. Honours in Physics

Combination Code No.	Subject Code		
3131	PHSA	MTMG	CMSG
3132	PHSA	MTMG	ECOG
3133	PHSA	CMSG	ECOG

4. B.Sc. Major in Computer Application

Combination Code No.	Subject Code		
5111	CMAV	PHSG	MTMG
51111	CMAV	PHSG	ECOG
5118	CMAV	MTMG	ECOG
5114	CMAV	ECOG	ENGG



## 5. B.Sc. General Course

Combination Code No.	Subject Code		
3001	PHSG	MTMG	CMSG
3004	PHSG	MTMG	ECOG
3007	MTMG	ECOG	CMSG
30013	PHSG	CMSG	ECOG
30012	CMSG	ECOG	SANG

5. College provides academic flexibility by integrating the regular degree course with master degree course under distance mode of education. For this purpose, master degree course is introduced under University of Kalyani for M. A in Bengali, Education, English & History. Honours Graduate with low marks and General Graduate find an opportunity for vertical progression in their academic life. Career oriented add-on course runs parallel with the regular degree course opening the opportunity for horizontal expansion of education and skill development.

### 1.3 Curriculum Enrichment

1. The college takes sufficient initiatives to make the students understand the University's Curriculum and contribute to the process of curriculum designed by the University.
2. Faculty Members participate in seminar, workshop etc. organized by the university and take part in discussions and deliberations in this respect. Teachers encourage the students and make them aware of further necessary knowledge and skill required for fitness in the job market.
3. At the commencement of every academic session, a "Curriculum Enrichment Book Fair" is organized at the college premises. Different authors, publishers and book sellers are invited and they participate in the fair. The teachers and the senior students extend necessary guidance for selecting books by the newly admitted students. Special discount is arranged by the college in consultation with the vendors. Lists of books to be procured during the current session can be



prepared more authentically. We claim this to be a unique and useful effort on the part of the library management. This initiative contributes to curricular enrichment and motivation of the students.

4. College has organized a Two-Days UGC Sponsored Seminar on “Introduction of Semester System at Degree Level”. Specific suggestions, ways and means of introducing the system were discussed, debated and forwarded to the UGC in the form of binding book. It was a big exercise contributing to curricular design and development initiative undertaken by the University.
5. Value added Course on Computer Hardware and Networking is introduced for better career options for the students. Two short term training courses were organized by the Equal Opportunity Centre of the college – one on Basic Nursing Course held in 2012 in collaboration with St. John Ambulance and another on mobile repairing held in 2013 in collaboration with AVJ Training Institute, Kolkata. It is reported subsequently that these add-on courses help the students in getting job.
6. Cross cutting issues are integrated with curriculum for overall improvement of human qualities in the students. Example of such issues taken up by the college are:-
  - Gender sensitization – workshop with state women’s commission.
  - Environmental education – a paper of 100 marks is taught at Part-III stage for all the students.
  - Installation of huge ICTs and extensive use of the same in the curriculum delivery system.
7. Various value added courses and enrichment programmes are conducted to ensure holistic development of students. For example:-
  - Communal Harmony Week observed from 19<sup>th</sup> to 25<sup>th</sup> November of every year.
  - Workshop on positive discrimination.
  - Ad-on course for better career options.
  - Community orientation through slum survey, drawing competition among slum children and free coaching centre for financially weak children.



8. Different measures are taken for curriculum enrichment & implementation on the basis of feedback from students and other stakeholders. For example:-
  - Students are allowed to keep library books upto final examination as per their demand.
  - Doubt clearing classes are held before examination.
9. College monitors and evaluates the effectiveness of curriculum implementation programmes through discussion and deliberations with the students, teachers and other stakeholders.

### 1.4 Feed Back System

1. Formal and informal feedback from the students and other stakeholders are obtained occasionally. After publication of result of part-I, part-II and part-III examinations, areas of weakness in terms of performance are discussed with the failed students, the causes of failure ascertained and necessary measures are adopted.



**Principal and Professors in workshop with failed students**



**Workshop with failed students**

2. Feedback from teachers, students and other stakeholders are obtained regarding the tough portion of the syllabus and relevance of the same



to the education programme persuaded by the students. However the feedback system on curricular aspects has to be strengthened.

3. Following courses were introduced from the academic year 2014-2015:

B. A. Honours in Sanskrit,  
B.Sc Honours in Mathematics and  
B.Sc. Honours in Physics

B.Sc. Honours & General course in Computer Science and B.A, B.Sc., B.com major courses in Computer Application were taught in the college as emerging subjects since 2010. Physics and Mathematics are considered as the related subjects of Computer Science. These subjects were necessary for offering suitable combination to science students. B.A Honours in Sanskrit is introduced due to high demand from the students of Arts stream.

4. The entire job oriented vocational courses running as B.A., B.Sc., B.Com. (Major) under the University was abolished in 2010-2011. College runs one such course in Computer Application. With the initiative taken by this college all these subjects were re-introduced by the University for all its colleges from the year 2011-2012. Although this course is not running well in this college, there is huge potential. University authority is persuaded to revise and update the syllabus. Copies of letters, replies and action taken reports regarding the college's initiatives as a mark of contribution to curricular design, development and implementations are attached for ready reference.



**UNIVERSITY OF CALCUTTA**

**Notification No. CSR/ 124 /10**

In supersession of the earlier University Notification No. CSR/54/09 dated 24.11.2009 relating to the Admission and Examination Regulations for the Three-Year B.A./B.Sc/B.Com. (Hons./Genl./Major) & B.Mus. (Hons./Genl.) Courses of Studies under I+1+1 System of Examination, it is hereby notified for the information of all concerned that in terms of the relevant provisions of the C.U. Act, 1979 (as amended) and on the recommendation of the Council for U.G. Studies in Arts, Science, Commerce etc. dated 12.10.2010 (Item Nos. 5), the Syndicate at its meeting held on 09.11.2010 (Item Nos. 46), resolved that the B.A./B.Sc/B.Com. (Major) Course of Studies be discontinued from the Academic Session 2011-12.

SENATE HOUSE  
KOLKATA-700073  
The 19<sup>th</sup> November, 2010.

  
(Prof. Basab Chaudhuri)  
Registrar

19.11.10





PHONE : 2356 6176  
2356 1998

# SIR GURUDAS MAHAVIDYALAYA

33C/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR, KOLKATA - 700 067

Ref. No. SGM/\_\_\_\_\_

Date \_\_\_\_\_  
Date: 27.07.2011

From:-  
Dr. Okab Ali Sarkar, Principal,  
Sir Gurudas Mahavidyalaya,  
Kolkata – 700 067

To:-  
The Hon'ble Vice-Chancellor,  
University of Calcutta,  
Kolkata – 700 073

Respected Sir.

In inviting the reference to the discussion held in the C.U. Syndicate Room on 19<sup>th</sup> and 26<sup>th</sup> July, 2011 on the matters concerning the major courses and as desired by you, I am writing to inform you that this college is willing to continue B.A./B.Sc./B.Com. Major course in Computer Application under the existing rules and regulations of the university.

College has the necessary infrastructure to run the course. Necessary fund is available to strengthen the infrastructure as and when required. There is prospect of increase in the enrollment of students.

College is duty bound to carry out any instructions and guidance from the university.

Please allow us to admit students in this course at your earliest convenience.

With best regards,

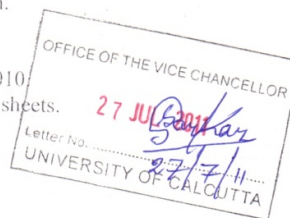
Encls.:-

1. Copy of G.B. Resolution.
2. Copy of Departmental Report.
3. Copy of List of Teachers with qualification.
4. List of Enrollment of students.
5. Copy of List of Existing Infrastructure.
6. Present Profile of Passed-out students in 2010
7. Affiliation letter with inspection report – 3 sheets.

*(Signature)*  
27.07.2011

Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata - 700 067



to tranquillise the full-grown leopard that was  
ifp

## Supply line snaps

Kalka Mail, Mumbai Mail, Saraighat Express, Amritsar Mail, Uttar Banga Express, scheduled to originate from Howrah and Sealdah stations today, were rescheduled by up to six hours delay and some of these trains would now depart early tomorrow. Another 12 Express trains that had got stranded because of the disruption, were diverted via different routes in South-Eastern Railway and along the Bandel-Azimganj-Katwa route. Three passenger trains were also short cancelled. **sns**

Left Front government. People organise picnics during winter. Many people, along with their families, visit the area every Sunday. But the field in front of the water body has not been maintained properly and is a grazing ground for animals.



Miss Mamata Banerjee and Mr Sovan Chatterjee in Rajarhat on Tuesday. **sns**

Miss Banerjee said the area will be developed as an eco-tourism park with proper infrastructure. The ground will be properly maintained and there will be facilities like cafeteria. "The place is ideal for picnic. It is close to the city and if proper infrastructure is developed then many people will come to visit it. A cultural centre can also be developed in the area," she said, adding the place will also generate jobs for local people. It may be mentioned here that car racing is being organised at Rajarhat occasionally. Kite-flying contests are also held every year by a private enterprise in the area.

## CU plans to re-introduce Major courses

KOLKATA, 19 JULY. Calcutta University (CU) is contemplating to re-introduce Major courses following a directive from the state higher education department.

Incidentally, the Major courses were withdrawn by CU this year onwards following complaints against colleges for not conducting the courses properly. Most colleges that offered Major courses not only possessed inadequate infrastructure facilities but also the courses were mainly taught by contractual teachers.

Initially, 19 Major courses were offered and later they were decreased to 10 courses. Around 15 to 20 colleges offered the courses. Some of the Major courses that were offered included Nutrition and Dietetics, Communicative English, Computer Application, Tourism and Travel Management, Tax Practice and Procedure and others.

Recently, the higher education department issued a circular to CU to consider re-introduction of the Major courses. Following this, a meeting was held at CU today with university officials, an official

of the higher education department and some college principals. The principals came up with problems that were faced while running the Major courses and suggestions were sought from them. Another meeting will be held on 26 July to decide on the modalities before running the courses.

The Major courses were introduced as per UGC guidelines in order to increase opportunities to pursue vocational courses. Students pursuing General courses could opt for one Major course. "There was no clear direction as to how these courses were to be offered. As a result, some colleges did not teach the courses regularly," said a teacher. Moreover, since students with degrees in Major course could not

pursue post-graduate courses in that subject. So students were reluctant to opt for it and thus colleges were of the opinion of withdrawing the courses.

A principal of a city-based college said the department should have first filled up the numerous vacant teaching posts so that the Honours courses could be strengthened.

CU today conferred DLitt on Mr Nazrul Islam, IPS for his thesis on History of the Bengalees.

Mr Islam is working as the Officer on Special Duty (Co-ordination) in the state home department in the rank of ADG. In 2008, Mr Islam had applied to work in the subject when he had submitted a 5,000-word dissertation. Next year, he submitted over 750 pages on the subject. **sns**



## ...ted at Calcutta Medical College

ESI Hospital from doctors conducted

tor who had con-dagger got insert-yms gland which e is now keeping this week. He said could have killed the earliest.

s Unity have sent ist irregular duty y did not get any

weekly off and have had to continue their night shift for 36 hours at a stretch. This has created widespread resentment among a section of nurses. They mentioned that the health department violated the rule of the Indian Nursing Council and appointed a nurse to look after 30 patients at a state-run medical college.

According to guidelines of the Indian Nursing Council, for three patients there should be one nurse and in Intensive Care Unit, for one patient there should be one nurse, but the guideline has often been flouted in all state-run hospitals.

They have sought an appointment from the chief minister to discuss the problems. They have also threatened to organise a rally to Writers' Buildings on 2 September if they did not get an appointment from the chief minister.



- College has taken initiatives and necessary actions for introducing Chemistry (General) course in 2016-2017 to offer more options for choosing suitable combinations to the science students. There is high demand for chemistry among the B.Sc. students.



## CRITERION II: TEACHING – LEARNING AND EVALUATION

“We want the education by which character is formed, strength of mind is increased, the intellect is expended, and by which one can stand on one’s own feet.” – Swami Vivekananda

### 2.1 Student Enrolment and Profile

1. Immediately after the publication of qualifying examination, i.e. result of higher secondary examination or its equivalent, admission notification is published on the college notice board and website. As a preparatory measure, local H. S. Level Schools are duly informed about the courses and programmes run in the college. Cost of admission form along with prospectus and academic calendar is fixed at Rs.100/- only.
2. A look at the admission notification will convey the high degree of transparency in the admission process maintained by the college. Course wise intake capacity, number of seats reserved for SC/ST/OBC/PWD etc. are mentioned. Selection criteria is clearly disclosed.



PHONE : 2356-6176  
2356-1998



# SIR GURUDAS MAHAVIDYALAYA

33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR, KOLKATA - 700 067

Ref. No. SGM/ \_\_\_\_\_

Date \_\_\_\_\_

Date: 18.05.2015

## ADMISSION NOTIFICATION FOR 2015-2016

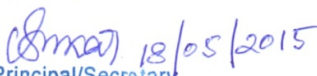
Form for Admission in 1<sup>st</sup> year of three year degree course under CALCUTTA UNIVERSITY can be filled-up and submitted online as per the following schedule, rules and procedures:-

1. Date of commencement – On and from the date of publication of result of H.S. (10+2) examination – 2015 conducted by W.B.C.H.S. Education.
  2. Last date of submission – 10 days from the date of commencement (i.e. from the date of publication of H.S. result)
  3. Date of online publication of Merit List of all applicants – 5 days after the last date of submission or 26.06.2015 whichever is earlier.
  4. Dates of counseling and admission will be notified along with the publication of Merit List.
- Note: (Exact dates will be notified as on the date of publication of H.S. result.)**
5. Admission will be granted strictly in order of MERIT.
  6. College website address [www.sirgurudasmahavidyalaya.com](http://www.sirgurudasmahavidyalaya.com)
  7. Cost of e-Form and prospectus Rs.100/-.

### 8. Eligibility for getting Admission Form:-

- **GENERAL COURSE:-** Passed in H.S. or its equivalent examination with English as one main subject of not less than 100 marks.
- **HONOURS COURSE:-**
  - a) 50% marks in aggregate and 45% marks in the subject or related subject.  
OR  
55% marks in the subject or related subject.  
OR  
50% marks in aggregate for non-taught subject: only for B.A. (Hons.) course.
  - b) For S.C. / S.T. candidate: - 40% marks in aggregate or in the subject.  
(Not applicable for physically handicapped, OBC-A and OBC-B candidates)
- **MAJOR COURSE:-** For admission in B.Sc. (Major) in computer Application candidate has to secure a minimum of 45% mark in the aggregate (40% for S.C. and S.T.).

- Note: -**
1. Aggregate percentage of marks will be counted on the basis of TOP 4 subjects excluding Environmental Education/ Environmental Studies
  2. For detailed eligibility criteria please go through the college prospectus 2015-2016 published on college website separately.

  
Principal/Secretary  
Sir Gurudas Mahavidyalaya  
Kolkata-67

1/3



PHONE : 2356-6176  
2356-1998



# SIR GURUDAS MAHAVIDYALAYA

33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR, KOLKATA - 700 067

Ref. No. SGM/ \_\_\_\_\_

Date \_\_\_\_\_

## 9. INTAKE CAPACITY:-

### No. of seats available

#### I. B.Com. course:

Course / Subject	Total seats	General candidate	S.C. 22%	S.T. 6%	OBC-A 10% (Partly)	OBC-B 7% (Partly)	Physically handicapped 3% (Vertically)
B.Com. (Hons.) in Accounting & Finance	115	73	24	7	5	3	3
B.Com. (Hons.) in Marketing	52	32	11	3	2	2	2
B.Com. (General)	250	150	55	15	15	8	7

#### II. B.A. Course

Course / Subject	Total seats	General candidate	S.C. 22%	S.T. 6%	OBC-A 10% (Partly)	OBC-B 7% (Partly)	Physically handicapped 3% (Vertically)
B.A. (Hons.) in Bengali/English	80 in each subject	48	17	5	5	3	2
B.A. (Hons.) in Education	60	33	13	4	5	3	2
B.A. (Hons.) in History	40	23	9	2	3	2	1
B.A. (Hons.) in Political Science	55	35	11	3	2	2	2
B.A. (Hons.) in Sanskrit	25	15	5	2	1	1	1
B.A. (General)-All Combination (Choice of combination restricted)	300	160	66	18	27	20	9

#### III. B.Sc. Course

Course / Subject	Total seats	General candidate	S.C. 22%	S.T. 6%	OBC-A 10% (Partly)	OBC-B 7% (Partly)	Physically handicapped 3% (Vertically)
B.Sc. (Hons.) in Computer Science	26	17	5	1	1	1	1
B.Sc. (Hons.) in Physics	25	15	5	2	1	1	1
B.Sc. (Hons.) in Mathematics	25	15	5	2	1	1	1
B.Sc. (General)- All Combination	32	20	7	2	2	1	1

2/3

*(Signature)* 18/05/2015  
Principal/Secretary  
Sir Gurudas Mahavidyalaya  
Kolkata-67



PHONE : 2356-6176  
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## SIR GURUDAS MAHAVIDYALAYA

33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR, KOLKATA - 700 067

Ref. No. SGM/ \_\_\_\_\_


Date 18.05.2015

### IV. B.Sc. (Major) in Computer Application

Course / Subject	Total seats	General candidate	S.C. 22%	S.T. 6%	OBC-A 10% (Partly)	OBC-B 7% (Partly)	Physically handicapped 3% (Vertically)
B.Sc. (Major)	26	17	5	1	1	1	1

#### 10. Restriction in combination of subjects:-

- In all cases admissible grouping is restricted to C.U. CSR/54/09, CSR/98/10, CSR/123/10 and 36/12.
- For subject code and permissible combination code no., see the college website.
- For B.A. General Course combination of subjects is allowed on the basis of no. of seats in each combination.

 18/05/2015  
Principal

Principal/Secretary  
Sir Gurudas Mahavidyalaya  
Kolkata-67

3/3

- Admission sub-committee is constituted with the representatives of teachers, non-teaching staff, technical staff and students. The committee assists the administration, ensure smooth and peaceful admission within a short period. As a result , classes start at an early date.
- Course wise merit lists for different programmes are prepared on the basis of aggregate marks of the previous qualifying examination. Aggregate marks are calculated with reference to the top 4 subjects excluding environmental studies. Merit lists contain the names of all



the applicants arranged in order of aggregate marks. Counseling schedule, admission dates and waiting position of each applicant is clearly reflected. All the admission related issues are made transparent, clear and unambiguous to the applicants.

5. Admission policy follows the inclusiveness for catering to the need of diverse students groups. Statutory reservation policies are strictly observed. Rules of reservations are communicated through admission kits.
6. For most of the programmes, students are admitted at the minimum percentage of marks prescribed by the university. However, numbers of students with higher marks are gradually increasing. Merit scholarship scheme is introduced by the college for attracting students with high marks. Course wise minimum and maximum percentage of marks for admission are given in the following table: (2015 – 2016)

Sl. No.	Courses	% of marks		Scenario in Gurudas College (Neighbour)	
		Minimum	Maximum	Minimum	Maximum
1	B. A. Honours in Bengali	50	75.75	53	86
2	B. A. Honours in Education	50	86.50	NA	NA
3	B. A. Honours in English	50	81.75	61	91
4	B. A. Honours in History	50	74.00	46	86
5	B. A. Honours in Political Science	50	83.75	42	82
6	B. A. Honours in Sanskrit	50	69.25	NA	NA
7	B. A. General	30	75.75	30	76.75
8	B. Com Honours in Accounting & Finance	50	86.25	48	94
9	B. Com Honours in Marketing	50	76.75	NA	NA
10	B. Com General	30	83.75	38	77.5
11	B. Sc Major in Computer Application	45	71.75	NA	NA



12	B. Sc Honours in Computer Science	50	78	50	89
13	B. Sc Honours in Mathematics	50	75.75	56	96
14	B. Sc Honours in Physics	50	80.75	63	95
15	B. Sc General	30	75.75	44	85

7. Liberal admission criteria in terms of requisite marks for different academic programmes granted by the University are passed on to the reserved category students. Relaxation in requisite marks is allowed to the weaker section like SC, ST etc. Gender wise satisfactory student profile is achieved by proper gender sensitization in the admission process.

8. Table showing trends of demand ratio for last four (4) years:

Programme / Year	No. of Application	No. of Students admitted	Demand Ratio	Comment
<b>B. A. Honours in Bengali</b>				
2012-13	72	56	1.3:1	
2013-14	81	53	1.5:1	
2014-15	72	46	1.6:1	
2015-16	102	77	1.3:1	
<b>B. A. Honours in Education</b>				
2012-13	57	23	2.5:1	
2013-14	103	55	1.9:1	
2014-15	78	49	1.6:1	
2015-16	105	45	2.3:1	
<b>B. A. Honours in English</b>				
2012-13	79	79	1:1	
2013-14	91	91	1:1	
2014-15	79	52	1.5:1	
2015-16	87	84	1.1:1	
<b>B. A. Honours in History</b>				
2012-13	31	31	1:1	
2013-14	55	35	1.6:1	
2014-15	43	22	2:1	
2015-16	49	22	2.2:1	
<b>B. A. Honours in Political Science</b>				
2012-13	25	25	1:1	





2013-14	40	25	1.6:1	
2014-15	15	07	2.1:1	
2015-16	76	58	1.3:1	
<b>B. A. Honours in Sanskrit</b>				
2012-13	X	X	X	
2013-14	X	X	X	
2014-15	03	01	3:1	
2015-16	21	12	1.8:1	
<b>B. A. General</b>				
2012-13	382	368	1:1	
2013-14	439	412	1:1	
2014-15	733	326	2.3:1	
2015-16	456	298	1.5:1	
<b>B. Com Honours in Accounting &amp; Finance</b>				
2012-13	252	171	1.5:1	
2013-14	485	179	2.7:1	
2014-15	355	103	3.5:1	
2015-16	201	131	1.5:1	
<b>B. Com Honours in Marketing</b>				
2012-13	37	37	1:1	
2013-14	62	62	1:1	
2014-15	16	16	1:1	
2015-16	31	22	1.4:1	
<b>B. Com General</b>				
2012-13	386		X	
2013-14	664		X	
2014-15	509	234	2.2:1	
2015-16	307	174	1.8:1	
<b>B. Sc Major in Computer Application</b>				
2012-13	10	04	2.5:1	
2013-14	14	10	1.4:1	
2014-15	23	10	2.3:1	
2015-16	08	02	4:1	
<b>B. Sc Honours in Computer Science</b>				
2012-13	12	12	1:1	
2013-14	21	21	1:1	
2014-15	29	12	2.4:1	
2015-16	27	15	1.8:1	
<b>B. Sc Honours in Mathematics</b>				
2012-13	X	X	X	
2013-14	X	X	X	
2014-15	12	03	4:1	
2015-16	19	14	1.4:1	



<b>B. Sc Honours in Physics</b>				
2012-13	X	X	X	
2013-14	X	X	X	
2014-15	19	13	1.5:1	
2015-16	33	33	1:1	
<b>B. Sc General</b>				
2012-13	08	08	1:1	
2013-14	05	05	1:1	
2014-15	17	04	4.3:1	
2015-16	16	10	1.6:1	

9. To achieve higher degree of transparency and computerization of admission process, online admission system is introduced partially in 2014-15 and fully in 2015-16. It reflects the continuous review and improvement in the admission policy of the college.

## 2.2 Catering to Students Diversity

1. Ramp, rails and toilets for differently abled students are installed with UGC financial assistance during XI th plan. Reservation and relaxation is granted for easy access to admission. Special and enhanced financial assistance is sanctioned to economically weak PWD students. Special classes at ground floor are arranged to the academically weak PWD students. Students are made to understand that differently abled students cannot be treated differently in terms of behavior, friendship etc. value education is imbibed in the students community to come forward to the assistance of PWD students. Positive out-comes to these efforts are evident from the fact that a good number of PWD students are enrolled in the college.
2. Before the commencement of classes, orientation programmes are organised with the active participation of teachers and students. Details of academic plans, programmes, knowledge level and skill requirement are discussed and deliberated. Attempt is made to find out the shortage in any segment of the students. They are made aware of the tougher section of syllabi and oriented about the ways and means of overcoming these portion and institutional assistance available in this respect.
3. Curricular Enrichment Book Fair conducted at the commencement of each new session is found to be an useful event for assimilation of students, teachers and books. Free and friendly interactions with an academic ambience among the students, teachers and vendors positively impacted the teaching-learning process.



**President, Governing Body and staff members with students and vendors at college book fair.**

4. After the commencement of classes, teachers identify the level of knowledge and skill of different student groups. For this the teachers conduct aptitude test, question-answer session, class-test and the like.
5. To bridge the gap between required learning level and that of the actual, college arranges tutorial and special classes with small student groups outside the regular class routine. UGC sponsored remedial coaching are successfully running since XIth plan period. Remedial classes are held on Sundays and holidays. Special attention is deployed with reference to different academic programmes and different students groups. Considering poor academic profile of the students, relevant portions of the H.S. level syllabus are taught at the initial period of academic session.
6. Sensitization of students, teachers and staffs on the issues of ability, competence, gender, inclusion, core values etc. are conducted by the college administration through suitable programmes, implementations and actions.



- Ability of students in terms of performance is sensitized, different groups formed and actions deployed.
  - Communication ability of teachers, their competence in effective delivery of students' capacity building initiative and listening capability of students are sensitized and suitable measures adopted.
  - Gender sensitization is evident from students and staff profile with reference to male, female and transgender.
  - Inclusion policy of the college is reflected in its plans, policies, programmes and actions. National commitment in this respect is taken into consideration.
  - Action plan of the college includes sensitization of value activities and environment consciousness.
7. College has the in-built policy formulation for attracting academically advanced students and looking after their special needs. Merit scholarship, performance gift etc. are a few examples. Teacher's academic guidance at personal level to the advanced learners for better performance is also a good example.
8. Unsuccessful students are prone to drop-out. After the publication of results, workshop is organised with failed students. They are offered need based special classes, access to library resources and other necessary supports. Academic and psychological counselling is arranged. They are encouraged to re-appear in the examination. In this way, discontinuation in education and drop-out rate from the college is reduced.
9. College published the list of students with attendance and marks obtained in class-test, mid-term test and other performance indicators periodically through-out the course duration. This creates a data base for positive actions both from the students and college sides. Ready reference is given below:-



NAAC- SSR- December, 2015  
Sir Gurudas Mahavidyalaya, Kolkata – 700 067

ROLL NO.	NAME	Attendance 2015	Mid term examMarks	
		July to November	Paper 1 (50)	Paper 2(50)
	Department of Education(Honours)	Total class 132		
1501	MD. HASIBUR RAHAMAN ANSARI	23	13	22
1502	MOUSUMI RAJBANSHI	63	21	30
1503	SHREYASI DEY CHOWDHURY	13	10	12.5
1504	MINHAJUR RAHAMAN	67	8	9.5
1505	PUJA SIKDER	104	16	27
1506	SOURAV BISWAS	AB	AB	AB
1507	MUNIA MONDAL	55	21	22
1508	SONU MONDAL	29	12	14
1509	PALLABI DEY	38	11	17
1510	SOURABH BISWAS	11	10	1
1511	RANA DHAR	10	6	1
1512	SANNYASI MONDAL	22	12	14
1513	SOMNATH GHOSH	51	19	20
1514	FARHINA KHATUN	50	13	20
1515	TRIDIP MONDAL	19	8	6.5
1516	PRIYANKA BACHAR	17	11	18.5
1517	NUR HASSAN	2	AB	AB
1518	SK SAGARUDDIN	64	14	14
1519	SHAMPA MONDAL	74	16	19
1520	RABEA KHATUN	50	12	16
1521	SAMIM HASAN SARDAR	14	12	17
1522	NUR ALIF SK	28	16	15
1523	SHAMPA BHATTACHARJEE	53	21	17
1524	BHARAT MONDAL	55	29	28
1525	SEBA MONDAL	43	25	24
1526	SUKDEB MONDAL	25	8	15.5
1527	SADHANA ROY	36	16	15.5
1528	PRASENJIT HALDER	96	7	11.5
1529	YUSUF AKTAR	AB	AB	AB
1530	RAJU MONDAL	81	22	25
1531	LOVELY SAHA	56	11	16.5
1532	PRADYUT MONDAL	30	6	12
1533	RUPALI MUKHERJEE	57	18	16.5
1534	MANISHA BAIRY	62	11	13
1535	SIMA BISWAS	37	11	13
1536	SAGATAM DAS	42	21	25
1537	SOMA SINGHA	41	8	AB
1538	RUPA SINGHA	45	10	19.5
1539	BARSHA ADHIKARY	6	6	AB
1540	MOUSUMI DUTTA	38	11	8
1541	NADIM AHMED	4	9	8
1542	BRATATY DAS	3	AB	AB
1543	MOU DAS	60	12	15



DETAILS OF 1ST YEAR STUDENTS ATTENDANCE AND RESULT OF MIDTERM

ROLL\SUB	NAME	BUSINESS REGULATORY FRAMEWORK	
		MARKS	ATTANDANCE JULY TO NOVEMBER(TOTAL CLASSES 69)
2501	RAUSHAN KUMAR	24	2
2502	VISHAL KUMAR MISHRA	AB	0
2503	ABHISHEK PRAMANICK	15	6
2504	SUJIT KUMAR SAHA	10	8
2505	SOURAV DAS	11	1
2506	PROSENJIT DAS	19	12
2507	PRITAM ACHARJEE	28	7
2508	VIKRAM VERMA	AB	0
2509	PARMITA DAS	13	4
2510	AKASH KUMAR ROY	10	11
2511	NANDITA PAL	26	37
2512	SURANJANA BHATTACHARJEE	24	31
2513	AVIMANYU CHOWDHURY	AB	
2514	RUDRA BASAK	27	23
2515	MADHAB ROY	9	7
2516	YUKTA CHOUDHARY	14	12
2517	SOURAV CHANDRA	28	15
2518	RAJESH SHARMA	19	24
2519	SUDIPTA DAS	7	24
2520	BIDISHA GHOSH	21	2
2521	BISWAJIT MONDAL	13	20
2522	SIDDHARTHA LODH	17	11
2523	BABULI CHAKRABORTY	12	15
2524	SUBHOJIT SARKAR	17	12
2525	ISRAFIL MOLLA	17	13
2526	MD. NADIM HOSSAIN	24	11
2527	JOY PRAKASH DAS	11	16
2528	MANNU PRASAD GUPTA	AB	0
2529	BINDULATA KUNAR	18	23
2530	ARIJIT NAG	23	9
2531	DIPASRI SEN	AB	2
2532	PURNIMA BISWAS	26	25
2533	SUBHASH SHAW	28	7
2534	BIRAJ GHOSH	7	5
2535	PRITAM GHOSH	6	1
2536	RINKI THAKUR	7	1
2537	BARKHA KUMARI	9	6
2538	PRIYANKA MAITY	AB	0
2539	SUSHMITA DHARA	AB	1
2540	ADITYA GHOSH	8	7
2541	SOURAV SARDAR	8	11

The information mentioned above encourages performance and invites alertness among the less performers. College can identify the



action areas for strengthening support system. Discontinuation and drop-out could be arrested specially for slow learners, PWD students and other weaker sections of the student community.

Plans, programmes, actions and support system deployed by the college to cater to the diversity of students achieved a peaceful, effective and inclusive academic ambience prevailing in the ins and outs of the campus.

### 2.3 Teaching – Learning Process

**“Talk to yourself once in a day.... Otherwise you may miss meeting an EXCELLENT person in this world” – Swami Vivekananda**

1. Two academic calendars – one for Commerce Streams and other for Arts & Science Streams are published in the form of books. Earlier only commerce course was taught in this college and focus on Business & Commerce education is evident from its student profile and performance. Unique curriculum design and different structures of course encourage the college to publish a separate academic calendar exclusively for commerce stream.

Academic calendar of the college is considered to be the strong foundation upon which entire teaching-learning process rests. Academic calendar design, implementation and deployment are effective to the realization of teaching-learning objectives of the college. It is not only a simple calendar but goes beyond the time table. All the relevant information, process of implementation, ways of better performance and realization of individual and institutional goals are contained in it and displayed in a systematic manner.

Division and sub-division of curricular both time-wise and teacher-wise is given in the calendars. Syllabus is allocated broadly in two parts- one for mid-term test and the other for selection test. Apportionment of curriculum among the faculties with standard number of lectures required to complete each topic and sub-topic with corresponding name of teacher is included in the calendar. Number of questions set and allotment of marks for different topics as per the University guidelines are mentioned. Admission and examination regulations of the college and the University are published to make the students aware of it.

Academic calendar establishes ‘student-syllabi-teacher’ linkage and strengthen ‘teacher-teaching-student-learning’ process. It is an



admitted fact that sufficient number of classes with continuity and regularity cannot be ensured for different reasons like inadequate qualified teacher, dependence on part-time, guest & temporary teachers, high degree of service security for staff members, leave rules, inadequate quality teaching time etc. These have created a vicious circle in the college education system. Academic calendar cannot be a solution to these fundamental issues encountered by the system. It is a bold and desperate attempt to maintain some sorts of student-teacher linkage vis-a-vis the teaching-learning process with achievement of partial success. Cover and index pages of two academic calendars are depicted below for a first hand information.





# SIR GURUDAS MAHAVIDYALAYA

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## ACADEMIC CALENDAR

**For B.A. and B.Sc.**

(HONOURS & GENERAL & MAJOR)

**ACADEMIC SESSION : 2015-2016**



## CHAPTER INDEX

Chapter	Subject	Pages
1	Introduction	3
2	Calendar	4
3	Deptt. of Bengali	24 - 29
4	Deptt. of English	30 - 34
5	Deptt. of Political Science	49 - 54
6	Deptt. of History	47 - 48
7	Deptt. of Education	35 - 46
8	Deptt. of Sanskrit	55 - 58
9	Deptt. of Economics	59
10	Deptt. of Physics	60
11	Deptt. of Mathematics	61
12	Deptt. of Computer Science & Application	85 - 93
13	Deptt. of Hindi (Compulsory)	94
14	Deptt. of Environmental Studies	95 - 97

(2)



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## ACADEMIC CALENDAR

### For B.Com

(HONOURS & GENERAL)

ACADEMIC SESSION : 2015-2016



**CHAPTER INDEX**

SL NO	CHAPTER	PAGES
1	INTRODUCTION	3
2	LIST OF HOLIDAYS	4
3	COURSE CURRICULA / STRUCTURE	5
4	EXAMINATION GUIDELINES	9
5	B.COM PART I	11
6	B.COM PART II	21
7	B.COM PART III	28
8	UNIVERSITY OF CALCUTTA ACADEMIC CALENDAR	39

(2)

2. Academic calendar is issued to all the applicants ( prospective students of the college) along with prospectus and admission form at an all inclusive cost of Rs.100/- only. This enables them to study the curriculum and choose suitable course of study with options for subject combinations in order of preference in relation to their aims, objectives and potentials. In-house analysis of teaching-learning process and action plans prepared by the faculties during slack session in the



months of May and June are integrated in the form of departmental report. It is given the shape of a binding book and implemented, deployed and followed rigorously through-out the year to achieve the all-important object of quality teaching-learning process.

3. Internal Quality Assurance Cell (IQAC) was established in the college on 10.01.2012 to achieve the institutional objectives by quality assurance for all important teaching-learning process. Functioning and performance of IQAC under the able leadership of its co-ordinator – Dr. Prasanta Kumar Dey was remarkable. UGC had released a grant of Rs.3,00,000/- for funding the Cell activities. Separate laptop, scanner, printer, internet connection, software, almirah, table, chair etc are provided to IQAC. Fund is available for any further infrastructural support if required. The cell organizes discussions and work-shop with students, teachers and other stakeholders occasionally. Meeting of the Cell is conducted periodically to discuss the feedback. Suggestions and recommendations are submitted in specific terms. These are promptly implemented for realization of quality assurance objective. For example teachers training for ICT utilization, issue of pen-drive to individual teachers, introduction of PA system, laptop, projector, electrical installation for power point presentation of lectures are achieved through the initiatives for IQAC.

Since the college has not applied for A & A by NAAC and college is now applying for 1<sup>st</sup> cycle of the same, AQAR could not be prepared and uploaded for NAAC in its given format. However DCF-2 is regularly submitted to UGC since the constitution of IQAC. DCF-2 submitted so far with year and dates are given below:-

Sl. No.	Type of Report	Period	Date of Submission
1	DCF-II	2011-2012	28.09.2013
2	DCF-II	2012-2013	01.07.2014
3	DCF-II	2013-2014	18.09.2014
4	DCF-II	2014-2015	03.01.2015
5	Teachers Information Form	2013-2014	14.07.2014

Performance of IQAC towards the assurance of quality teaching-learning and achievement of skill development and competence building among the students is appreciated by different corners. Contribution of IQAC towards realization of institutional vision, mission and objectives is commendable.



4. Promoting the use of technologies, encouraging modern and innovative teaching techniques, student centric delivery system and enjoyable learning approach are contained in the core activities of the college. A robust ICT infrastructure is installed and maintained by the college: desktop & Laptop computers, internet connections, overhead projectors (ceiling mounted, wall mounted), loose projectors, easily portable short-through projectors, PA system, portable microphones, TV display screen, large volume printing facilities, Xerox facilities, pen-drive etc. with requisite quantity constitute the ICT infrastructure. Necessary support system is provided with training, re-training and orientation of teachers for effective handling and utilization of the high-cost ICT infrastructure installed mainly out of UGC financial assistance during XI plan. This has developed teachers' skill in introducing interactive and collaborative learning. Implementation of academic calendar with technological support build-up necessary confidence and motivation among the students for independent learning.

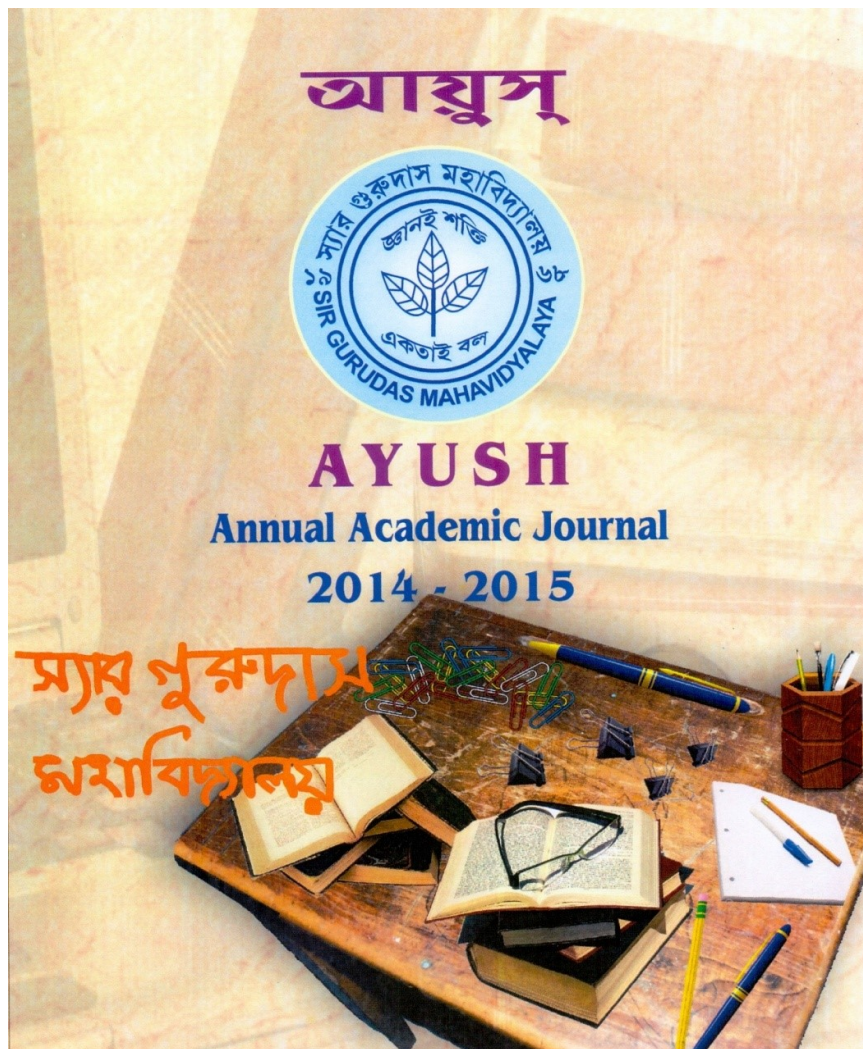
Brief description of teaching-learning technological resources is given below:-

- Number of digital classrooms – 2 (two).
  - Number of classrooms with public address system – 4 (four).
  - Number of Desktop Computers – 61 (Sixty).
  - Number of Laptop Computers – 5 (Five).
  - Number of internet connections with wifi-modem – 10 (ten).
  - Number of wifi USB dongle – 2 (two).
  - Number of overhead projectors – 1 (one).
  - Number of projector – 3 (three).
  - Number of short throw portable projector – 4 (Four).
  - Number of portable microphone – 4 (Four).
  - Number of Sony LED television – 3 (three).
  - Number of Sony Video Camera – 1 (one).
  - Number of Xerox machine – 4 (Four).
  - Number of Copier (Riso Machine) – 1 (one).
  - Printers and scanners – sufficient.
5. Linkages with e-learning resources are established by installation of internet connections & networking with hardware and software support at class-room, professors room, laboratories and specially at the Library. College is the subscriber to INFLIBNET-NLIST programme and is a member of DELNET. Name of the college is also enlisted with



the NME-ICT ensuring linkage with e-academic resources. Access to open educational resources is also achieved with the use of ICTs. Mobile and smart-phone linkages are also utilized for communicating lesson plans, academic programmes, doubt clearance etc., establishing a cord-less connection between teachers and students, contributing to quality teaching-learning process.

6. Education-strategy formulation of the college includes the policy of promoting critical thinking, innovation, creativity and scientific temper among the students and the teachers. Intra-college and inter-college essay competition is introduced to build-up critical thinking and writing capability. Slogan writing, debate competition, science fair, book fair etc are some of the initiatives of the college in this direction. Annual college magazine “Ayoush” published by the college without any interruption for a long period is an important achievement. Students and other stakeholders can express views and exchange thoughts and imaginations through the college magazine.



Continuous nurturing of students' opinions, views, counter views, creativity etc are affected by the college with the introduction and implementation of these schemes and programmes. College promotes the development of writing habits and expression of scientific thoughts among the students. These are some humble initiatives of the college to transform and divert the students to become lifelong learners, Performers and innovators and imbibe in them the sense of logical behavior and conduct in social life.

7. Teachers and students are encouraged to participate in academic literary and science based seminars, workshop etc. to introduce them with advanced level of knowledge and skills. On return of the faculties



from orientation and refreshers courses and training programmes, interactions with the students and staff are arranged to introduce them with blended learning, latest academic issues and modern teaching-learning techniques. These are found to be encouraging and effective, having positive impact on the institutional system in creating an environment conducive to quality teaching and learning.



**Prof. A. Biswas shares experience on return from orientation course.**

8. UGC sponsored career and counselling cell is very much active in the college. Under the able leadership of its co-ordinator-Prof. Anandita Biswas, a number of expert lectures and professional counseling on academic and psychological issues are conducted successfully. The cell recommends necessary measures regarding support system and guidance services which are promptly adopted by the college. The cell is empowered with computer, internet, printer, scanner, copier etc. Teachers provide academic advise and psychological support to the students at personal and family level. Details on the nature of support programmes and number of students benefitted are given below:-

- Academic Advise – Standing practices of teachers to provide academic advise at the class room and at individual level.
- Psychological counseling - provided occasionally by expert counselor and also by teachers.
- Mentoring – mentor-mentee relationship exist between teachers and students.
- Training and Skill development:-
  - ❖ Number of students benefitted in Mobile repairing course conducted AVJ Infotech Pvt. Ltd. – 18 (eighteen).
  - ❖ Number of students benefitted in Computer Hardware and Networking –



- 2012-2013 – 25 students.
- 2013-2014 – 30 students
- 2014-2015 – NIL ( Temporarily postponed for unavoidable reasons)
- 2015-2016 – 40 students

- Placement Assistance and no. of students benefitted during last four years –

Sl. No.	Date	Name of the organization/company /person	Venue	No. Of students benefitted
1.	17.12.2011	SUBIMAL DAS	COLLEGE	42
2.	06.08.2012	TCS	COLLEGE	37
3.	11.10.2012	COMPANY SECRETARIAT	COLLEGE	42
4.	09.01.2012	NIIT	ST. XAVIERS' COLLEGE	8
5.	07.01.2012-08.01.2012	NIIT	KANKURGACHI	8
6.	27.09.2013	IQST	COLLEGE	38
7.	16.01.2014	LIC of India		32
8.	16.01.2014	GYANI	COLLEGE	32
9.	16.01.2014	WLC COLLEGE	COLLEGE	32
10.	08.08.2014	TCS	COLLEGE	45
11	Dec, 2015	TCS – in process	COLLEGE	25



**“A SESSION ON CAREER CUM EDUCATION FAIR”**

9. College encourages and motivates the faculties to explore and adopt new and innovative teaching practices for quality and vibrant teaching-learning process and provides necessary supports and systems to this end. Adoption and implementation of modern and innovative teaching techniques and methods during last 4 years are given below:-

**Year wise Innovating Teaching Approaches/Methods adopted by the faculties during Last Four Years-**

***2012-13:-***

The following innovative teaching approaches have been adopted by the faculties:

- As for theory based subjects, faculties from most of the departments use traditional/lecture method.
- Apart from lecture it has been seen that other methods like Group Discussion, Question answer session etc. are also used by our teachers.
- Some department like Education, History used Model, Charts etc. in order to make teaching-learning more interesting.
- The Language departments have used audio players for developing the language skill among the students.



- The 3<sup>rd</sup> year students from all departments, as per syllabus, undertake environmental projects with complete enthusiasm.
- In the department of Education the micro-teaching is followed for the 3<sup>rd</sup> year honours students for making the teaching learning outcome more fruitful.
- Department of Computer science and some other departments use ICT tools like LCD projectors including laboratory facilities.
- Use of portable microphone in the class-room makes the learning enjoyable.
- Academic calendar in the form of published book separately for commerce stream and science & arts stream provides supplement to the deficiency in direct teaching-learning process.

**2013-14:-**

Apart from the methods mentioned above –

- Book Fair was organized by the library for promoting reading habit among the students.
- The college always encourages all the facilities to use computers, internet facilities while teaching, as result of which a vast improvement was seen among the teachers in their teaching process.
- Extensive use of digital classrooms and other educational technologies were adopted in this period.
- Self teaching methods were adopted in the language classes to boost student's confidence.
- The student's were given the assignments on various topics and was asked to present it in the classroom.
- Acquisition and installation of PA system in big class-rooms makes teaching-learning process interesting and vibrant.

**2014-15:-**

In this session many new innovative methods were added in our teaching learning process –

- Smart classes were introduced to elevate learning to a new height where technology becomes an integral part of the teacher's teaching



apparatus for which special training was provided to the teachers and in which all teachers participated actively with great enthusiasm.

- Internet facilities were provided for the students for knowledge development, assignment performances and others. In order to serve this purpose for higher number of students simultaneously, LAN connection with internet is extended to different corners of the college.
- Introduction of Program/Subject wise academic calendar instead of binding book was tested during this period.

#### **2015-16:-**

Apart from the methods mentioned above –

- Film adaptation of literary texts are arranged by the department of English and Bengali.
- In 2015 the department of Physics organized - a one day student seminar and competition on “importance of light and its application in science and technologies” funded by Optic Society of India as a mark of celebration of international year of light as declared by UNESCO.
- Re-training of faculties for using digital class rooms and other ICTs available in the college.
- Renewed effort to maximize the utilization of ICT infrastructure.
- Re-introduction of Academic Calendar in the form of binding volume of books.

Introduction of new and innovative teaching approaches and methods have positively impacted the learning process of the students. Their encouragement, enthusiasm, involvement and enjoyment in ICT enabled innovative teaching practices are visible within the class room and the result is evident from students improved performance with better result.

10. The teaching and learning process is no more a “chalk and talk” method at the classroom but requires adequate and up-to-date informative supplementation to provide the students with relevant requisitions in a blended atmosphere of technological and traditional approach of teaching –learning. The college library has to keep a pace and be at par with its resources and effective content management so as to render the right piece of information at the right time augmenting the teaching –learning process. The information explosion makes it a



difficult time for the library to build up its physical resource with the latest editions. However selection of quality resources is also a challenge as the publishing and printing industry is now in reach to a wider mass of people. A collection relevant to the curricula and in proportion to the strength of each course in respect of the existing departments of the college is being tried. Necessary support to the faculty-students as far as the augmentation of the teaching –learning process is considered as rendered by the collection development of books and journals based on the recommendations and suggestions of the faculty and the students. This helps in preparing the study materials and taking notes. The library resources include informative reading materials in the form of newspapers and magazines. Journals and e-resources supplement the scholarly content requirements as well as provide current awareness service for career development. The question papers set in the last ten years as part of the assessment programme of University of Calcutta helps in examination oriented teaching -learning. A collection about the life and works of the eminent authors helps in satisfying the hunger for knowing the literary tradition and culture. Dictionaries, encyclopedia and other reference sources are a part of the library collection. The library virtually extends its resources in the form of institutional memberships to eminent libraries in its aim to boost up the resource requirement in varied formats and access to scholarly databases. The NME-ICT venture is a supportive initiative to augment the teaching –learning scenario. The library subscribes to the INFLIBNET-NLIST programme and is a recent member of DELNET(Developing Library Network) so as to get the necessary support to develop the library resources and service. The management of the resources is being done following the five laws of library science according to Dr.S.R Ranganathan (The father of library science) which is essential for effective library service, a parameter in augmenting the teaching –learning process.

11. College faces a number of challenges in completing the curriculum within the planned time schedule and in compliance with the provisions of academic calendar. To encounter the challenges, academic calendar itself has been used as a tool. Ours is not only an academic calendar but an all inclusive and all important institutional document published in the form of binding book with the ultimate aim of establishing direct and indirect linkage between students-syllabus-faculties.



### **Challenges:-**

- Inadequate well qualified substantive faculty profile – a big challenge before the college.
- Insufficient quality time for real teaching and learning – 52 Sundays, 52 preparatory days, 53 recess days, 56 statutory holidays, 30 earned leave (15 during 1<sup>st</sup> 7 years of service), 20 medical leave (with commutable half-pay), 14 casual leave, participation in seminar- conference- work-shop- meetings, admission and examination duties, university assignments left little time for actual teaching and learning. These factors coupled with high service security created dangerous and fatal challenge before the fundamental issue of quality teaching-learning process.
- Heavy dependence on contractual, part-time and temporary guest teachers- creating sense of insecurity and lack of confidence among the students and administration.
- Reluctance of students in attending the classes coupled with irregular and interrupted holding of classes has created a vicious circle in the teaching-learning process of the college.
- Lack of knowledge and experience in the utilization of ICT infrastructure available in the college.
- Lack of proper maintenance of equipments and facilities is noticeable and has to be encountered.
- Enrollment of excess number of students in particular batches.

### **Institutional approaches to overcome the challenges:-**

- Employment of required number of well qualified contractual, part-time and temporary guest faculties to supplement the scarcity of substantive teachers.
- Creation of teacher panel and selection of well qualified teachers through duly constituted selection committee constituted by the Governing Body with subject expert from the University in a transparent manner to ensure teachers quality. Although recruitment is done as contractual, part-time and guest teachers, their quality in terms of academic qualification, efficiency and experience is not compromised. Allocation and apportionment of curriculum in a scientific way and assignment of topic wise teaching load with standard number of lectures required for completion of a topic or sub-topic.



- Identification of tougher and important portion of syllabus with reference to examination. Indicating the number of question set from different topics and sub-topics with allotment of marks.
- Promoting independent learning and establishing indirect linkage between teachers and students through academic calendar.
- Training and re-training of faculties for maximum utilization of ICTs and other teaching tools, instruments and equipments.
- Arrangement of special, tutorial and remedial classes during vacation, holidays and Sundays.
- Quality of teaching-learning process is measured with reference to evaluation of performance and examination result. Quality is monitored and suitable measures for its improvement are adopted with reference to continuous evaluation and analysis of students progression throughout the period of the course of study. Quality monitoring and assurance of quality teaching-learning for enhancement of knowledge, skill development, social empowerment and nation building is a prime factor to the efficient and effective college administration.

12. Academic calendars contain information regarding the number of question set from each topic along with allocation of marks. It is the foundation for the whole process of teaching and learning.

13. IQAC is running in the college successfully since 2012. Its activities and performance are given below:-

- a) DCF-II(2011-12) -28/09/2013 (uploaded on website)
- b) DCF-II(2012-13) - 01/07/2014 (uploaded on website)
- c) DCF-II(2013-14) -18/09/2014 (uploaded on website)
- d) DCF-II(2014-15) - 03/01/2015 (uploaded on website)

14. Teachers are provided with desktop computer, laptop computer, internet connection, printing facility, Xerox facility, pen drive etc. so that they can deliver student centric lectures and attract them to the ICT enabled classes.

15. Table showing the technologies and facilities available for teaching and learning is produced below:-

Sl. No.	Item	Quantity	User Department
1.	LAN	4 terminal	Teaching and other departments





2	WLAN	12 point	Whole College Campus
3.	Microsoft Window 7 professional	1	Teaching
4	Microsoft Office 2010 Basic	1	Teaching and other departments
5	Microsoft Window Server 2008	1	Teaching and other departments
6	Tally ERP 9.0	Multiuser	Teaching and other departments
7	Pre-installed Microsoft Home Basic window 7	2	Teaching and other departments
8	Microsoft SQL Server 2008	5 users	Computer Lab
9	Embrcadaro (C++)	5 user	Computer Lab
10	Ubantu (Linux)	Multiuser	Computer Lab
11	COSA (Library)	4 user	Library
11	Dell Brand Desktop Computer	45	Teaching and other departments
12	Assembled Computers	15	Multi-department
13	IMB Server	1	Computer Lab
14	Dell Laptop	3	Remedial Coaching, Entry in Service, Career Counseling Cell
15	Lenovo Laptop	1	Multi-department
16	HP Laptop	1	Teaching and IQAC
17	Short Throw Projector	4	Teaching Department- Commerce, English, Education, Computer Sc.
18	LCD Projector	1	Multi-teaching Department
19	Over-head Projector		Multi-teaching Department
20	Sony LED Television	3	Computer Lab, History and other teaching Department, CCTV facility
21	Sony Video Camera	1	Multi-department
22	HP Pen-drive	20	Teachers
23	Digital Class Rooms	2	Room No. 13 and 16



24	P.A. System	6	Room No. 8,13,14,15,16 and 23
25	Riso Copier	1	Multi teaching department & office
26	Canon All-in-one	1	Multi-department
27	Samsung All-in-one	1	Teaching Department
28	Panasonic All-in-one	1	Principal & teachers
29	Scanners and Printers	Sufficient	Multi-departments

16. Teachers provide necessary guidance and counseling to the students for their academic, personal and psychological support under the supervision of career-counseling cell. Sometimes professional counselors are also invited for the purpose. (Please refer point no. 8 above under the heading 2.3).

17. Library lending and reference cards are issued to the students on the very fast day of admission. The Library has a stock of about 15,000(Fifteen thousands) books. Two (2) books are issued to Hons. Students and one (1) book to General Students on lending at a time. Five(5) books are issued to Hons. students and three(3) books to General students at a time for use as reference in the library.

18. The most important challenge in completing the curriculum is the availability of time. Teaching days cannot be increased sufficiently. To encounter this challenge, college arranges special classes, remedial classes on Sundays, holidays and holding of classes simultaneously with examination.

19. Principal and Senior faculty members interact with the students during off period to understand and evaluate the effectiveness of teaching learning system.

## 2.4 Teacher Quality

**“Teachers have three loves: love of learning, lover of learners, and the love of bringing the first two loves together.” – Scott Hayden**

1. Quality teacher is the prerequisite of quality teaching which in turn is the pre-requisite of quality learning. Teacher quality depends upon qualification, knowledge, experience and efficiency on one side and sincerity, commitment, dedication, level playing capacity ICT shabby etc on the others side.
2. College has a strong base of 80 member teaching staff in its pay-roll. This consists of Principal, 3 associate professors, 7 Assistant



professors, one librarian, one Govt. approved CWTT, 9 college appointed CWTT, 17 Govt. approved PTTS, 2 college appointed PTTS and 39 college appointed Gust teachers. There is a well mix of old experience with new energy.

3. All the teachers are well qualified and recruited according to the UGC, University and Govt. prescribed regulations. Details of the faculties serving the college at present are given in the following table

Highest qualification	Principal / Professor		Associate Professor		Assistant Professor		CWTT		PTT		GT		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Permanent teachers- Govt. approved- full time													
D.Sc./D.Lit													
Ph.D.	1		1			3							5
M.Phil.			1	1	1	1							4
PG					2	1							3
M. Tech.							1						1
Temporary teachers (College Appointed CWTT) de													
Ph.D.								2					2
M.Phil.							1	1					2
PG							4						4
M.Tech.								1					1
Part-time teachers ( Govt. approved -permanent)													
Ph.D.									1				1
M.Phil.									1	2			3
PG									2	10			12
M.Tech.										1			1
Part-time teachers- College Appointed													
M.Phil.										1			1
PG									1				1
Guest Teachers – College Appointed													
Ph.D.											1	1	2
M.Phil.											1	2	3
PG											15	17	32
M.Tech.											2		2
Total	1		2	1	3	5	6	4	5	14	19	20	80

4. Recruitment of substantive teachers is made on the recommendation of the West Bengal College Service Commission. For recruitment of



other categories of teachers-Notification is published in the news papers, selection committee constituted by Governing body with subject expert from the university, applications are screened, on the basis of academic score, panel of selected candidates prepared with reference to aggregate of academic score and interview score. Appointment made by the Governing body strictly in order of rank out of the panel.

Full marks allotted for the whole selection process is 50 divided as – class X-5, class-XII-5, degree-10, PG-10, M.Phil-5, Ph.D /Net-5 and interview-10. Individual academic score is calculated by applying the percentage of marks obtained in the above public examination on the full marks allotted for each stage. Screening done and interview called on the basis of total academic score. Interview score is computed at the average of marks awarded by the members of the interview board. Total process of selection and recruitment is transparent and reliable. Scanned copy of panel and academic score calculation sheet attached as example:-



SIR GURUDAS MAHAVIDYALAYA, KOLKATA-700 067

Rank and Panel sheet of candidates for recruitment of college Whole-time/ Part-time/ Guest Teachers in  
**History** for the Year 2012-2013

Sl. No.	Name & Contact No.	Academic Score		INTERVIEW	Total	Rank	Remarks
		F.M.-40	F.M.-10				
1	Manas Datta	25.42	8.33		33.75	2nd	Reference declined over phone Fellow
2	Sreemoyee Basu	22.04	5.67		27.71	6th	
3	Somsukla Chaurchhy	20.35	7.00		27.35	7th	
4	Swati Basak	29.29	8.67		37.96	1st	FIP cut off for college Available for 19/12 11/12
5	Sayanain Jash	24.36	3.67		28.03	5th	
6	Pranabesh Giri	26.64	3.67		30.31	4th	Join and left without intimation in 2012. JTB
7	Debarati Majumder	24.54	7.00		31.54	3rd	Join and left without intimation in 2012. JTB
8	Nilayan Panda	20.03	8.00		28.03	5th	Asiatic society fellow
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Ganesh Chandra Das  
4.7.12

S. Saha  
04/07/2012

S. Saha  
4.7.12



20 and above - 11  
Prepared by S. Sastri  
Telephone by

4.7.12 Wednesday at 12:30 P.M.

SIR GURUDAS MAHAVIDYALAYA, KOLKATA - 700 067

Description and Academic score sheet of applicants for the post of college Whole time/ Part time/ Guest Lectures for - History

Sl.No.	Name, Address and Contact No.	Academic Score							Interview	Grand Total	Rank	Remarks
		X FM.-5	XII 5	Degree 10	Master Degree 10	M.Phil. 5	Net/Set/ Ph.D. 5	Total 40				
1	Swati Basak M-9239075806	4.05	3.96	5.5	6.43	5	5	29.29				
2	Manas Dutta West Bengal - 743435. M-9883026952	4.05	4	6.06	6.31		5	25.42				
3	Debarati Majumder. M - 9830936261.	4.02	3.46	5.69	5.46	6.37	5	24.52				M.Phil Marksheet not submitted
4	Sayamtara Jash M-9836971125/3463262881	3.1	3.54	6.18	6.54	6.2	5	24.36				
5	Mayukh Das M-9143279160	2.86	3.24	5.35	5.86		5	22.31				
6	Paramita Chakraborty, M - 9007873464.	2.9	4.1	5.8	6.4	3.1		22.3				
7	Sreemoyee Basu M-9831343494/9748614393	3.65	3.03	5.71	6.51	3.14	5	22.04				
8	Pranabesh Giri M-9883173132/24321408	3.18	2.91	4.99	5.56		5	21.64				M.Phil Mark Sheet Not Submitted
9	Chandranath Sarkar M-9874286188	3.26	3.01	5.15	5.75	3.48		20.65				
10	Somsukla Chakraborty./ M - 9007598886.	3.78	3.25	3.73	6.43	6.41		20.35				
11	Nilanjan Pande M-9476143761	3.81	3.48	6.5	6.24			20.03				
12	Priscilla Namrata Rozario M-9433261215	3.65	3.41	6.3	6.5			19.86				

Number of substantive teaching posts granted by the government is not satisfactory. College cope with the scarcity of teaching staff, particularly in emerging areas by preparing duly selected panel of teachers for recruitment as and when required. The college being located in Kolkata City, services of such teachers are readily available. Engagement of teachers in this process during last four (04) years is given in the following table:-

Subject	2012-2013	2013 - 2014	2014 - 2015	2015 - 2016	Total
Bengali	1	-	1	2	4
Economics					
Education	2			2	4
English		1	1	2	4
History				4	4
Economics				4	4
Political Science		1		1	2
Sanskrit	1			1	2
Commerce	1	2	1	1	5
Computer Science & Application	1	1			2
Mathematics		2		1	3
Physics	1	1		3	5
Total	7	8	3	21	39



5. For retaining the qualified and competent faculties all categories of teachers are considered at par in all respects except remuneration. Salary package of college appointed teachers are revised every year. The issue of scarcity of qualified senior teachers in emerging areas is solved by drawing visiting faculties from nearby engineering and professional colleges.
6. College encourages and grants permission for teachers' participation in staff development programmes organized by Academic Staff College and other institutions. In-house training programmes for handling ICTs are provided occasionally. A number of teachers participated in workshops, seminar etc. organized by Universities and other Higher educational institutions.

Table showing the participation of the faculty in various academic staff development programs in last 4 years:

Academic Staff Development Programmes	Number of faculty nominated				
	12-13	13-14	14-15	15-16	Total
Refresher courses	-	1	-	-	1
HRD programmes	-	-	-	-	-
Orientation programmes	-	2	-	1	3
Staff training conducted by the university	-	-	-	1	1
Staff training conducted by other institutions	-	-	-	1	1
Summer / winter schools, workshops etc.	1	-	2	3	6

7. To ensure improved teaching –learning process, faculties are provided with pen-drive, laptop & desktop computers, projectors, portable microphones, digital class room, class room with PA systems etc.

Faculty training programs are organized to enable the teachers to use ICTs in the class-rooms. These programmes are arranged both inside and outside the college. For example:-



- a. On campus training provided by the representatives of M/S. TIHOT on the utilization of smart classroom during November, 2015.
  - b. Sri. Chanchal Mukherjee provided re-training on the utilization of digital classroom to the faculties during July-August, 2015.
  - c. On campus training was provided to faculties to enable them to use digital class-room during 23.5.2015 to 28.5.2015. Training was given by Chanchal Mukherjee of CICIKO under the supervision of Dr. Prof. Paramita Halder ,HOD of English.
  - d. Distribution of pen-drive and training for its use was conducted during May-Jun 2014. Training was provided to individual teacher by Sri Sujit Kumar Sharma a college staff.
  - e. Software training given by SB Info Services, Kolkata during July-August, 2014 to faculties.
  - f. Training on use of short throw projectors provided by Sri. Sujit Kumar Sharma, a college staff during July-August, 2013 to faculties. Re-training given by him on the same topic in 2015.
  - g. Training for power point presentation with laptop and projectors in the classroom provided by Sri. Sujit Kumar Sharma during November-December, 2012 to few faculties.
8. To ensure effective curriculum handling, content development, updating the lesson plan & study materials- faculties are encouraged to participate in seminars, workshops and conferences at state, national and international level. Some of them have presented papers/articles on those occasions.

Faculty participation / presentation of papers in seminars/conferences and publications during last 4 years:

No. of faculty Participating in seminars :	45
No. of faculty Presenting papers:	20
Total no. of Faculty publication:	77





**Department-wise details of the academic achievements of the faculty (Degree / Seminar participation / presentation / publication / training and workshop) are given below:**

### **Department- English**

Dr. Paramita Halder

Degree Awarded:

Woman and Nation: Indian Partition Fiction in English and in Translation (Ph. D. Degree Awarded-2013)

Publications:

History and Text: A Study of Manju Kapoor's 'Difficult Daughters' published in 'Focus' - an Academic Journal, ISSN-2231-1408

Isolation and Moral Inertia: Reading Sirkar's 'Baki Itihas' published in Indian Drama: Crossroads of Thoughts, ISBN- 978-8061-03-9

Severed States, Marked Bodies: Reading Woman, reading History in Partition Fiction published in Gender Perspectives: South Asian Writings in English, ISBN 81-7019-498-9 (India), ISBN 1-55528-355-1 (USA)

Irrepressibility and Transformation of Women: A Few Tales from the Border published in Transformation of Women: Interrogating the Discourses, ISBN 978-81-32-6-1

Transcreation of a Myth: Tagore's Red Oleanders, published in Campus Publication ("Ayush: Academic Journal")

Dr. Shinjini Basu

Degree Awarded

'Narrating Crime, Renarrating History: Shoshee Chunder Dutt's Realities of Indian Life (M. Phil Degree awarded-2011)

'Crime and Colonial Modernity: Legality and Exception in Nineteenth Century Bengal' (Ph. D. Degree awarded-2015)

Publications:

'Dreams from the Attic: Anxieties of History in Two Novels of Akhteruzzaman Elias' published in The Local and the Global in Postcolonial Literature, ISBN 978-81-7273-881-5

'From Sensationalism to Subjectivisation: Dickens' Tryst with Newgate Novels and the Construction of the Victorian Public Sphere' published in Jadavpur University Essays and Studies' special issue on 'The Dickens World: Post-Imperial Readings'

'Voices beyond the Veil: Space of Gender in the Works of Three Muslim Women Writers' Transformation of Women: Interrogating the Discourses, ISBN 978-81-32-6-1

Prashanta Ghosal

Degree:



Famine, Partition and the Missing Myth-Link: A Legacy of Traumatic Survival(M.Phil Degree awarded-2012)

Publications:

Legacy of their lives-Story of the Captive Queens, published in Bravely Fought the Queen-A Collection of Critical Essays, ISBN-978-819-21749-0-7  
Bimala's World, Theme of Nationalism/Swadeshi, The Home and the World: Significance of the title published in The Home and the World: A Critical Anthology, ISBN-978-93-81231-12-8

Multiplicity of Power of Rituals in Shri Jagannath Temple published in The Criterion: An International Journal in English, ISSN-0976-8165

Eliot's Personality and Historical Sense published in Research Scholar: An International Refereed Journal, ISSN-2320-6101; Impact Factor: 0.793(IIFS)

The Epitaph in Gray's Elegy Written in a country Churchyard published in Reflection Monitoring Services, Barnolipi, An Interdisciplinary Services, ISSN-2249-2666

Sujato Ghosh

Degree Awarded:

Family Relationships in Pinter's Plays(M.Phil Degree awarded-2006)

Lack of Communication in the Plays of Harold Pinter, Edward Albee and Badal Sircar(Ph. D. Degree Awarded-2013)

Publications:

"Utpal Dutta and Badal Sircar: A Theatre Relationship: 'Art is Bourgeois, Art is Shit'" published in Theatre International: East West Perspective on Theatre-Vol. IV, ISBN: 81-87538-16-3

"Edward Albee's The American Dream: Holes of Communication in the Familial Fabric" published in Theatre International: Essays on the Theory & Praxis of World Drama, ISSN No: 2278-2036TI

Mrinal Sarkar

Degree:

Franz Kafka and Modernity(Dissertation Submitted for M. Phil Degree)

Publications:

Power and its Perversion in Mahesh published in The Criterion: An International Journal in English, ISSN: 0976-8165

Incapacity of the Moment: An analysis of Inability and Transformation in Franz Kafka's Metamorphosis published in Literary Quest: An International Journal of English Language and Literature, ISSN: 2349-5650

The Imperative of Insanity: An Introspective Study of Shakespeare's Critique in King Lear published in New Academia: An International Journal of English Language, Literature and Literary Theory, ISSN: 2347-2073

**Department: Bengali**

**Debjani Nayak**



**Publication:**

Ashwamedher Ghora published in Bangla Chotogolpa Bichitra: Manane O Bisleshane/ Publisher: Pragya Bikash

Subhashonriti, published in Ayush : Annual College Journal (2004-2005)

Natak O Natakota-Jibane, Kabya-Kobitay, Golpo-Uponnayashe O Sangite published in Ayush : Annual College Journal (2006-2007)

Abataranika-Biswas O Mulyobodher Abataran published in Ayush : Annual College Journal (2007-2008)

Putulnacher Etikatha-Mritur Anibarjata na jiboner Ahaban published in Ayush : Annual College Journal (2009-2010)

Jibandebota: Tattay O Kabye published in Ayush : Annual College Journal (2010-2011)

'Gitanjali'- 100 bachar pare natun kore dekha published in Ayush : Annual College Journal (2011-2012)

Fossil: Pakhyo o Pratipokhyer Majhkhane Dolachalchitto Catalyst charitra Mr. Mukherjee published in Ayush : Annual College Magazine (2013-2014)

**Ishita Dutta**

**Publication:**

Desh Kalananya Shilpi Banaful(2007-2008) Published in Ayush : Annual College Magazine

Astitwer Sankat (2008-2009) Published in Ayush : Annual College Magazine

Nati(2010-2011) Published in Ayush : Annual College Magazine

Acharya Prafulla Chandra Roy(2010 – 2011) Published in Ayush : Annual College Magazine

Abanindranather Nandantatwa(2013-14) Published in Ayush : Annual College Magazine

Badal Sarkarer Natak (2011-2012) Published in Ayush : Annual College Magazine

Sahitwe O Samaje Chaitanya Deb(2012-2013) Published in LITTLE MAGAZINE

Manchabhinetra(2013) published in PRERANA PUBLICATION FOR WOMEN WELFARE

**Chandan Adhya**

**Publication:**

Svabirodhi Rabindranath published in 'Sayak' Patrika (Self Contradictory Rabindranath)

Rabindranather Sevakera published in 'Korak' Sahitya Patrika Prak Sarad 1417 (Followers of Rabindranath)



‘Raja-o- Rani’ Natyasaili o anyana Rabindranataka published in Rabindranather ‘Raja-o-Rani’ pathaker anveshane (Dramatic art of Raja-o-Rani and other Rabindra dramas)

Apollinaire, Calligramme And ‘la Cravate Et La Montre published in FRANCE AND THE FRANCOFONIE’

Paper Presentation:

New Educational System for this Modern Era-Paper presented on

‘Introduction of semester system at Degree Level’ (2009)

Rabindranather shoundarya Chetona: Jiboner Aloy, Totye o Vashye, Presented in The 3<sup>rd</sup> International Congress of Bengal Studies (2013)

Rabindranather Jibandebota Chetona-paper presented in The 4<sup>th</sup> International Congress of Bengal Studies (2015)

### **Paramita Bhattacharya**

Publication:

BHABANIPRASADER CHARA: BHASA PRAJUKTIR BIKKHANE’ published in FAJLI SPECIAL ISSUE

‘SAHAJ PATH KHELAR BOI PORAR BOI’ published in EBONG PARAB, ISSN 0976-8335

‘LAKKHANER SHAKTISHEL: RAMKATHAR BINIRMAN’ published in PRAYAG, DL/No 25-2000-01

‘GAJI MINGAR BASTANI: UNISH SHATAKER MUSLIM MANAS’ published in PARIKATHA, 69891/98

PURONO BOI NATUN PORA: BOOK REVIEW’ published in BANGLA BOI, PASHCHIMBANGA BANGLA AKADEMI

### **Department: Education**

#### **Dr. Ratna Lodh**

Degree:

Title: Language content and form of pre-school children in pictorially stimulated condition (Ph. D. Awarded)

Publication:

“Phenomenal Transformation in Women’s Education & Empowerment: A Review of Post-Independence Era” published in “Transformation of Women: Interrogating the Discourses, ISBN No. 978-81-32-6-1



### **Nafisa Khatun**

Degree:

Topic: Academic achievement of secondary school students studying under W.B.B.M.E. and W.B.B.S.E – a comparative study (M.Phil. Awarded)

Publication:

Growth of Madrasah Education and Status of Muslim Women in West Bengal published in An exploration of research in Education, ISBN No. 978-1-943730-09-4

Swami Vivekananda: The Architect of Humanism published in “Educational thoughts of Swami Vivekananda : Indian & Global perspective”, ISBN No. 978-81-922902-8-7

Education-A Tool of Women Empowerment in India published in “Transformation of Women: Interrogating the Discourses”, ISBN No. 978-81-32-6-1

### **Sanghamitra Shom**

A study on job satisfaction of the Teachers of the institution for the Hearing Impaired Children(M.Phil Degree Awarded)

### **Md. Hediattullah Sardar**

Relationship of Socio-economic status, creativity and academic achievement of students at secondary level of education(Registered in M.Phil Dissertation)

### **Chayanika Dutta**

A Study of the Adult and continuing system of Education in the Universities of W.B.( M.Phil Degree Awarded)

### **Department-Pols. Sc.**

#### **Anandita Biswas**

Degree

SOCIAL, ECONOMIC AND POLITICAL DIMENSION OF SRI JAGANNATHA TEMPLE(M. Phil. Degree Awarded)

GORKHALAND MOVEMENT:A STUDY IN THE POLITICS OF ETHNONATIONALISM(Registered for Ph. D)

#### **PAPERS PUBLISHED**

“Rape:A Political Weapon, Contravening Development of Women”

“Relevance of Swami Vivekananda in Today’s Conflict-Ridden World”



Politics of Culture and Politics of Recognition  
“What Transformation is it Anyway?”, published in “Transformation of  
Women: Interrogating the Discourses”, ISBN No. 978-81-32-6-1

**Mithu Nandy**

Degree

“DIFFERENCE BETWEEN EMPLOYED WOMEN AND HOUSEWIVES  
REGARDING POWER AND CONTROL OVER FAMILY AND SOCIETY  
AT LARGE”( M.PHIL AWARDED: 2011)

**SOBHONA MUKHOPADHYAY**

Publication

- a) BHAROT-THAI SANSKRITIK SOMPORKER KOEKTI DIK
- b) “DHORMER BONDHONE BHAROT O THAILAND”
- c) BHAROTIO BHASAR SONGE THAI BHASAR SADRISSE

**ARIJIT CHOWDHURY**

Degree

Samajik nay o John Rawls. 2011..ISSN number 2231-315X(M.PHIL  
AWARDED:2015)

Publication

- Ranitik Jogagog. 2012 ISSN number 2231-315X.  
Bishayan o Bharater Rajniti .2015. ISSN number 231-315X  
Khela Rajniti o Sachin..ekrajnitik bislasan, ISSN number 231-315X  
Dharma Sampraday o Rajniti:Tulanamulak Alochanay Chaitanya andalan o  
Ramakrisna Andalan.  
Feminist Subversion In Indian Local Tradition.

**Department : Sanskrit**

**Provas Mondal**

Barnashramabhittika Samajavyavasthaya Garhasthyashrmera Shreshththatva  
Pratipadana: Dharmashastrabhittika Ekati Samiksha  
(Establishing the superiority of House Holder Life in Cast Based Society: A  
*Dharmasastra* based Study)

**Sebika Nag**

**Ūnavimsasatake vangiya-vedanta-bhasyanam paryaveksanam  
(M.phil Degree Awarded-2012)**

**b) Vedante Abhinavapranavavada- Samiksanam(Ph.D registration:  
August, 2014 )**

Publications:

**Saktibhasye vivartavadasya samiksanam (published at Our  
Heritage, vol.XLII)**

**Dr. Kajal Dey**

Degree



**a) Pramanas in Samkhya-Yoga and Nyaya-Vaisesika(Ph.D  
Awarded- 1999)**

Publication:

**Sri Sri Caitanya-candrodaya-natakam of Kavi Karnapura(to be  
published from The Asiatic Society , Kolkata)  
Ecological Imbalance – a threat to life : Remedial approach in  
Jainism(published at the felicitation vol.-2 Entitled Dimensions of  
Buddhism & Jainism)**

**Department : History**

**Jayanta Kumar Baidya**

Degree:

“KautilyerArthashastreNoitikotarMullayon”( M.Phil Awarded,2002)

Publications:

“KautilyerArthashastreNoitikotarMullayon” ,SamakalinBiswerIthihas’ 2012  
(Pearson Education), ISBN-9788131771839

“AdhunikJuger Chin o Japan”2012, (Pearson), ISBN-9788131771846

“MadhyajugerEuropoer Itibritta”2012(Pearson), ISBN 9788131771822

**Debjani Biswas**

Degree:

Breaking Barriers- Empowerment of Bengalee Muslim Women- A Case  
Study of Zohra Begum Kazi”(M. Phil. Awarded)

Publication:

Unish Shatakiya Samaj-Sanskar Andolane Pandit Gourishankar Tarkabagish  
O Sambad Bhaskar Patrika, Itihas Anusandhan- 25, 9788191087413

‘Itihase Upekshita: BingshaShatabdirPrathamardheBangali Muslim Narir  
Jagaraner Parba, ItihasAnusandhan- 26, 9788191087420

“Daktar Zohra Begum Kazi: BishShatakerBangali Muslim  
NarirKshamatayanerAnyatamoPathikrit”, ItihasAnusandhan- 27 ,  
9788191087437

“BinodiniNilkanth (1907-1987): Tar Jiban O Drishtibhongi”,  
ItihasAnusandhan- 28, 9788191087444

**Susmita Mondal Biswas**

Degree:

“Palki o Meyera Itihaser Prekhkhite”(M.Phil Awarded)

**Somshukla Chakraborty**

Publication:



“Gender Roles & Sexuality: Women’s Question In the Indian Biopic Mary Kom”, published in “Transformation of Women: Interrogating the Discourses”, ISBN No. 978-81-32-6-1

### **Merina Khatun**

Publication:

“Ganotontro o bortomanobostha”, ‘Muktochinta o naribishoyok Gobeshonamulok Patrika’, 23957883

“Islameritihasher Prekkhapoteekti Prosongo Alochona”, “Bulbul Potrika”

9. Teachers are granted leave for academic activities outside the campus. They are assisted in terms of printing, publishing etc of their academic materials.
10. Assessment and evaluations of teachers are made both in formal and informal ways:-
  - a. Reports are taken directly from the students on occasional visits to class rooms
  - b. Reports are taken from the HODs about the effectiveness of individual departmental colleagues.
  - c. Obtaining formal suggestions and complaints from the students.
  - d. Evaluations by students through questioner method.

### **2.5. Evaluations process and Reforms**

1. The process of assessment and evaluation of students’ performance is clearly stated in the academic calendars so that all the stakeholders are aware of this from the very beginning.
2. At the induction meeting with the newly admitted students, the evaluation process and ways of better performance are discussed.
3. A two-day UGC sponsored workshop cum seminar was conducted by the college on “Introduction of semester system at degree level” with a view to initiate reform in the examination and evaluation system.
4. Regarding the conduct of internal examinations consisting of mid-term test and selection test, the college adheres to the schedule mentioned in the academic calendar. This college is used as the examinations centre for all the degree level examinations of BA/B.Sc/B.Com, Part-I, Part-II,





part-III conducted by the university and the college discharges its responsibility properly.

5. Most of the faculties act as the examiners, head examiners, coordinator and scrutinier. Some of them are entrusted with the task of question setting and moderating. Teachers are punctual in performing evaluation related activities helping the university in timely publication of result.
6. College maintains transparency in the evaluation process both for internal and external examinations. There are provisions for redressal of grievances pertaining to examinations and evaluations.

For internal examinations students are handed over examined answer scripts for self inspections. Any query or grievance is addressed quickly. This helps them in better preparations for final examinations.

In case of final examinations conducted by the university there is provision for review of answer scripts and even to get a copy of the examined answer scripts under RTI Act.

7. Use of technology in the examinations, assessment and evaluation process is being introduced gradually at a fast rate.

Overall evaluation process both at the internal and external examinations are transparent reliable and dependable. The system is sufficiently backed by grievance-redressal provisions. Reforms are introduced and implemented from time to time.

## **2.6 Student performance and learning outcomes**

1. The whole process of teaching, learning and evaluation is guided by the concept of empowerment of students for better performance. With this end in view, intended learning outcomes are communicated to the students and the teachers at the inductions meeting and on other occasions of orientations.
2. Intended learning outcomes are:-
  - a) Securing a graduate degree
  - b) Enhancing the intellectual process of thinking & acting.
  - c) Increasing the ability to overcome personal, family and social problems



- d) Inculcating the sense of logic and reasons
- e) Imbibing the sense of nationalism and nation building
- f) Enhancing competence and competitiveness in the job market to use learning as a source of earning etc.

3. Overall performance of students in the final examination conducted by the University during the period of 3 years degree course taking Part-I, Part-II and Part-III together during last 4 (four) years is presented below:-

Session	Examination	Appeared	Passed	Overall Percentage
2012-2013	Part-I	1323	964	79%
	Part-II	706	638	
	Part-III	497	390	
<b>Total</b>		<b>2526</b>	<b>1992</b>	
2013-2014	Part-I	1123	825	71%
	Part-II	788	500	
	Part-III	518	388	
<b>Total</b>		<b>2429</b>	<b>1713</b>	
2014-2015	Part-I	1637	1124	74%
	Part-II	1027	863	
	Part-III	714	509	
<b>Total</b>		<b>3378</b>	<b>2496</b>	
2015-2016	Part-I	175*	107	73%
	Part-II	1134	901	
	Part-III	695	458	
<b>Total</b>		<b>2004</b>	<b>1466</b>	

\* Only B.A./ B.Sc. (Honours) Students, result of Part-I examination for other students yet to publish.

4. Progress and performance of the college students during the three years duration of the course at the part-I, Part-II and part-III examinations for different programmes for last 4 (four) years are enumerated in the following table:-

Programs	Examination	Percentage of Success (%)			
		2012-2013	2013-2014	2014-2015	2015-2016
B.Com.	Part-I	70	60	69	Not yet



(H+G)					published
	Part-II	96	85	96	91
	Part-III	71	46	54	44
Bengali (H)	Part-I	46	62	75	69
	Part-II	71	100	100	78
	Part-III	90	100	97	100
English(H)	Part-I	38	32	56	67
	Part-II	100	82	100	100
	Part-III	94	100	100	92
Education (H)	Part-I	32	83	80	46
	Part-II	100	91	87	88
	Part-III	100	100	90	100
History (H)	Part-I	48	73	72	75
	Part-II	100	90	81	91
	Part-III	100	-	100	100
Political Science (H)	Part-I	40	38	71	40
	Part-II	100	75	67	70
	Part-III	100	71	100	100
Bengali (G)	Part-I	64	20	86	Not yet published
	Part-II	76	35	79	69
	Part-III	97	93	97	83
English (G)	Part-I	14	17	7	Not yet published
	Part-II	89	-	19	40
	Part-III	96	84	67	94
Education (G)	Part-I	92	75	73	Not yet published
	Part-II	97	43	85	82
	Part-III	85	90	84	81
History (G)	Part-I	93	60	70	Not yet published
	Part-II	94	43	90	85
	Part-III	84	58	87	65
Political Science (G)	Part-I	87	80	69	Not yet published
	Part-II	84	68	87	81
	Part-III	61	95	87	76
Sanskrit (G)	Part-I	72	5	75	Not yet published
	Part-II	100	88	78	69
	Part-III	-	91	40	67
Economics	Part-I	10	50	20	Not yet



(G)					published
	Part-II	60	50	30	33
	Part-III	50	67	25	80
Computer Sc. (H)	Part-I	36	NIL	67	60
	Part-II	NIL	50	100	33
	Part-III	50	-	100	80
Computer Application Major	Part-I	100	NIL	50	75
	Part-II	100	60	-	100
	Part-III	100	100	33	-
Physics (G)	Part-I	NIL	27	42	Not yet published
	Part-II	100	25	60	43
	Part-III	-	100	-	100
Mathematics (G)	Part-I	8	43	50	Not yet published
	Part-II	83	40	20	0
	Part-III	33	100	100	75
Computer Science (G)	Part-I	-	33	-	Not yet published
	Part-II	100	-	100	-
	Part-III	50	100	100	60
Physics (H)	Part-I				30
	Part-II				NA
	Part-III				NA
Mathematics (H)	Part-I				50
	Part-II				NA
	Part-III				NA

- For overall improvement of the students, add-on courses are conducted for skill development. Co-curricular and extracurricular activities are performed to inculcate the sense of good citizenship.
- To monitor and ensure the achievement of learning outcome, data on students performance are analysed, areas of weaknesses are identified and necessary measures are adopted.

To enhance student learning, ICTs are deployed with financial assistance from UGC. Digital class room, class room with PA systems, portable microphone, projector, desktop & laptop computers are installed. This has the effect of motivating the students to the learning process



### **CRITERION III – Research, Consultancy and Extension**

**“For every lock, there is someone out there trying to pick it or break in.” – David Bernstein**

#### **3.1 Promotion of Research:-**

1. The policy of the college is to encourage research activities and promote business, development and social science projects amongst its employees and students.
2. Subscription to research grade journals, linkage with e-resource, and installation of ICT related equipments are helpful to the research scholars in carrying out their activities.
3. A good number of young teachers are actively engaged in research projects specially to acquire higher degrees. They are granted permission for attending seminar, conference, workshop etc. Leave with full pay is allowed. In some cases delegate fees are borne by the college.

Table showing M.Phil / Ph.D/ other research work of the faculty for last four years:

<b>Name of Degree/ Research</b>	<b>Number</b>
M. Phil(Awarded/Registered)	17
Ph.D (Awarded / Registered)	10
MRP( Registered)	1
Other Research	NIL

4. To promote capacity building and imbibe research culture among the students and the staffs the college has organised training programs, workshops and seminars. A brief account of the same is given below:-
  - a) One-day Entrepreneurship Development Program held on 16<sup>th</sup> December, 2005 in collaboration with FOSMI (Federation of Small & Medium Industries).



- b) A Career cum Education Fair was organised in the college premises in 2005.



- c) One-day UGC sponsored seminar on “Environment & Sustainability of Development” organised by the college at Ramakrishna Mission, Golpark, Kolkata on 22.03.2007.
- d) UGC sponsored two-day state-level seminar on “Introduction of Semester System at Degree Level” held in the college premises on 27<sup>th</sup> and 28<sup>th</sup> March, 2008.



- e) Short-term training programs on application of Tally software, mobile repairing for capacity building of students.
  - f) One-day UGC sponsored national level seminar on “Transformation of Women: Interrogating the Discourses” organised by the college in collaboration with Khudiram Bose central College in college premises on 16.01.2015.
5. Teachers are granted maximum autonomy in the utilization of funds sanctioned by UGC or any other agency for research and development activities. Necessary institutional support is provided for documentation, preparation of utilization certificate etc.
  6. On completion of research project or awarding of M.Phil./ Ph.D. degrees, the topic is discussed and felicitation given by the Teachers’ Council. Academic achievement is recognised by the Governing Body by way of resolution appreciating the performance. These initiatives act as motivation and incentive to the students and the staff for undertaking and completing research projects.

### 3.2 Resource Mobilisation for Research

1. Applications for financial grant from UGC or any other agency for Minor or Major Research Projects by the teachers are encouraged and promptly forwarded.
2. Necessary financial and other assistance are provided for completing project work of 100 marks for the final year students of B.Com. (Honours). Academic and administrative support are provided to all the final year students of B.A./ B.Sc./ B.Com. to complete the project work of 50 marks in their examination system.
3. Details of ongoing and completed projects and grants secured by faculties during the last four years are given below:-

Name of the Project	Title of the project	Name of the Funding Agency	Total Grant		Amount Utilized
			Sanctioned	Received	
Minor Research Project Duration 2012-2015	State of the art report on the trend of implementation of paper standards	UGC	1,34,000/-	1,34,000/-	1,34,000/-  (Completion report and UC submitted)





	towards paper preservation. Its utility in academic libraries.				
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### 3.3 Research Facilities:-

1. Teachers and students are supported in their research activities by subscribing research journals, e-resources and other academic materials conducive for research.
2. Computers, laptops, internet connections are provided to be used for research related activities.
3. Institutional membership of research grade libraries and educational resource centers both online and offline are helpful to research scholars.
4. It is the strategy of the college to acquire research level infrastructure on the basis of requisition from the existing research scholars and gradually it will take the shape of research centre in due course.

### 3.4 Research Publication and Awards:-

1. The teaching staff is involved in research and development activities as evident from the award of M.Phil., Ph.D. degrees and publications in journals and magazines.
2. Inputs from empirical study and survey by the faculties have contributed to improved community service and social development.
3. Faculty participation / presentation of papers in seminars/conferences and publications during last 4 years:

No. of faculty Participating in seminars :	45
No. of faculty Presenting papers:	20
Total no. of Faculty publication:	77



4. Details of publications by the faculties are given below:-

- a) Publication of research standard articles – 16.
- b) No. of publications in peer reviewed journals – 10.
- c) Chapter of books – 23.
- d) Books with ISBN number – 3.
- e) College magazine – 10.
- f) Seminar publications – 15.

5. Teachers are given incentives in terms of recognition and appreciations for research awards and publications motivating others to involve in the process.

### 3.5 Consultancy:-

1. College has a functional Career Counseling cell. It provides counseling and consultancy services to students and the young members of the staff in matters of research, education and employment.
2. For establishing institute-industry interface – workshop, conferences are organised occasionally. For example - students are benefited by FOSMI in preparing DPR for entrepreneurship development and obtaining soft loan from UBI.

### 3.6 Extension activities and Institutional Social Responsibility (ISR)

1. Sir Gurudas Mahavidyalaya is probably the only college located deep inside the slum area within the city of Kolkata. Surroundings and student profile are conducive to undertake extension and outreach programs. The college is well aware of its social responsibilities towards nation building.
2. College utilizes this opportunity of discharging Institutional Social Responsibility (ISR) to the maximum possible extent. Participation of students, teachers, non-teaching staff and the support of local people are encouraging and highly commendable as is reflected in the various extension and outreach programs and performances.
3. Various programs are set and implemented with the aim of establishing a strong neighbourhood linkage in this sensitive residential area. This has helped the college in creating a trouble-free, peaceful academic ambience. College is completely free from any disturbance from outside or within and political interference is almost non-existent.
4. List of major extension and out-reach programmes conducted by the college during last 4 years is given below:-



Year	Programmes	Participants	Performance	Outcome
2012-2013	Baise Sraban 07.08.12	Students, Teachers, Non teaching staff and Local People	Rabindra Smaran and Tree Plantation	Students got enriched with the ideology of Tagore
	Independence Day 15.08.2012	Students, Teachers, Non teaching staff and Local People	Flag Hoisting speeches by eminent personalities on National freedom fighter	Instillation of patriotic and Nationalistic awareness among pupils
	Blood Donation Camp	Students, Teachers, Non teaching staff and Local People	Blood donation and speeches by local personalities and college Principal	Students got enriched with the ideology of <b>DONATE BLOOD SAVE LIFE</b>
	Vigyan Jyoti Rally. 22.01.2013	Students, Teachers	Rally from CU to Sealdah Station	Knowledge Dissemination about Scientific projects and vision
	Netaji Birthday 23.01.2013	Students, Teachers, Non-teaching staff	Flag Hoisting, Speech on INA	Awareness about Azad Hind Fauz
	Rabindra Jayanti 09.05.2013	Students, Teachers Non teaching staff and Local Slum Children	Cultural Programs	Speeding the message of cultural cohesion
	Observance of Anti Drug Abuse Day 26.06.2013	Students, Teachers	Programme officer organized rallies along with 25 students	Awareness about anti drug programme



Year	Programmes	Participants	Performance	Outcome
2013-2014	Baise Sraban 08.08.13	Students, Teachers, Non teaching staff and Local People	Rabindra Smaran and Tree Plantation	Students got enriched with the ideology of Tagore
	Independence Day 15.08.2013	Students, Teachers, Non teaching staff and Local People	Flag Hoisting speeches by eminent personalities on National freedom fighter	Instillation of patriotic and Nationalistic awareness among pupils
	Blood Donation Camp	Students, Teachers, Non teaching staff and Local People	Blood donation and speeches by local personalities and college Principal	Students got enriched with the ideology of <b>DONATE BLOOD SAVE LIFE</b>
	World Environment Day 05.06.2013	Students, Teachers	Plantation of trees	Spreading the message of plantation of trees and green environment
	Communal Harmony Week 19.11.2013 – 25.11.2013	Students, Teachers, Non teaching staff and Local People	Quiz Competition, Essay competition, Extempore, Speeches by distinguish guest	Knowledge Dissemination about communal harmony
	World Aids Day 01.12.2013	Students, Teachers, Non teaching staff and Local People	Special awareness Programme organised by State Govt. and participated	Awareness



			by our students	
	Seminar on Music Therapy 23.12.2013	Students, Teachers, Non teaching staff and Local People	Speech delivered by eminent therapist	Students made aware about importance of music
	Netaji Birthday 23.01.2014	Students, Teachers, Non-teaching staff	Flag Hoisting, Speech on INA	Awareness about Azad Hind Fauz
	Rajib Gandhi Khel Abhijan	Students	Teachers along with 50 students rallied from CU Centenary Hall to Swamijis birth Place	Awareness about importance of sports
	Rabindra Jayanti 09.05.2014	Students, Teachers Non teaching staff and Local Slum Children	Cultural Programs	Speeding the message of cultural cohesion

Year	Programmes	Participants	Performance	Outcome
2014-2015	Bon Mahatsav 07.07.2014 – 14.07.2014	Students, Teachers, Non teaching staff and Local People	Tree Plantation	Students got enriched with the ideology of Green environment
	Independence Day 15.08.2014	Students, Teachers, Non teaching staff and Local People	Flag Hoisting speeches by eminent personalities on National freedom fighter	Instillation of patriotic and Nationalistic awareness among pupils
	Blood Donation Camp	Students, Teachers, Non teaching staff	Blood donation and speeches by	Students got enriched with the ideology of



		and Local People	local personalities and college Principal	<b>DONATE BLOOD SAVE LIFE</b>
Swachcha Bharat Abhijan 31.10.2014	Students, Teachers, Non teaching staff and Local People	Cleanliness	Spreading the message of Hygiene and cleanliness	
Communal Harmony Week 19.11.2014 – 25.11.2014	Students, Teachers, Non teaching staff and Local People	Quiz Competition, Essay competition, Extempore, Speeches by distinguish guest	Knowledge Dissemination about communal harmony	
Vivekananda Birth Anniversary 12.01.2015	Students, Teachers, Non teaching staff and Local People	Quiz Competition, Essay competition, Extempore, Speeches by distinguish guest and sweet distribution	Spreading the ideology of Swamiji	
Survey of the slum area 19.03.2015	Students	Identifying the local problems of the local peoples	Students made aware about importance of social work	
Netaji Birthday 23.01.2015	Students, Teachers, Non-teaching staff	Flag Hoisting, Speech on INA	Awareness about Azad Hind Fauz	
Library awareness among the socio economically backward children of muraripukur area	Students, Teachers, Non teaching staff and Local People	Library awareness rally	Awareness about importance of books	



	Rabindra Jayanti 08.05.2015	Students, Teachers Non teaching staff and Local Slum Children	Cultural Programs	Speeding the message of cultural progamme

Year	Programmes	Participants	Performance	Outcome
2015- 2016	Blood Donation Camp 09.09.2015	Students, Teachers, Non teaching staff and Local People	Blood donation and speeches by local personalities and college Principal	Students got enriched with the ideology of <b>DONATE BLOOD SAVE LIFE</b>
	Independence Day 15.08.2015	Students, Teachers, Non teaching staff and Local People	Flag Hoisting speeches by eminent personalities on National freedom fighter	Instillation of patriotic and Nationalistic awareness among pupils
	Communal Harmony Week 19.11.2015 – 25.11.2015	Students, Teachers, Non teaching staff and Local People	Quiz Competition, Essay competition, Extempore, Speeches by distinguish guest	Knowledge Dissemination about communal harmony



## **Blood Donation Camp - 2015**



**Principal with slum children in coaching class**





**Bono Mohoutsav**

**1st Prize at state level 'Parle Dance Competition'**



**Communal Harmony Week - 2015**



Notes:-

- a) College extends financial assistance for organizing the programmes. Infrastructures like micro-phone, projectors, laptops etc. are extensively used in these activities.
  - b) Teachers, non-teaching staff and even students are generous in providing financial help for this purpose.
  - c) College grants recoverable advances to the organizers pending release of fund by the funding agencies like University, Govt. etc.
5. Functioning of NSS units of the college have earned a lot of recognition for the college. This is reflected in the fact that the university has granted permission for establishment of the 2<sup>nd</sup> Unit of NSS from the year 2013.
6. Plans, programmes, execution and performance of NSS during last 4 years are described below:-

YEAR	PROGRAMMES	DURATION	PERFORAMANCE
2012-13	Baishe Sraban	07-08-2012	Cultural programme by NSS volunteers with participation of local children, tree plantation
	Bon Srijan and Awareness	06-06-12 - 13-06-12	Awareness campaign "Gachch Lagan Pran Banchan"
	N.S.S. Day	24-09-12 - 01-10-12	Sports activities, awards given by the sports minister , orientation and area cleaning by NSS volunteers
	Observance of anti-drug abuse Day	26-06-2013	Rallies organized with 25 volunteers.
	NSS Camp	19-01-13 – 25-01-13	1. Slum survey with NSS volunteers -19-01-2013 2. Seminar on Public Health - 21-01-2013 3. Seminar on role of Women in our



			Society -22-01-2013
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YEAR	PROGRAMMES	DURATION	PERFORMAMANCE
2013-14	Special Camp “Vivek Chetana”	27-01-14 – 02-02-14	<ol style="list-style-type: none"> <li>1. Slum survey on Population</li> <li>2. Awareness programme on “Discipline and Decorum’</li> <li>3. Awareness programme on ‘Don’t Waste Water’</li> <li>4. Slum survey on “Health and Hygiene”</li> <li>5. Cultural programme by Volunteers and local Children.</li> <li>6. Seminar on “Vivekananda”</li> </ol>
	World Environment Day	05-06-2013	The programme officer participated in the awareness campaign along with 50 volunteers.
	Communal Harmony Week	19-11-13 – 25-11-13	Quiz competition, Essay Competition, Extempore, distribution of Communal Harmony stickers and awareness rally.
	World Aids Day	01-12-2013	Special awareness programme organised by State Govt. and participated by our students

YEAR	PROGRAMMES	DURATION	PERFORMAMANCE
2014-15	Bon Mahatsav	07-07-14 – 14-07-14	Tree plantation
	Independence Day	15-08-2014	Flag hoisting, speech delivered by the principal, cultural performance by local children, sweet distribution.
	Swachha Bharat Aviyan	31-10-2015	<ol style="list-style-type: none"> <li>1. Survey of slum area - 19-03-2015</li> <li>2. Seminar on social and environmental</li> </ol>



			awareness by Samir Banerjee -19-03-2015 3. Library Awareness campaign among the socio-economic ally backward children of Murari pukur Area – 21-03-2015 4. Drawing and cultural programme with the people of the adopted slums – 22-03-2015
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YEAR	PROGRAMMES	DURATION	PERFORAMANCE
2015-16	Blood Donation Camp		
	Independence Day	15-08-2015	Flag Hoisting, cultural programme with the participation of local people.
	Cultural Harmony Week	19-11-15 – 24-11-15	Awareness campaign, rally, fund collection.

Notes:-

- a) In the previous occasions a free coaching centre for school children of the slum area was organised by NSS volunteers.
- b) NSS volunteers in uniform assisting the local authority to defuse the fire at Baguihati and Rail colony located near the college.



**Fire service staff assisted by NSS Volunteers**

- c) NSS volunteers participate, in traffic control activities, ‘Nirmal Bangla’ and ‘Swach-Bharat Abhiyan’.



**Cleanliness drive by NSS Volunteers 2015**

- d) Slum survey conducted by NSS Unit of the college every year.



### **Slum Survey by NSS Volunteers - 2014**

7. Organizers and volunteers have to conduct door to door visit in extension and outreach activities. To avoid law and order problem and to create a positive perception representatives from local police, councilor, MLA and the local clubs are included in different committees. This is helpful in reaching out to the community and encourages their participation.
  
8. The college has received a lot of recognition, appreciation and awards from different bodies for its extension and outreach programmes. This has encouraged the college to discharge its ISR with more strength and energy.

Details of the recognitions and rewards conferred upon the college with reference to its ISR performance during last 4 years are given in below:

2012-13

- Best NSS Volunteer award – Sri Monojit Mondal -2012
- Best Special Camp award 2013.



2013-14

- College was selected as head quarter of North-East NSS District comprising 10 colleges under Calcutta University.
- Best Programme Officer of NSS with convocation prize
- Best NSS unit under Calcutta University for three consecutive years - 2012, 2013, 2014.

2014-15

- Best NSS Programme Officer at University level – Prof. Hasi Mukhopadhyay- 2015
- Best Programme Officer at State level – Prof. Hasi Mukhopadhyay - 2014

2015-16

- Representation of NSS Unit in National Integration Camp-2015 at Mumbai University.
9. Conclusion: - Plans, programmes, functions and performance of the college with respect to its ISR are commendable and contributive to community development. The college solicits necessary recognition and guidance in this respect from NAAC peer team.

### **3.7 Collaborations**

1. Scope of the college to collaborate with training institutes and neighbouring colleges for imparting training and supplementing the need for better library, laboratory and teaching is utilized as and when available.
2. As the science stream is at the growing stage, any time gap between the creation of laboratory infrastructure and immediate demand of the students is overcome by taking necessary help from the neighbouring colleges.
3. A MOU has been signed with IIJT, a computer training institute for introducing certificate course, diploma course and advance diploma course in “Computer Hardware and Networking”.
4. There have been understanding with WIPROW and TCS for students’ placement and they have conducted campus interview as recruitment



drive and campus training as part of their corporate social responsibility occasionally.

5. There is need and scope for review of the impact of understanding, collaboration and the MOU that has been signed.





## **CRITERION IV: Infrastructure and Learning Resources**

**“The technology itself is not transformative. It’s the school, the pedagogy, that is transformative.” – Tanya Byron.**

### **4.1 Physical Facilities**

1. The college is guided by the policy of equilibrium between demand and supply of infrastructure ensuring optimum utilization of resources for effective and quality teaching and learning. This policy implementation is evident from the fact that creation and enhancement of infrastructure took place keeping pace with the introduction of new subjects, increase in student enrollment & faculty strength and better performance with improved result.
2. Facilities available for curricular, co-curricular and extra-curricular activities of the college are housed in the 4-storied new college building constructed on own land within the Kolkata main city area. The college premises consists of a total of 32 rooms in the main building in addition to one room for night guard, one for students’ union, one for pump and generator and another temporary structure for canteen.

Details of the facilities and their location are given below:-

#### **Ground Floor**

Room no. 1 – carpet area – 800 sq.ft. – main library room for stacking and management.

Room no. 2 – carpet area – 700 sq.ft. – reading room.

Room no. 3 – carpet area – 300 sq.ft. – Class room.

Room no. 4 – carpet area – 300 sq.ft. – Class room.

Room no.5 – carpet area – 700 sq.ft. – newly created office and administrative space fitted with modular furniture. It consists of 4 enclosed chamber and 6 open cubicals. Each portion is provided with computer, scanner, printer etc. Necessary internet connections are provided. Xerox machine and other office equipments are installed. Seating arrangement for Group-D staffs is created in the office.

Room no. 6 – carpet area – 800 sq.ft. –boys common room with provision for indoor games.

#### **First Floor**



Room no. 7 – carpet area – 800 sq.ft. – Class room.  
Room no. 8 – carpet area – 700 sq.ft. – Class room.  
Room no. 9 – carpet area – 300 sq.ft. – Principal’s room fitted with CCTV, computer with Internet Connection, Xerox machine, Fax, EPABX, Telephone etc.

Room no. 10 – carpet area – 300 sq.ft. – Computer Hardware laboratory.  
Room no. 11 – carpet area – 300 sq.ft. – used both as class-room and examination control room.

Room no. 12 – carpet area – 700 sq.ft. – Professors’ Lounge.  
Room no. 13 – carpet area – 700 sq.ft. – Digital class room fitted with ceiling mount projector, electronic screen, PA system.

Room no. 14 – carpet area – 800 sq.ft. – class-room fitted with PA system.

### **Second Floor**

Room no. 15 – carpet area – 800 sq.ft. – Class room.  
Room no. 16 – carpet area – 700 sq.ft. – Digital class room with wall-mount projector, screen, virtual board etc.

Note:- Partition with hard-board to use room 15 and 16 as auditorium.

Room no. 17 – carpet area – 300 sq.ft. – Ladies’ common room with attached bath-room. Indoor game facilities are provided. This space is used once a week for providing medical services and also for storing NSS materials.

Room no. 18 – carpet area – 300 sq.ft. – Class room.  
Room no. 19 – carpet area – 300 sq.ft. – Class room.  
Room no. 20 – carpet area – 300 sq.ft. – Class room.  
Room no. 21 – carpet area – 300 sq.ft. – space for study centres of Netaji Subhas Open University and Kalyani University. This room is occasionally used for taking class with small number of students.

Room no. 22 – carpet area – 700 sq.ft. – Class room.  
Room no. 23 – carpet area – 800 sq.ft. – class room with PA system.

### **Third Floor**

Room no. 24 – carpet area – 900 sq.ft. – Physics laboratory with apparatus and dark room.



Room no. 25 – carpet area – 800 sq.ft. – Physics laboratory with apparatus and provision for taking classes.

Room no. 26 – carpet area – 300 sq.ft. – Class room. (proposed Chemistry Laboratory)

Room no. 27 – carpet area – 300 sq.ft. – Class room.

Room no. 28 – carpet area – 300 sq.ft. – Class room.

Room no. 29 – carpet area – 300 sq.ft. – Class room.

Room no. 30 – carpet area – 300 sq.ft. – Class room.

Room no. 31 – carpet area – 800 sq.ft. – Computer software cum hardware laboratory with computers, electrical and electronic fittings etc.

Room No. 32 – carpet area – 900 sq. ft. – Class room.

3. Performance of two units of NSS is appreciable. Separate indoor game facilities are provided for gents and ladies. Nearby playground of Kolkata Police is used for outdoor game practice.
4. Construction of college building took place in phases in line with expansion of academic arena. High/low bench, chair, table, black/white/green boards and other furniture, fixtures and equipments are created in conformity with need, due to academic growth.

Except a few almirahs, all the infrastructures are created after the shifting of the college to its own premises on 06.01.2001. List of academic and office furniture, equipments and tools created and installed are given in the following table:-

Table

Sl. No.	Descriptions of Items	Quantity
1	Wooden High Bench of 9 ft., 8 ft. and 6 ft lengths	305
2	Wooden Low bench 9 ft., 8 ft. and 6 ft lengths	319
3	Wooden Chair cum Table for auditorium and classrooms	85
4	Wooden Arm and Armless chairs	54
5	Wooden Table	52
6	Wooden Tool	16
7	Physics Laboratory Table	10
8	Almirahs (Excluding Library)	27
9	Blackboard/ White-Board	30
10	Fans	163



11	Tube-lights	210
12	Generator- Kirlosker Bliss – 62.5 KVA	1
13	Generator – Kirlosker Manual – 7.5 KVA	1
14	Pump Machine	2
15	Colour Xerox – Panasonic	1
16	Xerox Machine	3
17	Wall fixing Table	3

5. Rails, ramps and toilets for differently abled students are created to enable their access to infrastructural facilities. Members of the staff and students community are always found ready to assist them.
6. A duly qualified doctor attends the college for one-day per week for providing medical assistance to students and staffs. The doctor is also available on emergency call. In case of necessity, students and staffs are sent to nearby hospitals or medical centers for emergency medical treatment. The college is a member of Students' Health Home located not far from the college. Every student is entitled to medical facilities in this renowned medical centre created exclusively for the students community. List of qualified doctors engaged by the college during last several years:-
  - a) Dr. Chayon Roy, MBBS-Cal, from 2008-2011.
  - b) Dr. Arunansu Dhole, MBBS-Cal, DNB, MRCS, from 2011-2013.
  - c) Dr. Wasim Zafar, MBBS-Cal, from 2013- till the date.
7. Common facilities available on the college campus are:-
  - a) Separate space with almirah, laptop, computer etc. for IQAC.
  - b) Grievance redressal cell is functioning effectively.
  - c) Career-counseling cell exists under the supervision of a substantive teacher.
  - d) Health centre exists in room no. 17.
  - e) Canteen facility is accommodated in a temporary structure.
  - f) Floor-wise provision for safe drinking water with aqua-guards and water cooling machines are arranged.

Although it is an old college established in 1968, all its infrastructures along with the college building are created, constructed and installed in phases after the shifting of the college at its own building in 2001.



## 4.2 Library as a learning resource

The main objective is to analyze and highlight the library collection/resources, services, technicalities, technological inclusions, budgets, manpower and user from 2012-13 in details and up to 2015-2016 as per the data permits.

An academic library renders to the academic pursuits in totality of the quantitative and qualitative requirements in the present intellectual and technological dynamics of the era.

With emphasis on the statistical survey of the library infrastructure and activities, the quantitative and qualitative analysis and study of the institutional library is done to reflect its scope as an essential part of curriculum and a learning resource. A comparative study of the library has been done considering the last 4 years. A picture of library development is given from. **2012-13 to 2015-16.**

To assess the functioning of the library, documentary/primary sources of information such as official records, statistics from registers of the institution etc. have been explored and utilized.

### 1. LIBRARY ADVSORY COMMTEE:

Composition:

- President
- Principal(Secretary)
- Librarian(Convener)
- Members : HODs of respective department.
- Co-ordinator of IQAC Cell.
- Head clerk.

### 2. General Information about the library:

TOTAL AREA OF THE LIBRARY:

The Central Library is located at the ground floor in room no. 1of approx 800sq.ft.

TOTAL SEATING CAPACITY:

The reading section is having a seating capacity of 15 readers at a time. A separate reading arrangement for faculty was also available up-to 2014.Now the stack area has been extended instead. There is a proposal to widen the reading area in the annex room no. 2 of about 700 sq. ft. with provisions for separate arrangement for teachers and students.



### **Working Hours:**

- On working Days: The library remains open from 10:30a.m. to 5.00 p.m. from Monday to Friday and from 10.30 a.m. to 1.30 p.m. on Saturdays.
- On holidays: library remains closed for the security of the books and facilities.
- Before Examination days: maximum up to 5.00 pm. on all working days.
- During Examination: Remains open from 10:30a.m. to 5.00 p.m. from Monday to Friday and from 10.30 a.m. to 1.30 p.m. on Saturdays.
- During vacation: Remains open (Summer Recess).
- On Sundays remains open up to 2.00 pm.(KU-DODL)

### **LAYOUT OF THE LIBRARY:**

#### **Infrastructure:**

Library room is divided into two broader areas: STACK and READNG/USER ACCESS ZONE.

#### **Stack area :**

The stack area is divided into general stack containing textbooks and reference material along with processing table. User access is restricted in the general stacks .

#### **Reading area:**

The reading section has the facility of reading and access to journals as well as reference books.

- The library has a separate cupboard for remedial coaching.
- A separate cupboard assigned for books under “UGC-Entry in Services” Scheme.
- Display section for new arrivals and magazines.
- Newspaper section is near the entrance of the library.
- No separate Room for the Librarian is there in the library.
- Circulation section for issue and return of the library resources.
- Automation work-station is along with the reading area.



It was fully open access library till mid 2015. Year 2014-2015 onwards we are now moving to closed access system for lending.

However the reading section has copies of titles on display for reading for each title at the general stack. A reference section is having a stock of books for secondary sources of information and works of literary enhancement by eminent authors are displayed.

The Central library is having the following infrastructural requirements. The extent of computerized services in such an infrastructural layout is represented in a tabular form.

**Extent of Computerization in the Central Library:**

<b>Infrastructure</b>	<b>Availability</b>	<b>Extent of Computerisation</b>
<b>Property Counter</b>	<b>YES</b>	<b>-----</b>
<b>Automaton Workstations</b>	<b>YES</b>	<b>3 NOS</b>
<b>Membership Section</b>	<b>YES</b>	<b>1 NOS(Shared)</b>
<b>Controlling Gate/RFID</b>	<b>NO</b>	<b>-----</b>
<b>New arrival display</b>	<b>YES</b>	<b>-----</b>
<b>OPAC</b>	<b>YES</b>	<b>2 NOS</b>
<b>Circulation Section</b>	<b>YES</b>	<b>3 NOS</b>
<b>Acquisition</b>	<b>NO SEPARATE SECTION</b>	<b>1 NOS</b>
<b>Processing Section</b>	<b>YES</b>	<b>1 NOS(Shared)</b>
<b>Reading Section</b>	<b>YES</b>	
<b>Reprographic Section.</b>	<b>CENTRALLY</b>	
<b>Carrier guidance</b>	<b>YES (One</b>	<b>-----</b>



<b>Section/ENTRY INTO SERVICE</b>	<b>Cupboard assigned.</b>	
<b>Archival section</b>	<b>YES (Wall mounted cases and cupboards assigned)</b>	-----
<b>Journal Section /Newspaper section</b>	<b>YES(Display Rack)</b>	-----
<b>Online Database Access zone.</b>	<b>YES</b>	<b>1NOS(Shared with membership and Processing)</b>
<b>Stack Area</b>	<b>YES</b>	-----
<b>Reading section for faculty</b>	<b>NO SEPARATE SECTION</b>	-----
<b>Preservation.</b>	<b>YES (Pest Control and Management)</b>	-----
<b>Remedial Coaching Section</b>	<b>YES(One Cupboard Assigned.</b>	

**Details about computer usage:**

- Circulation Department-3 nos.
- For Students OPAC search-2 nos.
- Librarian/Clerical-1nos.
- Online Database Access-1nos.

**3. LIBRARY PURCHASE STATISTICS.**





The library ensures purchase and use of current titles by adopting a strategy of survey of the stack and mutual consultation of the librarian and faculties concerned for purchase. Upon recommendation of the librarian and the faculty the purchase order is approved. The fund is skillfully managed for procuring new titles and copies for the concerned departments. Moreover a curriculum enrichment book fair is held regularly at the beginning of the academic session. The faculty, publisher, and the students get a platform to communicate about the requirements. Urgent purchases with the syllabus requirements are sometimes done. Same strategy is applicable for journals and e-resource subscription.

The details of the purchase are represented in a tabular form.

<b>PURCHASE DETAILS OF BOOKS.</b>					
<b>Date</b>	<b>Amount</b>	<b>No of Copies</b>	<b>Date</b>	<b>Amount</b>	<b>No of Copies</b>
2012-13			2014-15		
19/05/2012	508	2	12/4/2014	6576	30
18/12/2012	9208	80	12/6/2014	8072	26
11/12/2012	9824	51	12/6/2014	4928	12
14/09/2012	11363	60	12/6/2014	7344	19
16/08/2012	900	2	11/6/2014	5620	46
12/9/2012	2087	28	18/12/2014	10421	73
21/11/2012	400	1	18/12/2014	16177	158
6/12/2012	2008	14	27/11/2014	689	6
4/1/2013	9396	54	25/11/2014	30828	108
9/5/2012	2472	6	25/11/2014	23128	55
4/1/2013	13608	43	30/10/2014	5475	20
12/3/2013	4576	45	30/10/2014	15110	145
12/3/2013	15994	73	26/11/2014	16552	51
12/3/2013	5103	14	25/11/2014	10372	27
12/3/2013	17485	41	<b>Total</b>	<b>161292</b>	<b>776</b>
<b>Total:</b>	<b>104932</b>	<b>514</b>			
<b>Date</b>	<b>Amount</b>	<b>No of Copies</b>	<b>Date</b>	<b>Amount</b>	<b>No of Copies</b>



2013-14			2015-16		
13/02/2014	13650	80	20/08/2015	384	4
19/11/2013	115802	490	20/08/2015	868	6
10/2/2014	21968	202	20/08/2015	1090	6
21/11/2013	7098	21	19/11/2015	4740	14
21/11/2013	10463	40	14/07/2015	9785	33
20/11/2013	1800	5	28/08/2015	41150	96
30/07/2013	558	10	28/09/2015	18216	89
22/03/2014	350	10	27/08/2015	5160	26
31/07/2013	2400	15	01.10.15	87944.75	372
13/12/2013	1000	1	Total	<b>169337.8</b>	<b>646</b>
4/1/2014	4278	35			
24/11/2013	1050	3			
Total:	<b>180417</b>	<b>912</b>	<b>Grand Total</b>	<b>615978.8</b>	<b>2848</b>



**SUBSCRIPTION DETAILS OF PERIODICALS/INSTITUTIONAL MEMBERSHIP/E-RESOURCES**

Date	DESCRIPTION	QTY	VN	Amount	Remarks
<b>2012-13</b>					
24/04/2012	Karmakethra,karmasansthan,e-news,Saffalla		58	92	
10/7/2012	Aramva subscription renewal		233	450	
30/08/2012	CD from Rastriya Sankrit Sansthan	1 set	392	1200	
8/9/2012	Karmakethra, Karmasansthan, e-news,Saffalla		373	418	
				<b>2160</b>	
Date	DESCRIPTION	QTY	VN	Amount	Remarks
<b>2013-14</b>					
11/6/2013	Aramva subscription renewal		153	450	
18/06/2013	Karmakethra, Karmasansthan, e-news,Safalla		202	481	
19/07/2013	American Library membership		293	3000	
15/03/2014	Karmakethra, Karmasansthan, e-news,Safalla		892	749	
				<b>4680</b>	
<b>2014-15</b>					
29/09/2014	Karmakethra, Karmasansthan, e-news,Safalla		455	573	



14/02/2015	The Chartered accountant student(journal)		688	525	
14/02/2015	Management Accountant(journal)		689	1025	
14/02/2015	EPW(journal)		690	4000	
14/02/2015	Indian Accounting review(journal)		691	600	
17/02/2015	Karmakethra, Karmasansthan, e-news, Safalla, Front line, Pratiyagita darpan, civil service times, civil service choronicle		720	859	
19/03/2015	Karmakethra, Karmasansthan, e-news, Safalla, Front line, pratiyagita darpan, civil service times, civil service choronicle		819	525	
				<b>8107</b>	
2015-16					
22/04/2015	Karmakethra, Karmasansthan, e-news, Safalla, Front line, pratiyagita darpan, civil service times, civil service choronicle		2/6/1900	497	
25/05/2015	Karmakethra, Karmasansthan, e-news, Safalla, Front line, pratiyagita darpan, civil service times, civil service choronicle		133	443	



17/06/2015	Karmakethra, Karmasansthan, e-news, Safalla, Front line, pratiyagita darpan, civil service times, civil service choronicle		209	482	
16/07/2015	Karmakethra, Karmasansthan, e-news, Safalla, Front line, pratiyagita darpan, civil service times, civil service choronicle		260	518	
14/08/2015	Karmakethra, Karmasansthan, e-news, Safalla, Front line, pratiyagita darpan, civil service times, civil service choronicle		356	514	
16/09/2015	Karmakethra, Karmasansthan, e-news, Safalla, Front line, pratiyagita darpan, civil service times, civil service choronicle		468	537	
13/10/15	Karmakethra, Karmasansthan, e-news, Safalla, Front line, pratiyagita darpan, civil service times, civil service choronicle			525	
14/10/15	<b>Inflibnet-Nlist</b>			5730	
14/10/15	American Library			3000	
				<b>12246</b>	



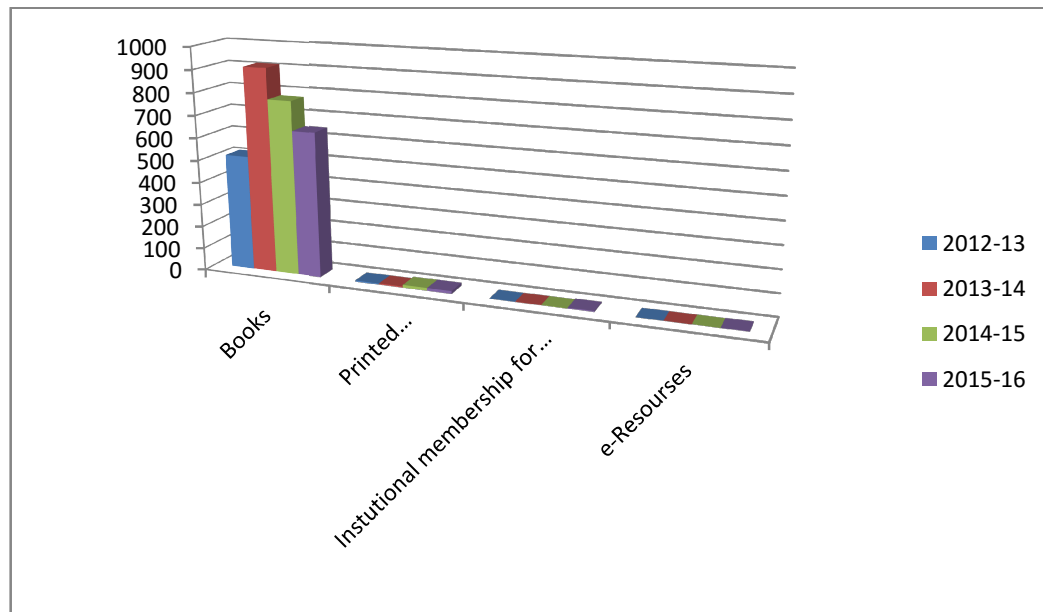
**Tabular representation: Number of resources:**

Description	Year 2012- 13	Year 2013- 14	Year 2014- 15	Year 2015-16
Books	<b>514</b>	<b>912</b>	<b>776</b>	<b>646</b>
Printed Journals/Magazines/Newspapers	5	5	12	12
Institutional membership for LIBRARIES	1	1	1	4(Members)
e-resource subscription.	-	-	-	1(INFLIBNET- NLIST)
Total	520	918	789	661
GRAND TOTAL:2888				

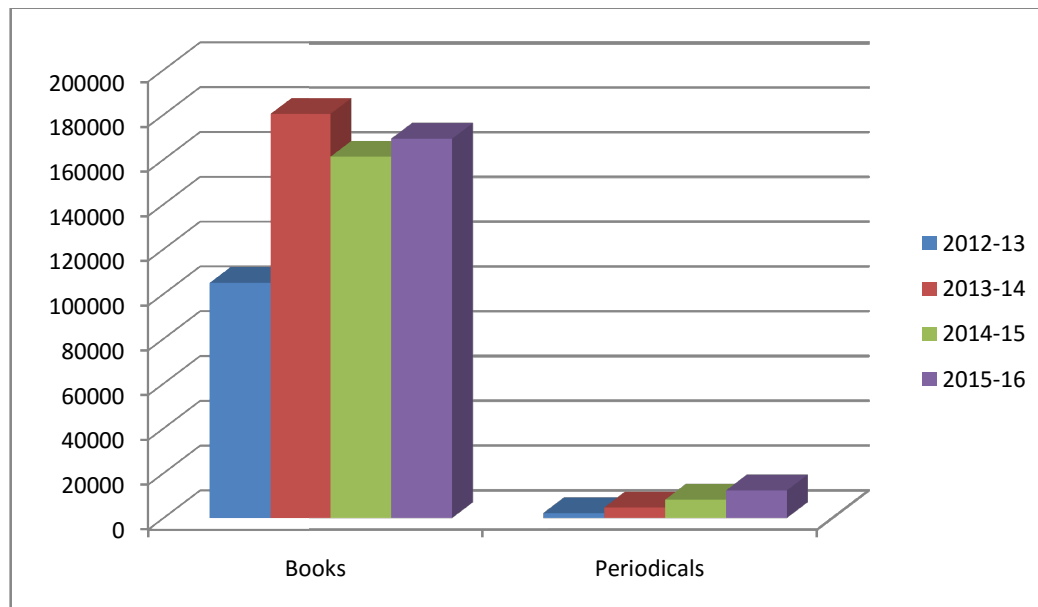
**Tabular Representation: Expenditure on resources:**

	Year 2012- 13	Year 2013- 14	Year-2014- 15	Year 2015- 16
Books	<b>Rs.104932</b>	<b>Rs.180417</b>	<b>Rs.161292</b>	<b>Rs.169337.8</b>
Periodicals(Including institutional memberships and e- resource subscription)	<b>Rs.2160</b>	<b>Rs.4680</b>	<b>Rs.8107</b>	<b>Rs.12246</b>
Total	Rs.107092	Rs.185097	Rs.169399	Rs.181583.8
GRAND TOTAL: <b>Rs.643171.8</b>				

Table showing the total expenditure on Resources procured by the library for the last four years (2012-13 to 2015-2016)



BAR DIAGRAM: Representing the total collection development during the year 2012-13 to 2015-16.



BAR DIAGRAM: Representing the expenditure on BOOKS AND PERIODICALS from the year 2012-13 to 2015-16.

#### 4. ICT other tools deployed to provide maximum access to library collection.

**OPAC:** KOHA library software is implemented in the library in the year 2015. Data entry is under process. However OPAC access is functional.

**Electronic Resource Management Package for e-journals:** The Library is an institutional member of INFLBNET –NLIST .e-journals are also accessed as a part of institutional membership to reputed libraries.

**Federated Searching Tools:** Global federated searching tools e.g google-scholar.

**Library Website:** Library website is managed centrally as a part of the website of the college. However the library has initiated a **Newsletter (The Library interface)** in the year 2015 to be published annually to communicate regarding library whereabouts.

#### In house and remote access to e-resources:

The library is an institutional member of American Center Library Kolkata. It is also a Member of INFLBNET-NLIST , which provides Desktop Access is to high quality e-resources (online journals) The library is having institutional membership of DELNET (Developing Library Network).





Membership to institutions of high repute such as IIM Calcutta shall be beneficial as far as the commerce and science subjects are concerned. Being a member of BCL(The British Council Library) is a part to specially access and enhance the spoken English initiative as well as online resources and E-Books. The Institutional Library memberships for BCL have been applied for.

#### **Library Automaton:**

KOHA open source integrated library management software has been installed. Circulation module is expected to be operable with the session 2015-16.

Total No. of computers for public access:03Nos.

Total no of printers for public access:01Nos.

Internet speed: 256 KBPS

#### **Institutional Repository:**

An Institutional repository or IR may have the following contents as a part of its collection

- Research Data.
- Doctoral thesis.
- Conference articles.
- Peer reviewed journals.
- Dissertations/project reports.
- Departmental Reports.
- Multimedia formats.
- Study materials.
- Pre-prints of papers

The library wants to progress in future in integrating with the library management software because Scholarly communication process is more expressed through repositories.

**Content Management system for e-learning:** The faculties are informed about the access to NME-ICT portals.

**Participation in Resource Sharing Networks:** Yes. INFLBNET, DELNET

## 5. LIBRARY USE STATISTICS:

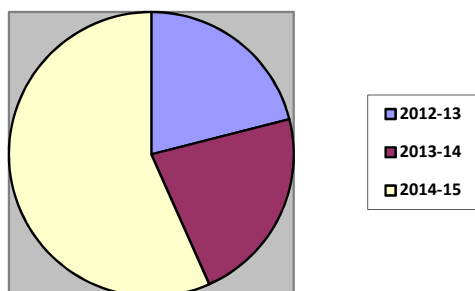
AVERAGE NO OF WALK-IN's: Not Recorded.50-90 users per/day as per assumption.

AVERAGE NO.OF BOOKS ISSUED /RETURNED: Considering 2012-2013 to 2014-2015 the no. of books issued on an average is 1595 books issued for students and 550 books issued for faculty and staff/year. Return and renewal can also be assumed to be the same.

RATO OF LIBRARY BOOKS TO STUDENTS ENROLLED: 1:10

AVERAGE NO.OF BOOKS ADDED DURING LAST THREE YEARS: 784 per year(Recorded from the accession Register)

Technical and processing details: **“No of Books Classified, and Processed”:**



The resources are regularly being processed. A tabular View is given below.

No of Books Classified, and Processed	2012-13	495
	2013-14	525
	2014-15	1334

AVERAGE NO OF LOGIN TO OPAC: Not assumable till date .KOHA software is implemented recently.

AVERAGE NO.OF E-RESOURCES DOWNLOADED /PRINTED: No. record in black and white is kept as such.



NO OF INFORMATON LITERACY TRAININGS ORGANISED: Both informal and formal methods are adopted.

- Power point presentations are used during the user awareness programmes to display the library facilities and library rules as a part of the literacy training.
- At the induction seminar at the beginning of the session the students are addressed about the library facilities.
- The library newsletter is a tool used for this purpose.
- A library User manual is structured to inform the students about how to use the resources.

DETAILS OF WEEDING OUT OF BOOKS AND OTHER MATERIALS:

From the year 2010 Up to 2014-15 no book has been weeded.

However 1749 books are separated for weeding considering the obsolete edition and soiled condition. The books are no more used or asked for reference. Traces of insect infestation noticed.

Due to Limitation of storage space, the newspapers are however weeded out.

The library advisory committee takes the decision.

Preservation initiatives though have been taken by Central Library. Pest control service is regularly availed. Titles going out of syllabus are also separately kept for reference purposes for some years. Weeding is a preferred option for materials no more in use at the library.

**6. User Facilities/Specialized service provided by the library:**

- **Manuscripts:** Not available.
- **Reference Service:** Yes.
- **Information deployment and Notification:** Yes .
- **Reprography:** Library has Xerox facility(Centrally). The users can avail of this facility upon permission of faculty .Scanning of books are permitted for the faculties. Smart phones are allowed for taking snaps from the resources. However, copyright and plagiarism issues are well taken care of.
- **Inter Library Loan:** INSTITUTIONAL MEMBERSHIP enables indirect access to the valuable resources as well as exposure of the



library users to a much bigger library system. DELNET membership has been applied for this purpose.

- **Downloading and printing:** Allowed but restricted to the faculty till date. However special permission from the faculty entitles a student to download or print free of cost.
- **In-House and remote access to e-resources:** Internet access enables in house access and remote access via institutional membership facilities.
- **Reading list /bibliography compilation:** Not structured, however list of books added to the library is provided via newsletter. Library notice is issued in this regard from time to time. Catalogue of books is available.

➤ **User Orientation and Awareness:**

Steps for implementation of motivational and user orientation activities or techniques adopted by the library is as follows.

- a) Rule of the thumb for motivation and orientation towards the library:
  - Make the users comfortable with the environment
  - Instruct in a very lucid language
  - Never embarrass a user.
  - Library instruction session to be conducted at the beginning of each academic session.
  - Inducting the basics of navigating the library.
  - Teacher & Librarian coordinate to frame a successful lesson plan and integrate it with the library system.

Modernisation of the library through teaching and learning aids, specially in the library environment.

- b) Conduct a small survey or study on the student community of that specific college:

Unique user characteristics depending on the variables such as area or locality, departments, students' economic and family backgrounds and attitudinal inclination to the category of resources that can cater to the needs of such users.



c) IMPLEMENTATION:

The initiation for application of motivational techniques should start with broader objectives:

- Understand the specific requirements of the users.
- User satisfaction.

It is highly essential to expose the issue in a practical ambience than to hover theoretically on the possible outcomes. A series of initiations are to be attempted and implemented.

LIBRARY USER SURVEY : 2012

Title of the Project: “MAKING UNDERSTAND LIBRARY TERMINOLOGIES, THE FIRST STEP IN MOTIVATING AN USER TOWARDS THE LIBRARY:A SAMPLE SURVEY ON UNDERGRADUATE STUDENTS OF SIR GURUDAS MAHAVIDYALAYA”.

TERMINOLOGIES:

Database, Catalogue, Requisition, Spine, Due date, Accession No, Call No, Resource, Periodical, Journal, Textbook, Reference Book, Online, Magazine, Author, Title, Index, Title page, Contents, INTERNET, Website, Browse, Archive, Lending, Stack.

Result of the Survey:

- TERMINOLOGIES MISUNDERSTOOD/WRONGLY INTERPRETED
- RESPONDENTS FAIL TO RECOGNISE THE MEANING OF THE TERMINOLOGIES
- VERY FEW TERMINOLOGIES ARE INTERPRETED CORRECTLY.

CURRICULUM ENRICHMENT BOOK FAIR  
(30<sup>th</sup> July2013) , (9<sup>th</sup> September- 2014)(20<sup>th</sup> August 2015)

- Wide exposure to the books related to the course curriculum to inculcate an interest in reading and use of college library.
- At least they shall be able to see and touch some new books related to their curriculum at their own college campus.



- The publisher –student meet may help the students to purchase books as per their requirements without the hassle of hopping at book shops to search the required book.
- Special discounts are available on that day.
- Even if the students fail to purchase the books during the fair, may purchase the books at the same discounted rate from the publishers as per their convenience.
- The students who are rarely able to purchase books due to many reasons may surely get help.
- Engage the students to participate in organizing such fair too.
- In this process the students get involved in library activities and thorough handling of the books according to their syllabus.
- Diverting the students towards reading good books.
- A regular reading habit may be beneficial for getting success in examinations.

#### BOOK FESTIVAL ( January2013)

The book festival was arranged for 5 days under N.S.S. Special camp activity.

The objective was to-

- Display of books on all the subjects.
- Display of books published by the faculty of our college.
- An audio-visual display of the valuable reference resources at the college library.
- To elaborate the library facilities and rules.
- To enable the students' interaction with the eminent personalities regarding library usage and value of reading.
- Display of Archival issues of the college magazine “AYUSH”

#### “Book Display and Book review on Archival Collection of the Library, on Rabindranath Tagore” (8<sup>th</sup> MAY,2015)

- To give a chance to be in connection with valuable and priced collection on Tagore.
- The student –faculty interaction on diversified and rare collection.
- Book reviews enable an intellectual penetration into the content and organisation of works of eminent and legendary authors.

#### Introducing Book reading and Book promotion schemes in the library:

- Friends of the library: Staff and students of this college voluntarily take care of the wellbeing of the library in all respects.



- Students get the scope to actively participate as volunteers.
- The friends of the library are well aware of the systems and services of the college library.
- Can assist the students in effective library use.
- Adopt a book: The book under the unique accession number is taken care of regarding its regular use, maintenance and promotion.
  - The student takes the responsibility of the book regarding its utilization among his/her friends.
  - The content of the book, its suitability for taking notes and its significance in curricula is to be assessed by that student.
- Literary Circle: This is a forum of readers more into the books and literary activities.
  - These circles of faculty mainly are book lovers by heart and they love to share the experience of reading among the students.

#### USE OF MODERN TECHNOLOGY: LCD Projectors and T.V.s

The Library is in effort to extend hands to the community through different programmes and projects.

A rally was organised in the year 2015.

#### LIBRARY EXTENSION PROJECT:

##### LIBRARY AWARENESS AMONG THE SOCIO-ECONOMICALLY BACKWARD CHILDREN OF MURARIPUKUR AREA(ADJOINING SIR GURUDAS MAHAVIDYALAYA)

The objective is to spread library awareness among the children residing in the adjoining areas of Sir Gurudas Mahavidyalaya, especially among the socio-economic have-nots. The project is aimed at those students who get admitted to school but become drop outs due to lack of educational assistance. The cause may be the financial crisis for buying enough books or attend tuition classes. Encouraging them to attend “The State Central Library” having a special section for children, for a period of one year and appraising their effort .

#### Assistance in searching Databases:

[www.cec.nic.in](http://www.cec.nic.in) (consortium for educational communication in India) via the library newsletter (The Library interface).



[www.sakshat.ac.in](http://www.sakshat.ac.in) / e-acharya integrated e-content portal etc. via the library newsletter (The Library interface)

The scopes of NME-ICT are conveyed.

How to search scholarly content on google scholar are initiated from the library.

A collection of Learning Resources is therefore accessed virtually to serve the user requirements.

**INFLIBNET/IUC Facilites:** Yes, Subscribed for INFLIBNET-NLIST.

## **7. GUIDELINES ON LIBRARY RESOURCE ACCESS FACILITIES/SUPPORT PROVIDED BY LIBRARY STAFF.**

The users are properly being directed on the quantity and type of service they are to expect when the resources of the Central Library is to be accessed.

A detailed guideline is referred here:

**Circulation:** Reference material is issued for the use in the library only. Renewal of issued material is done as many times as required per document. Loss or damage of books entitles for either replacement or charging fine. All the Students, Research Scholars, Faculties can register their membership with the Library. Library cards are distributed at the time of taking admission. However the membership to the library is confirmed after assigning a library membership number to every student. The faculties have got their individual library membership cards. The library card is upgraded and validated as privilege card for the students who are physically challenged so as to ensure more number of books to the specified users per card or as the case suggests, under the discretion of the Librarian for promotion of reading.

Reference cards are issued for reading at the library and for consulting reference sources. To facilitate free-flow of information to the users a newsletter is published titled “The Library interface”.

### **Resource Access /Circulation Section:**

The faculties were allowed to check out books as per requirement through the whole academic session upto the year 2014-15.

A recent library committee meeting has decided to restrict the lending as per the following terms.





<u>SL No.</u>	<u>User Category</u>	<u>No.Of Books</u>	<u>Renual Perod</u>
1	Faculty(substantive posts)	10	One year
2	Faculty(part-time)	5	One Year
3	Guest Faculty	5	One Year
4	Faculty(Contractual Whole-timers)	10	One Year
5	Other Staff	5	One Year

**The students can access books as follows:**

<u>SL No.</u>	<u>User Category</u>	<u>No.Of Books</u>	<u>Renual Perod</u>
1	Students under Hons. Course.	Maximum 3Nos.	15 days
2	Students under Genl. course.	Maximum 2Nos.	15 days.
3	PH/VH	Previledge card	Not Assigned.
4	Students of Science Streams	Maximum 3Nos.	15 days

A fellow feeling for the students and a sense of responsibility to return the books on time is encouraged.

A general tendency of accessing printed resources pertaining to syllabus is noticed. A comparative data on e-journal access or access to online journals is not possible to assess at this point. Tendency to access to internet at the library premises is higher than reading books within the library. Reading Printed periodicals in the library are appreciable. Ten years question paper and scroller or scanner is used at the reading table.



**Systematic Arrangement of Library Books:** DDC Classification scheme(22<sup>nd</sup> Edition) is adopted primarily for classification of books. Call No.-wise shelf arrangement is maintained at the stack.

**Departmental Library:** Recently introduced. Science Streams are to be supported with Departmental libraries. Reading Faculty for access to multiple resources while classroom teaching and learning process is to be supported.

**Reference and Information Service:** Reference services are provided to users as per their information requirement.

**Document Delivery /Inter Library Loan/ Institutional Membership:** Membership of DELNET (for IIL), and Institutional membership of eminent libraries are supported. Library provides service to the faculties to support in the academic activities. Librarian initiates to help the user regarding the information requirement of the user to fulfill their purpose/need of the urgent piece of information or document. An archival collection of college magazine is initiated.

**Internet:** Internet facility is provided centrally through Computer Centre as well as library.

**Photocopy Facility:** Users are asked to avail the photocopy service for a specific piece of information.

**Newspaper Clipping Service:** Any other newspaper clipping required by the faculty or student on a specific heading is provided to them on request.

**Reading facility:** A portion of Library has been segregated as a reading area for users where they can bring their personal laptops, text books and other materials for reading purpose. Reading area is likely to increase with the annex room no. 2 of about 700 sq. ft.

**8. Specialised services for VH/PC persons:** Yes.

#### **9. Feedback:**

The students are instructed to suggest books for purchase by the library to the respective faculty. The faculty take the suggestions into consideration while recommending books for purchase for the session. The Librarian also take the suggestions from the parents as well as the students for purchasing books. Each and every parent is invited via letters to participate at the book fair. Regular exhibitions are held as a part of an initiative to know the interests of the students which serves as an important strategy for feedback. The publishers are asked to inform the librarian about the requirements of the students. Separate sheet of papers are provided for recording such requirements. Friends of the library team are well vigil of the requirements of the students. “Adopt a book scheme” helps the usage of the books well among



the students. Feedback and suggestions from the students and teachers about the effectiveness of library management system is collected. These are discussed at the library advisory committee and suitable measures adopted.

#### 4.3 IT Infrastructure

1. To its self judgment & assessment, IT infrastructure of the college is very strong and slightly more than adequate to serve the needs of the students, teachers, office and administration. This huge IT infrastructure is created mainly out of the UGC grants received during XIth plan period. This has enhanced the quality of teaching and learning, library work, office, administrative, accounting etc.
2. Details of computer hardware and software are given below:-

Table

Item	Description	Quantity
Desktop Computers	System Model: Vostro 220s Series Processor: Intel(R) Core(TM)2 Duo CPU E7500 @ 2.93GHz (2 CPUs), ~2.9GHz Memory: 2048MB RAM HDD – 320 GB CD/DVD RW, LCD Screen	15
	System Model: Vostro 230 Processor: Intel(R) Core(TM)2 Duo CPU E7500 @ 2.93GHz (2 CPUs), ~2.9GHz Memory: 2048MB RAM HDD – 500 GB CD/DVD RW, LCD Screen	15
	System Model: Vostro 260s Processor: Intel(R) Core(TM) i3-2120 CPU @ 3.30GHz (4 CPUs), ~3.3GHz Memory: 2048MB RAM HDD – 500 GB	15
	Assembled P-IV Computers (White Colour)	15
	IBM – Computer	1
Server	IBM Server	1
Laptop Computers	Brand –Dell Operating System: Windows 7 Home Basic 64-bit System Model: Inspiron N4050 Processor: Intel(R) Core(TM) i5-2450M CPU @ 2.50GHz Memory: 4 GB RAM	2
	Dell – Inspiron N5050, Intel Core i5, 2.40GHz, 4GB RAM, DVD RW	1
	HP, Model-15-r204TX, Core i5, 4GB RAM,	1



	Window 8.1	
	Lenevo Laptop	1
LAN Facility	YES Exist.	4 terminals
Internet Facility	Yes Exist (BSNL Broadband, MTS Wifi 3G)	11+2=13
Wi-Fi	Yes Exist in the college premises	
Licensed Software	Microsoft Window 7 Professional	1
	Microsoft Window 7 Home	2
	Microsoft Window 8.1Home	1
	Microsoft Office 2010	1
	Tally ERP 9.0	
	Customized Software for Account and Administrator	4 user
	'Ubuntu' for Computer Lab.	Freeware
	'KOHA' for Library	Freeware
	Microsoft SQL Server 2008	5 users
	Embrcadaro (C++)	5 user

- Computer and internet facilities are provided to students and teachers to meet the requirement of the syllabus. In addition, the entire computing infrastructure is open to all the students ( beyond the requirement of curriculum) subject to availability of machine and man. This provision is clearly stated in the college prospectus. Separate laptops are provided for IQAC, coaching for entry in service, remedial coaching and career-counseling cell. Students are provided computer and internet support by the respective cell.
- Two full-time casual staffs are appointed by the college to look after the maintenance and upgradation of computing facilities. One of them Sri. Sujit Kumar Sharma is very efficient, experienced and effective in this job. Services of the other Sri. Mofizul Rahaman is also appreciable. However, assistance from outside maintenance service provider is also taken as and when required.

Annual budget for last 4 years on maintenance of computers and other equipments is given below:-

Financial Year	Annual Maintenance Cost (Rs.)
2012-2013	2,50,000/-
2013-2014	2,90,000/-
2014-2015	3,25,000/-
2015-2016	3,75,000/-



5. Two ICT enabled state-of-the art digital classes are created in room no.13 and 16. TV screens are fitted in 3 class-rooms. Faculties use computer, laptop, pen-drive, short-throw projectors, and portable microphones in delivering lectures to the students. Power-point presentations of learning materials are found to be enjoyable to both the teachers and the students.
6. College follows the principle of adaptation in the teaching-learning process. Use of ICT is a significant step in enhancing the quality and effectiveness of teaching, learning and evaluation. There is ample scope for further utilization of the computing facilities and other ICT infrastructures existing in the college. It is necessary to arrange extensive training for faculties to motivate them in this respect. College is taking necessary further steps to overcome this challenge of ensuring maximum utilization of IT and ICT facilities.

#### 4.4 Maintenance of Campus Facilities

1. Policy of the college regarding maintenance of campus facilities is to keep the premises in tip-top and all other infrastructures in operating condition.
2. College administration is alert about the repair and renovation of college building to ensure its longevity and keep it free from damage due to seepage of water, broken waste pipes, grown banyan trees etc.
3. However the building being newly constructed and infrastructure newly acquired, no major repair and renovation is required so far. Maintenance expenses are mainly incurred for painting, polishing, minor repairs, termite treatment etc.

Expenses incurred for maintenance and upkeep of campus facilities during the last 4 years are given below:-

Financial Year	Maintenance (Rs.)
2012-2013	45,000/-
2013-2014	85,000/-
2014-2015	1,25,000/-
2015-2016	6,00,000/- (including inside and outside painting)

4. In most cases maintenance work is carried out by engaging authorised/ reputed service providers. Annual maintenance contracts are made for CCTV, FAX, EPABX, Telephones, termite treatment, generator etc.



5. Physical verification with stock register maintained for equipments and instruments are carried out from time to time. Shortage, if any with reasons, is noted and necessary actions taken.
6. Two pumps are used for lifting water from underground reservoir to overhead tanks to ensure constant water supply. Voltage fluctuation machine, main switch and electric meter are installed in the ground floor. Floor-wise elaborate fire fighting arrangements exist in the college.

There is no end to the path of enhancement of infrastructure and creation of learning resources. A-long way is crossed with miles to go ahead. Some tools, equipments and ICTs remain under-utilised and necessary steps need to be taken to ensure optimum utilization.



## **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

“Coming together is a beginning; keeping together is progress; working together is success.” – Henry Ford.

### **5.1 Student Mentoring and Support**

#### **1. Prospectus:**

At the beginning of Academic Year, the college publishes prospectus for distribution to the applicants for new admission. The prospectus contains the following information:

- a) History of the college
- b) Courses offered by the college and admission related information
- c) Information regarding the infrastructure of the college such as building, class rooms, library, computer rooms, science laboratories and others
- d) Students’ Facilities provided for regular students
- e) Special Facilities such as concession in tuition fee, merit scholarships, students’ aid fund, free coaching and others for the poor and needy students
- f) Disciplinary Measures

#### **2. Academic Calendar:**

The college publishes Academic Calendar each year to sensitize the students about the various academic activities carried out throughout the year. It contains:

- a) Information regarding the segmentation of the Academic Session
- b) List of tentative holidays for the respective academic year
- c) Information regarding examination regulation which includes the scheme for holding the internal assessments like Tests and Mid-term Tests as well as specific information regarding the University examinations
- d) Syllabus of all the departments of the college divided into parts , list of books and references, information regarding the teaching assignments of the subject teachers etc



### 3. Institutional Scholarship/Free-ship given to students:

The college is equipped with a “Students’ Aid Fund”. Each Year, financially weak students are granted merit scholarship and concession in Tuition fees. Notice is published in College Notice Board and on website and circulated in classrooms. Applications are considered by a board of teachers headed by the Principal. As many number of students as possible are granted these scholarships and concessions.

Number of students receiving stipend/scholarship/free studentship from the college during the last three years are given in the following table:

Category	2013-2014	2014-2015	2015-2016
SC	12	10	12
ST	-	-	-
OBC/PWT	-	2	-
GENERAL	48	51	52
TOTAL	60	63	64

Care is taken to put up notice to sensitize students belonging to the minority communities to follow guidelines regarding submission of application for “Post-Matric Scholarship and Talent Support Stipend” by West Bengal Minority Development and Finance Corporation.

### 4. Financial assistance given to the students from Govt. and different other agencies:

Applications for different types of stipends/scholarships submitted by the students are duly forwarded to the appropriate agencies. Different schemes launched by the Central Govt., State Govt., NGOs, private agencies, corporate sector are widely publicized. Notifications are put up in the college notice board, website and circulated in the classrooms. Students are supplied with application forms, assisted with filling up the forms and provided with computers and internet facilities for this purpose. Preference is given to students belonging to SC, ST, OBC, BPL, Minority etc. as per rule. Data of students applying and receiving financial assistance from different funding agencies during the year 2015-2016 is given below: -





**Students received/applied for financial assistance from different agencies:**

Scheme	Agency	No. of Students				Total
		SC	ST	OBC/ Minority	General (BPL)	
Stipend for S.C.	State Govt.	145		70		215
Post Matric Scholarship	Central Govt. (WBMDFC)			16		16
Talent Support Stipend	State Govt. (WBMDFC)			13		13
Kanyasree Scheme (2013-2014)	State Govt.				50	50
Swami Vivekananda Merit Scholarship	State Govt.				15	15
Chief Minister's Fund	State Govt.				7	7
Jindal Foundation					100	100
<b>Total</b>		<b>145</b>		<b>99</b>	<b>172</b>	<b>416</b>

**5. Personal enhancement and developmental schemes for the Students:**

- **Remedial Coaching:**

College runs a UGC sponsored remedial coaching programme for students heralding from the weaker section of the society. The objective of these special classes is to reduce the number of drop outs and to increase the percentage of successful candidates. Classes are held in addition to the regular classes. Able and resourceful teachers are appointed and are assigned specific portions of the syllabi. They take tutorial classes for the weak students, students belonging to SC, ST, OBC, Minority communities and students coming from economically backward section of the society. Programmes are designed and implemented with the target of improvement of the students' academic performance specially keeping in mind the final university examinations. Plans, programmes and performances of the scheme for last 4 years are enumerated in the following table.

### REMEDIAL COACHING DETAILS

YEAR	NO. OF STUDENTS	SC/ST/OBC/MINORITY/BPL
2012-13	193 (APPROX)	121
2013-14	159(APPROX)	102
2014-15	117(APPROX)	97
2015-16 (Till date)	42( APPROX)	31



## Remedial Coaching Class - 2015

### Details of Utilization:

Particular	Amount
TVS Printer	7020
Smart Class room(CI Room No. 16)	133700
Dell Vosto Desktop Computer	28800
Godrej Periodical Display Rack	13700
Godrej Storewell M2	17884
Samsung Xerox cum Printer	16800
5 Almirahs	26000

### Details of Utilization of Books & Journal

Particular	Amount
Books & Journal	202301

### Details of Utilization of Recurring Exp.

Particular	Amount
Recurring (For payment to teachers ,co-ordinators, LDC, contingency etc.)	158500

- **Special Classes for Competitive Exams:**

The College runs a UGC sponsored coaching for “entry in service”. The objective of this programme is to prepare the students belonging to SC/ST/OBC (non creamy layer) and minority communities to get gainful employment in all National/State/Provincial Services and equivalent positions in the private sector. The UGC supports the scheme of coaching classes for entry in services specially for socially and economically backward students. The coaching under the scheme intends to orient for particular examination conducted for selection to services, such as IAS, State Public Services, Bank Recruitment etc. The coaching focuses on the specific recruitments of a particular competitive examination. Special Classes, outside regular college classes are held under this programme. The Entry in Service Programme is focused on the specific requirements of a particular competitive examination. Special classes outside the regular timetable are held under this programme.



**Class for Entry-in-Service - 2015**



Allotment and utilization of fund, purchase of books, equipments and other instruments, recurring expenses and beneficiary profile of the scheme for last 4 years are given below:-

UGC ENTRY IN SERVICE (11 <sup>th</sup> Plan)				
	Equipment	Books & Journal	Recurring	Total
Fund Allocation	300000	200000	320000	
Fund Utilization	294462	98711	163794	
Total Allocation(E+B+R)				<b>820000</b>

#### Details of Utilization of Equipment

Particular	Amount
1. Laptop	
1. Printer	47216
1. H.P scanjet	
4. Dell Desktop	115200
5. Almirah	26000
Euroclean Wet & Dry	10990
MS Windows 7	6800
Kores Non magnetic White boards	7600
Canon Laser Printer etc	10159
1. M.B 5 U Tower Server	61152
OS for server etc.	9351

#### Details Utilization of Books & Journal

Particular	Amount
Books & Journal	98711

#### Details of Utilization of Recurring Exp.

Particular	Amount
Recurring (For payment to teachers ,co-ordinators,LDC,contingency etc.	163794

Table showing the details of activities programs and performance of the UGC sponsored merged scheme of coaching foe Entry in service (last 4 Years).



Year	No. of application received	No. of Students selected	No. of appeared in the final competitive exam.
2012-2013	126	59 (SC-33,ST-2,OBC-A-13,OBC-B-11)	21
2013-14	104	61(SC-38,ST-3,OBC-A-11,OBC-B-7)	30
2014-2015	131	57(SC-32,ST-4,OBC-A-10,OBC-B-9)	29
2015-2016	144	50(SC-30,ST-2,OBC-A-8,OBC-B-10)	27

- **Career Counselling Programme:**

A UGC sponsored and assisted career counselling cell is active in the college. It is a comprehensive, developmental program designed to assist the students in making and implementing educational and occupational choices. A career guidance and counselling program develops an individual's competencies in self-knowledge, educational and occupational exploration, and career planning. Career guidance and counseling programs help individuals acquire the knowledge, skills, and experience necessary to identify options, explore alternatives and succeed in society. These programs prepare individuals for the changing workplace of the 21st century by a) broadening knowledge, skills, and abilities b) improving decision making skills c) increasing self-esteem and motivation d) maximizing career opportunities d) improving employment opportunities and e) promoting effective job placement. Our college took the initiative to start such a program from April 2011 onwards. Counselling programs and sessions were conducted by Tata Consultancy Services (TCS), ITM Trust, Kochar Infotech, Life Insurance Corporation of India, The Institute of Company Secretaries of India etc. The following table enumerates the programmes and performance of the cell during last 4 years.:-



**CAREER & COUNSELING PROFILE**

Sl. No.	DATE	NAME OF THE ORGANIZATION/COMPANY/PERSON	VENUE	NO. of STUDENTS PARTICIPATED
1.	17.12.2011	SUBIMAL DAS	Sir Gurudas Mahavidyalaya	42
2.	06.08.2012	TATA CONSULTANCY SERVICE	„	37
3.	11.10.2012	COMPANY SECRETARIAT	„	42
4.	09.01.2012	NIIT	ST. XAVIERS' COLLEGE	8
5.	07.01.2012 -08.01.2012	NIIT	NIIT Institute, KANKURGACHI	8
6.	27.09.2013	IQST	COLLEGE	38
7.	16.01.2014	LIFE INSURANCE CORPORATION OF INDIA		32
8.	16.01.2014	GYANI	COLLEGE	32
9.	16.01.2014	WLC COLLEGE	COLLEGE	32
10.	08.08.2014	TATA CONSULTANCY SERVICE	COLLEGE	45
11.	2015	TATA CONSULTANCY SERVICE	COLLEGE	IN PROCESS

**6. Provision for Physically Challenged Students:**

Ramp, Rail has been installed to facilitate free movement of the physically challenged students of the college. One toilet specially designed for their use has been constructed in the ground floor of the college building. UGC has funded the project. One classroom in the ground floor has been specially allotted for students with physical disability.



## 7. Library:

The central library of the college has over 15000 subject books.

A library holds the key responsibility to cater to the needs of the students. Necessary support in the form of academic requirements such as resources for curricular supplementation.

However orientation, motivation, social sensitization of students both from the academic and psycho-social perspectives is another noteworthy support which builds up the student into a self sufficient, confident and socially responsible human being.

Being a mentor for developing the soft skills as well as indicating to career and job prospects or assisting student progression is a vital issue a library can take care of.

A number of such activities which are assumed to be a part of such initiatives are chalked hereunder which are a part of the library activities:

- Newer editions of books are being added every year in order to satisfy the students: book ratio for effective curricular Supplementation
- Providing book lending facility at par with the requirement of the students
- Special scopes for accessing resources for the PH students, regular readers, inquisitive learners
- Procuring resources after careful consideration of the students' requirements
- Separate collection for Remedial coaching scheme
- Separate collection for entry into services scheme
- Providing OPAC and internet facilities
- Institutional Memberships to renowned libraries for accessing resources
- E- resource subscription under INFLIBNET-NLIST programme
- Subscription to periodicals for scholarly content as well as a support for competitive examinations
- Library clearance is not compulsory before part I and Part II examination
- Unlimited scope for renewing books throughout the session
- Resources are regularly processed for quick availability after purchase
- Regular survey and interaction with the students to identify their requirements
- Holding book exhibition, book fair and display of new arrivals
- Library extension activities in the form of Library awareness programme



- Encouraging the students to participate in library activities and to be actively involved with the library resources
- Library goes hand in hand with N.S.S team to build up a habit of reading and promoting library awareness
- Developing Posters/Presentations to foster reading habit
- Informal inculcation of reading habit in the form of literary circle, adopt-a-book, friends of the library scheme
- Initiation of the newsletter to publicize the library activities such as events related to promotion and use of library, encouraging the readers and ensuring the use of books
- Special emphasis on providing information about career prospects, job previews and current awareness through the newsletter
- An interactive platform for the students in the form of the column introduced in the newsletter as “Students Corner”
- TRIUMPH-the scholars’ club is a recent introduction to encourage a tempo for academic performance
- Regular interactions with the parents
- Spoken English Initiative taken along with the department of English as a part of developing soft skill

#### **8. Canteen:**

There is a canteen in the college campus which is run on a low profit scheme for the students and the staff coming from far and wide. Snacks, tea, meals etc. are provided at a reasonable rate. The college provides space, furniture, water purifier, electricity connection and other infrastructural facilities. Suitable sitting arrangement is created for the visitors. However, accommodation of the canteen is provided in a temporary structure. There is scope and necessity for further improvement in canteen facilities.

#### **9. Students’ Health Home:**

The college has tie up with Students Health Home, West Bengal where the students can avail medical facilities free of cost. The college collects a fee of Rs. 5 from every student and the amount is duly deposited in the state govt. Students Health Home office. The students can avail the facilities provided.

In addition to this, the college has its own health centre where a registered medical practitioner visits once a week. Free consultancy is provided to the students as well as to the staff of the college. Addition to this as and when any student is take ill within college hours, immediate action is taken to provide him/her prompt medical attention. First –Aid Box is kept. If any poor and needy student is reportedly suffer from serious medical condition, steps are taken to provide him/her financial assistance. List of doctors engaged by the college is produced below:-



Year	Name of Visiting Doctor
2008-2011	Dr. Chayan Roy, MBBS(Cal)
2011-2012	Dr. Arunangshu Dhole, MBBS(Cal), DNB(Gen. Surgery), MRCS(I&II)
2013-2015	Dr. Wasim Zafar, MBBS



**Dr. Wasim Zafar attending a sick student**

#### **10. Grievance Redressal Cell:**

The college has a Grievance Redressal Cell to address the grievances of the students of the college. The cell was constituted in 2013 with the following members – Smt. Hasi Mukhopadhyaya (HOD, Bengali), Sri Subroto Ranjan Das(HOD, Commerce) and Partha Chakroborty (Head Clerk) Any grievance brought into the notice of this cell is investigated and steps for redressal are initiated. The cell is very much active in attending and redressing the grievances quickly.

#### **11. Sexual Harassment Prevention Cell:**

There is sexual harassment cell in the college. Members of the cell are Dr. Ratna Lodh (HOD, Education), Suchismita Majumder (Librarian) and Dipali Das (Non Teaching staff). However, no such incident has been reported till date.

#### **12. Anti- Ragging Cell:**

There is an anti-ragging cell in the college. Members are Sri Jayanta Kumar Baidya (HOD, History), Dr. Shinjini Basu (Asst. Professor, English), Debashish Dey (Gen. Sec. Students' Union) and Samir Halder(Non Teaching Staff). No incident of ragging is reported so far.



### 13. Alumni Association:

There is an Alumni Association of the college. The Association assembles in the college occasionally and gives necessary suggestions. However, the association is not yet registered under Society's Registration Act.

### 14. Special Attention to Backward Section of Society:

The college plays an important role in providing higher education to the students coming from backward section of the society. Students admitted in different categories in the past four academic years:

Category	2011-2012	2013-2014	2014-2015	2015-2016
S.C.	130	75	153	143
S.T.	4	3	3	1
OBC	10	11	16	34
Minority	35	97	54	82

### 15. Equal Opportunity Centre for Disadvantaged Group

- Equal Opportunity Centre under UGC 11<sup>th</sup> & 12<sup>th</sup> Plan Periods for Disadvantaged Groups – SC, ST, Women, OBC (Non-Creamy Layer), Minorities and Physically Challenged persons.
- Advisory Committee – (1) Dr. Okab Ali Sarkar, (Principal / Chairman), (2) Dr. Prasanta Kumar Dey (Adviser), (3) Dr. Paramita Halder (Teacher Member), Smt. Chaitali Sen (Non-teaching Member).
- Grants Received Rs. 33,000 (2011-2012) & Rs. 29,000 (2012-2013)
- Programmes in 2011-2012 – (1) One Month duration (April, 2011 to May, 2011) 'First Aid Training Camp' organized with the help of St. John Ambulance and Prof. Sinjini Basu acted as the Co-ordinator of the programme, (2) An Awareness Programme for Positive Discrimination, held on 12<sup>th</sup> May, 2011 with the presence of dignitaries and Dr. Paramita Halder acted as Co-ordinator of the programme.
- Programmes in 2012-2013 – (1) Six (6) Weeks duration (February, 2013 to March, 2013) 'Mobile Phone Repairing Training (Basic)' organized with the help of AVJ Infotech Pvt. Ltd. (Kolkata) for a group of selected students from Disadvantage Groups, (2) An Awareness Programme for Positive Discrimination, held on 23<sup>rd</sup> March, 2013 with the presence of dignitaries.

### 16. Provision for Skill Development Trainings for the students:

For skilled development of the students of the college, different training programmes and short term courses are organised by the college e.g.



- a) Computer Hardworking and Networking course
- b) 'Mobile Phone Repairing Training (Basic)' organized with the help of AVJ InfoTech Pvt. Ltd. (Kolkata)
- c) First Aid Training in collaboration with Saint Joan's Ambulance
- d) In House Training on Tally Software etc.

### **17. Students Participation in Extra-Curricular and Co-Curricular Activities:**

There are two NSS Units in the college. At the very onset of academic session, the students are encouraged to join the NSS units of the college. Through various programmes, the NSS officers motivate the students towards social welfare and community building. The students participate in various health camps, environment awareness camps and spread the message of nation building through social service. The college has received acknowledgements and awards for its NSS activities both at state and national levels including best NSS unit award and Best NSS programme officer award.

### **5.2 Student progression**

1. Administration in co-operation with and assistance from teachers and staff of the college monitors progressions of each and every student very carefully, identifies the weak areas and deploy suitable measures promptly in a continuous manner. Campus interviews are conducted by the corporate sectors like WIPRO, TCS etc. Occasionally career counseling cell organizes the same to facilitate the outgoing students in getting campus selection. Academic record verification report sought by different recruitment and investigating agencies regarding the employment of pass-out students from the college is instantly attended.

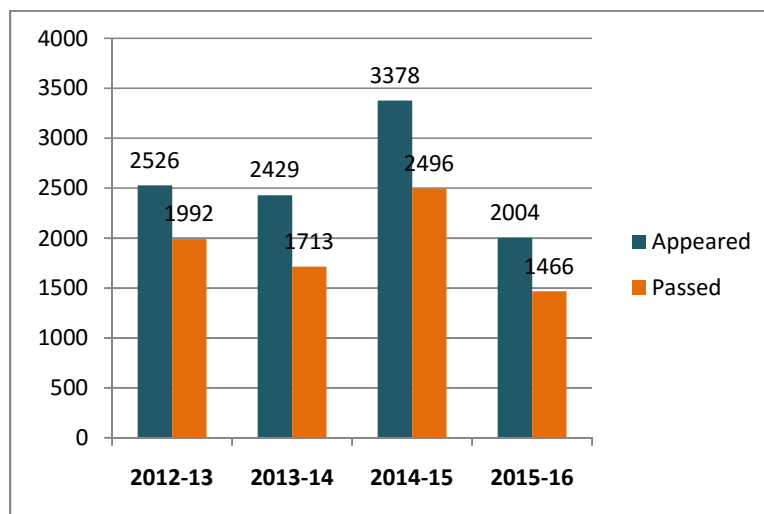
It is an undergraduate college without any regular PG course. Vertical progression of students from one stage to next higher stage is closely monitored, analysed and necessary measures adopted. Percentage of student progression and employment during last 4 batches are enumerated in the following table:-



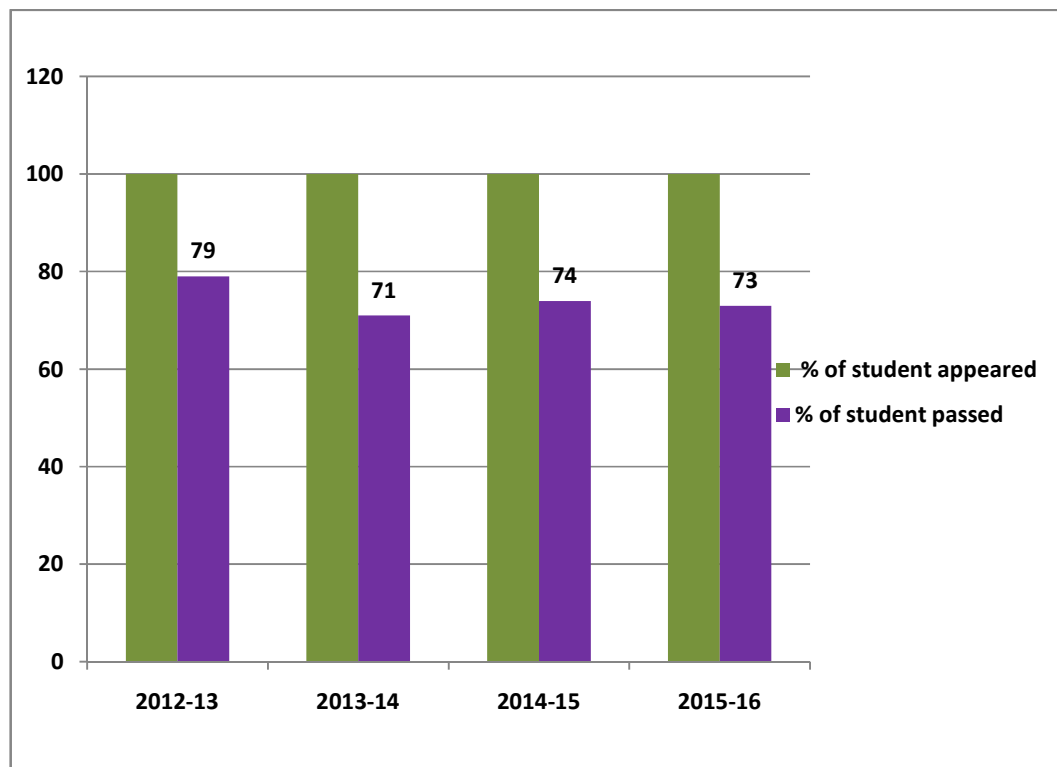
**The table showing students progressions and employment:**

Session	Examination	Appeared	Passed	Overall Percentage
2012-2013	Part-I	1323	964	79%
	Part-II	706	638	
	Part-III	497	390	
<b>Total</b>		<b>2526</b>	<b>1992</b>	
2013-2014	Part-I	1123	825	71%
	Part-II	788	500	
	Part-III	518	388	
<b>Total</b>		<b>2429</b>	<b>1713</b>	
2014-2015	Part-I	1637	1124	74%
	Part-II	1027	863	
	Part-III	714	509	
<b>Total</b>		<b>3378</b>	<b>2496</b>	
2015-2016	Part-I	175*	107	73%
	Part-II	1134	901	
	Part-III	695	458	
<b>Total</b>		<b>2004</b>	<b>1466</b>	
<b>Employment benefit Campus Selection for last 4 years</b>		Appeared – 341 , selected – 2		
<b>Other than campus recruitment</b>		5 as per record		

Graphical representation of students' progression during last four years:-



**Year Wise No of Student Appeared and Passed**



**Year wise percentage of students passed**

2. Departments closely monitor their students’ progression and deploy measures to enhance departmental performance and contribution to the overall achievement of the college. An environment of healthy competition for better performance prevails across the departments. Departments are granted autonomy in independent decision making for betterment of result. Their decisions, recommendations and suggestions are quickly adopted by the top level management.

Programme wise pass percentage and completion rate for the last four years are furnished in the following table.



Table reflecting programme wise pass percentage and completions rate

Programs	Examination	Percentage of Success (%)			
		2012-2013	2013-2014	2014-2015	2015-2016
B.Com.	Part-I	70	60	69	Not yet published
	Part-II	96	85	96	91
	Part-III	71	46	54	44
Bengali (H)	Part-I	46	62	75	69
	Part-II	71	100	100	78
	Part-III	90	100	97	100
English(H)	Part-I	38	32	56	67
	Part-II	100	82	100	100
	Part-III	94	100	100	92
Education (H)	Part-I	32	83	80	46
	Part-II	100	91	87	88
	Part-III	100	100	90	100
History (H)	Part-I	48	73	72	75
	Part-II	100	90	81	91
	Part-III	100	-	100	100
Political Science (H)	Part-I	40	38	71	40
	Part-II	100	75	67	70
	Part-III	100	71	100	100
Bengali (G)	Part-I	64	20	86	Not yet published
	Part-II	76	35	79	69
	Part-III	97	93	97	83
English (G)	Part-I	14	17	7	Not yet published
	Part-II	89	-	19	40
	Part-III	96	84	67	94
Education (G)	Part-I	92	75	73	Not yet published
	Part-II	97	43	85	82
	Part-III	85	90	84	81
History (G)	Part-I	93	60	70	Not yet published
	Part-II	94	43	90	85
	Part-III	84	58	87	65
Political Science (G)	Part-I	87	80	69	Not yet published



	Part-II	84	68	87	81
	Part-III	61	95	87	76
Sanskrit (G)	Part-I	72	5	75	Not yet published
	Part-II	100	88	78	69
	Part-III	-	91	40	67
Economics (G)	Part-I	10	50	20	Not yet published
	Part-II	60	50	30	33
	Part-III	50	67	25	80
Computer Sc. (H)	Part-I	36	NIL	67	60
	Part-II	NIL	50	100	33
	Part-III	50	-	100	80
Computer Application Major	Part-I	100	NIL	50	75
	Part-II	100	60	-	100
	Part-III	100	100	33	-
Physics (G)	Part-I	NIL	27	42	Not yet published
	Part-II	100	25	60	43
	Part-III	-	100	-	100
Mathematics (G)	Part-I	8	43	50	Not yet published
	Part-II	83	40	20	0
	Part-III	33	100	100	75
Computer Science (G)	Part-I	-	33	-	Not yet published
	Part-II	100	-	100	-
	Part-III	50	100	100	60
Physics (H)	Part-I				30
	Part-II				NA
	Part-III				NA
Mathematics (H)	Part-I				50
	Part-II				NA
	Part-III				NA

3. At the induction meeting with the newly admitted students, principal and senior professors address them and make them aware of the patterns of regular, tutorial and remedial classes and assessment & evaluation programmes held throughout year. They are advised to hold the Academic calendar at all times and follow it carefully for successful result. Teachers observe the attendance and progress of individual students in terms of learning and preparedness. Their



observations are duly communicated to the students. Necessary measures like counseling, parent-teachers meeting etc. are undertaken. All through the year time and again academic counseling is provided to the students. They are asked to adhere to the rules and regulations of the college & the university, to prepare themselves for university examination according to the course pattern for better result.

After the declaration of result of the university examination workshop-like meetings with the unsuccessful students are organized. Areas of weakness and causes of failure are identified. Necessary measures are adopted in consultations with and suggestions from the students. Special classes are arranged for them, counseling is given to motivate the students and special guidance and encouragement is provided so that they fare better in future. This curbs dropouts and builds-up confidence in the students.

4. UGC sponsored career counseling and placement cell is very much active in the college .During the last several years, a member of career oriented training programmes are organized, campus interviews are conducted by WIPRO, TCS and others employers occasionally. All kinds of facilities and assistance are extended for recruitment other than campus selection. For example- information regarding recruitment agencies and employment news are communicated and prompt reply as verification of academic qualification is provided.

All efforts are made by the college to achieve better students' progression. Employability and source of employment are communicated to them for better performance and higher placement.

### 5.3 Student participation and Activities

1. College encourages and supports programmes and activities organized by the student community to build up their capacity and strength of independent planning, organizing and implementing capabilities. Different extra-curricular activities like sports, games, competitions, cultural and social functions organised by the students are listed below:-
  - a. Students union organizes fresher's Welcome for the newly admitted students at the beginning of academic session in the month of July.
  - b. A successful Blood donation camp is arranged by the students union in the college premises every year. Annual social program is organized every year followed by quiz competitions, cultural competitions etc.





- c. Separate common room for boys and girls with attach bathroom are provided with elaborate indoor game facilities like carom board, chessboard, TT board etc.
- d. Students participate in inter-college cricket competitions, State level foot-ball competitions organized by the university, Kolkata police and Higher-Education department of the Govt. of West Bengal. Students performance in these competitions are remarkable. Necessary support in terms of out-door sports equipment, jersey, uniform, sports shoes and hire charge for play-ground are provided.

College promotes all kinds of extra-curricular activities. Students participations, enthusiasm and performance are remarkable.

2. Achievements of students in co-curricular, extra-curricular and cultural competitions at university, zonal, state, national and even inter-national levels are encouraging and commendable. Some of the achievements are listed below:-
  - a. Foot-ball competition organized by university reached up to semifinal in 2012-2013 and quarter final in 2013-2014. College achieved league qualification in state level football tournament organised by Kolkata Police.
  - b. In inter college cricket tournament college achieved as follows:-
    - 2014-2015 – 2<sup>nd</sup> league.
    - 2013-2014 – 1<sup>st</sup> league (win) promoted to 2<sup>nd</sup> league.
    - 2012-2013 – 1<sup>st</sup> league
  - c. Sri. Sourabh Sengupta a college student got chance at national level cricket tournament.
  - d. Sri Mantu Prajapati, a college student was called at national level Yoga program.
  - e. Prize and recognitions received in Science & technology fair organized by Bigyan Manch, Kolkata. The college students received prize in drama competition organized by ‘ANEK’ – a state level NGO.
  - f. College football team owned first prize in local level tournament.



3. Annual college magazine is published without any interruption under the leadership of students union with necessary guidance and assistance from teachers and staff. This reflects various literary expressions and ensures various students achievement.
4. Each department publishes wall magazine and students are encouraged to contribute articles and give expression to their creative thoughts, ideas and imaginations.
5. There is a students' union duly elected by the college students. Every student is a member of the union. They elect their class representatives which in turn elect executive committees and office bearers. There is constitutions for the students' union; political interference or pressure tactics of the union is almost non-existent, Plans ,programs, activities and performance of the students' union are encouraging and effective to the overall students development.
6. Students are represented on Governing Body, Academic body and different others committees and sub-committees. Suggestions and views of the general students communicated through their representatives are always given special importance and considered favorably in any developmental program. Affirmative actions are taken promptly to address their concerns and in implementing their recommendations.

Overall student participations and activities duly prompted and encouraged by the college in curricular, co-curricular and extra-curricular aspects are satisfactory and commendable.



## **CRITERION VI: Governance, Leadership and Management**

### **“Minimum Government – Maximum Governance” –**

**Sri. Narendra Damodardas Modi, Honourable Prime Minister of India**

#### **6.1 Institutional vision and Leadership**

1. Vision – Quality education to maximum number of students at affordable cost for empowerment and nation building is the vision of the college. Expansion, access, quality and performance are the four pillars of the vision statement.
2. Mission – With a view to meet the stated vision of the college the following missions are taken up:-
  - a) To upgrade the college into a three shift comprehensive co-educational institution of higher learning with the introduction of diversified subjects on Arts, Science and Commerce streams with focus on commerce education and emerging subjects.
  - b) To complete the construction of four storied college building on its own land within the main city limit along with suitable other infrastructure.
  - c) Transparent and inclusive admission policy.
  - d) Completion of syllabus as per schedule to encourage students to perform better at the examination.
  - e) Monitoring the progress of the students in terms of learning and preparedness.
  - f) Co-curricular and extra-curricular activities to enhance competence, imbibe nationalism and assist nation building.
  - g) Inculcate the concept of discipline and moral value.
  - h) To contribute to the construction of a powerful country with sufficient knowledge base and securing integrity and development with the strength of unity.



3. Governance of the college is directed to achieve the stated mission. Governing body, Principal and faculties meet frequently to examine the effectiveness of the governance procedure and effecting necessary change to enhance quality. Strategic plan is formulated in consultation with stakeholders and action plans are contributive to execution of strategic plan. College plays the role of adaptiviser in its policies, plans and programmes.
4. Top management of the college believes in the effective delegation of authority and decentralization of governance. Departments enjoy freedom in drafting their plans and programmes. Departmental programmes are integrated into institutional action plan. To co-ordinate the process of integration and monitoring process, inter-departmental committees are formed. The whole process is administered by the Principal under the overall supervision of the Governing body.

## 6.2 Strategy Development and Deployment

1. Quality policy of the college is determined with a pragmatic attitude and with reference to vision statement, student profile and other inputs. Strategic planning is formulated, developed and driven towards fulfillment of mission. Action plan is deployed to attain the objective of quality teaching and learning.
2. Perspective plan of the college includes introduction of new and emerging courses, diversification with career oriented courses, introduction of PG course and utilization of infrastructure in morning and/ or evening shift.
3. To keep institutional process vibrant, staff members are encouraged and supported by their involvement in distribution of work among themselves. Rosters of duty are prepared by mutual discussion and understanding and finally it is notified in the form of administrative order which are revised from time to time as per requirement.
4. Important resolutions adopted by the Governing Body during last one year and their status of implementation are given below:-



**Important Governing Body Resolutions and implementations**  
**For the period 01 / 08 / 2014 to 30 / 09 / 2015**

Date of Meeting	Resolution	Implementation Status
04/08/2014	Resolution by Circulation – Resolved that the recommendation of WBCSC be accepted and appointment letter be issued to Sri Provas Mondal for the post of Assistant Professor in Sanskrit.	Appointment Letter issued and the incumbent joined the post on 06/08/2014.
27/08/2014	<b><u>Agenda No.3</u></b> Resolved that appointment of Sri. Amit Hati and Sri. Gourab Mukherjee as CWTT in Mathematics and that of Dr. Mukesh Kumar Pradhan as CWTT in Physics be ratified. Recommendation of the selection committee for appointment of Whole –time, Part –time and Guest teachers be accepted. Issue of appointment letter to Dr. Anjan Kumar Chandra as Part-time teacher in Physics be ratified.	Appointment Letters issued and the incumbents joined the posts in due time.
”	<b><u>Agenda No.4</u></b> Recommendations of Building Committee be accepted. Resolved that the Govt. of West Bengal be requested to grant an amount of Rs.22,62,794/- (Rupees Twenty Two Lakh Sixty Two Thousand Seven Hundred and Ninety Four) only for construction of north lecture block at the third floor of the college building for creation of additional class rooms.	Proposal sent in due time and Grant received. North lecture block at the third floor of the college has been built as additional class rooms.
”	<b><u>Agenda No.5</u></b> In continuation with resolution adopted by circulation by the members of the Governing Body on 27.06.2013 and with reference to DPI memo. no. 949-UGC dated 24.07.2014, it is resolved that the prayer of Dr. Prasanta Kumar Dey submitted to DPI on 20.06.2014 for correction of fixation of his pay in the post of Reader-in-Commerce vide DPI memo. no. 1840-UGC dated 16.10.2009 and subsequent re-designation to the post of Associate Professor be forwarded to DPI for favourable and sympathetic consideration. Governing Body has no	Principal sent necessary papers to the Govt. in due time .proposal pending with the Govt.



	<p>objection if he is awarded promotion to the post of Associate Professor as per rules.</p> <p>Principal be requested to send necessary papers to the Govt. as early as possible.</p>	
22	<p><b><u>Agenda No.6</u></b></p> <p>As per recommendation of the Building Committee, Architect be requested to prepare and submit the plan and estimate for annex building on the southern side of the college premises.</p>	<p>Architect prepared and submitted the plan and estimate for annex building on the southern side of the college premises.</p>
22	<p><b><u>Agenda No.10</u></b></p> <p>Refundable festival advance of Rs.10,000/- each be granted to the Govt. approved Non-teaching Staff and Rs. 2,000/- be granted to Sri. Kisan Hela. College appointed CWTTs, PTTs and Guest Teachers be granted non-refundable ex-gratia of Rs.2,500/- each provided he/she has completed at least one year of service. Sri. Dulal Pal, Sri. Gouranga Das, Sri. Sujit Kumar Sharma and Sri. Mofizul Rahaman be granted Rs.2,500/- as non-refundable ex-gratia.</p>	<p>Executed in due time.</p>
22	<p><b><u>Agenda No.11</u></b></p> <p>a) COSA be implemented and necessary steps to be taken. b) A meeting of IQAC be conveyed.</p>	<p>COSA has already been implemented &amp; meeting of IQAC conveyed in due time.</p>
25/09/2014	<p><b><u>Agenda No.2</u></b></p> <p>Resolved that the College Planning Board be constituted with the following members as per the UGC Guidelines XII<sup>th</sup> Plan:- (1) Dr. Okab Ali Sarkar (Principal/Chairman), (2) Dr. Rupayan Bhattacharya (Member), (3) Sri. Amal Chakraborty (Member), (4) Smt. Hasi Mukhopadhyay (Member), (5) Sri. Subrata Ranjan Das (Member), (6) Dr. Prasanta Kumar Dey (Member), (7) Dr. Paramita Halder (Member), (8) Dr. Ratna Lodh (Member),</p>	<p>Plan proposal and claim submitted. Sanction letter with allotment of Rs. 24,41,250/- issued by UGC and first two installment received in time.</p>



	<p>(9) Sri. Jayanta Kumar Baidya (Member), (10) Smt. Anandita Biswas (Member), (12) Smt. Shinjini Basu (Member), (13) Sri. Provas Mondal (Member), (14) Smt. Suchismita Majumder (Member) &amp; (15) Sri. Partha Chakraborty (Member).</p> <p>Resolved further that claim of Rs.24,41,250/- for college development grant from UGC during XII<sup>th</sup> plan approved by the college planning board be accepted with following break-up:-</p> <p>Total Amount under A/c Head no.35 = Rs.19,53,000/-</p> <p>Total Amount under A/c Head no.31 = Rs. 4,88,250/-</p> <p>Principal be requested to send the necessary papers to UGC (ERO) as early as possible.</p>	
..	<p><b><u>Agenda No.3</u></b></p> <p>Recommendations of Purchase Sub-Committee be accepted. Govt. of West Bengal be requested to sanction an amount of Rs.13,32,667/- for infrastructure development for the following items:-</p> <p>i. High and Low Benches - Rs.2,40,000/-</p> <p>ii. Library Books - Rs.2,00,000/-</p> <p>iii. Book Rack - Rs. 67,890/-</p> <p>iv. Office Furniture - Rs.3,68,800/-</p> <p>v. Physics Lab. Apparatus - Rs.1,55,977/-</p> <p>vi. Computer Software = <u>Rs.3,00,000/-</u></p> <p>Total Amount of claim <u>Rs.13,32,667/-</u></p> <p>Principal be requested to submit the proposal to the Govt. as early as possible.</p>	<p>Proposal to the Govt. submitted in time. An amount of Rs 7,00,000/- received and utilized as per Govt. guidelines.</p>
..	<p><b><u>Agenda No.5</u></b></p> <p>(b) Govt. of West Bengal be requested to grant prior permission for filling-up the following vacant posts – (i)</p>	<p>Letter for prior permission for filling – up the following vacant posts – (i)</p>



	Accountant, (ii) Library Clerk, (iii) Clerk (iv) Peon & (v) Library Peon.	Accountant, (ii) Library Clerk, (iii) Clerk (iv) Peon & (v) Library Peon was sent.
25/11/2014	<p><b><u>Agenda No.2</u></b></p> <p>Resolved that the recommendation of the screening/ selection committee for promotion of Dr. Ratna Lodh to the post of “Reader in Education” under CAS be accepted.</p> <p>Resolved further that Dr. Lodh be promoted to the post of Reader in Education in the pre-revised scale of pay of Rs.12000-420-18300 with effect from 01.06.2010. Principal be requested to send all necessary papers to the Govt. for approval.</p> <p>Resolved also that the post held by Dr. Ratna Lodh be upgraded to the post of Reader in Education and the same be created w.e.f. 01.06.2010.</p>	Proposal was sent to in due time and the fixation memo has already been received.
”	<p><b><u>Agenda No.2(b)</u></b></p> <p>Resolved that the resolution adopted by circulation by the members of the Governing Body on 4<sup>th</sup> August, 2014 regarding appointment of Sri. Provas Mondal to the post of Assistant Professor in Sanskrit be confirmed and approved.</p> <p>Recommendation of the West Bengal College Service Commission vide their letter no. 372/CU/RECOM/CSC/14 dated 16.07.2014 be accepted. Sri. Provas Mondal son of Sri. Biswanath Mondal has been appointed to the substantive post of Assistant Professor in Sanskrit who has joined the service on the forenoon of 06.08.2014 and his joining was duly approved and accepted by the Governing Body.</p>	Implemented.
”	<p><b><u>Agenda No.4</u></b></p> <p>In compliance with G.O. No. 908-Edn(CS), online admission system be introduced from the academic year 2015-2016. Necessary hardware and software be</p>	Online admission system has already been implemented.







	<p>Paramita Halder for her career progression under CAS. Resolved that a 3 – member screening committee be constituted with the following members vide G.O. No. 920 – Edn(CS), dated 13.12.2012:-</p> <ol style="list-style-type: none"> <li>1. Dr. Okab Ali Sarkar - Principal/ Chairman</li> <li>2. Subject expert member nominated by Calcutta University.</li> <li>3. Expert member nominated by DPI, GOWB.</li> </ol> <p>Principal be requested to approach Calcutta University and DPI for their nominees to the screen committee.</p>	Government.
04/03/2015	<p><b><u>Agenda No.2</u></b> Resolved that the recommendation of the West Bengal College Service Commission vide letter no. 1455/CU/Recom/CSC/15 dated 16.02.2015 for appointment of Sri. Sourav Kumar Das to the substantive post of Assistant Professor in Physics be accepted. He be issued appointment letter in the prescribed proforma vide Appendix –A, Part-1, Rule-3 of the West Bengal College Teachers' Security of Service Act and be appointed to the said post at this college in accordance with the College Teachers' (Security of Service) Rules – 1977. Resolved further that after the joining all necessary papers be sent to the DPI for fixation of pay as per Government rule.</p>	Appointment Letter issued and the incumbent joined the post in due time.
..	<p><b><u>Agenda No.4</u></b> Audit report and audited statement of accounts for the year 2012-'13 were discussed and deliberated. Also considered the recommendations of the Finance Sub-committee in this respect. Resolved that the audit report and audited statement of accounts for the year 2012-'13 be approved and accepted. Resolved further that a copy of the same be forwarded to D.P.I., Govt. Of</p>	A copy of the same was forwarded to D.P.I., Govt. of West Bengal.



	West Bengal.	
..	<p><b>Agenda No.5</b> Resolved that the budget for the year 2015-'16 prepared by the Budget Committee and recommended by the Finance Subcommittee be approved, accepted and adopted.</p>	Budget is in the process of implementation.
..	<p><b>Agenda No.9</b> (e) Resolved that the West Bengal College Service Commission and other appropriate authorities be requested to send the list of candidates recommended for the following Whole Time Substantive Posts of Assistant Professors:-</p> <ul style="list-style-type: none"> <li>(i) Assistant Professor in Bengali – 1 post</li> <li>(ii) Assistant Professor in Commerce – 1 post</li> <li>(iii) Assistant Professor in Mathematics – 1 post</li> <li>(iv) Assistant Professor in Computer Application (Major) – 1 post</li> </ul> <p>(h) For conducting special camp each of the two NSS units be paid Rs.15,000/- as advance to be recovered in full as and when it is released by the Govt. Resolved further that Rs.10,000/- be sanctioned and released from the college fund as unrecoverable grant for this purpose.</p>	<p>(e) Requisition duly submitted to the West Bengal College Service Commission.</p> <p>(h) Implemented.</p>
30/04/2015	<p><b>Agenda No. 2</b> Resolved that the joining of Sri. Sourabh Kumar Das to the post of Assistant Professor in the Department of Physics of the college on 01.04.2015 as recommended by the West Bengal College Service Commission be accepted and the Principal be requested to submit necessary papers and documents regarding the fixation of his pay to the DPI, West Bengal as early as possible.</p>	Sri Sourabh Kumar Das joined the post and his pay fixation memo has already been received.
..	<p><b>Agenda No. 3</b> <b>Part D: For use of the Governing Body/ Administrator of the College</b> The Governing Body in its meeting held on 30.04.2015 resolved that on the basis</p>	Necessary papers have already been sent to Education Directorate,



	<p>of the recommendation made by the Screening Committee constituted for the purpose of considering the matter of promotion under CAS, Dr. Paramita Halder of the Department of English of this college be promoted to the post of Assistant Professor in the scale of pay of Rs. 15600 - 39100/- with AGP of Rs.7000/- with effect from 01.03.2011.</p> <p>It is also resolved that the post held by Dr. Paramita Halder be upgraded to the post of Assistant Professor in the scale of pay of ‘ 15600-39100/- with AGP of ‘7000 and the same will be reverted to the post of Assistant Professor (stage 1) as soon as it falls vacant.</p> <p>Resolved further that the Principal/ Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:</p> <ol style="list-style-type: none"><li>All pay Fixation memos countersigned by the Principal</li><li>Year wise detailed leave statement countersigned by the Principal.</li></ol> <p>Date:</p> <p style="text-align: center;">Signature of the President Seal:</p>	Govt. of West Bengal for career progression under CAS.
”	<p><b><u>Agenda No. 4</u></b></p> <p>In continuation with his previous report, Principal reported further that the Govt. of West Bengal has sanctioned and released a sum of Rs.20,00,000/- as building grant for construction of north lecture block at the third floor of college building for the financial year 2014-2015. He also read out the sanctioning memo in the meeting. He further informed the Governing Body that the sealed tenders were opened in the Building Committee meeting held on 03.09.2015 at 2.30 P.M. in presence of the renderers, lowest tender of Puspa Engineering was accepted and work order issued on 24.03.2015, construction work started under the supervision of the college Architect, progress of work till the date is</p>	Resolution implemented.



	not satisfactory. Governing Body expresses satisfaction and appreciates the affirmative actions on behalf of the college authority. It also thanks for the initiative taken for having the grant released and extends thanks to the Govt. of West Bengal for this financial assistance.	
”	<b><u>Agenda No. 6</u></b> Principal reported that the claim for financial grant for infrastructural development was submitted for Rs.13,32,667/- . Govt. has sanctioned and released an amount of Rs.7,00,000/-. Recommendations of the Purchase Committee for issue of work order on priority basis be approved and accepted. Quotations received at the time of preparation of DPR be considered in selecting the vendor. There is no scope of inviting fresh quotations.	Resolution implemented.
”	<b><u>Agenda No. 9</u></b> Resolved that a selection committee be constituted with the following members for preparation of panel for appointment of Guest Teachers, PTT and CWTT in English, Commerce, Economics, Bengali, Sanskrit, Mathematics, Education, History, Political Science and Chemistry. Members of Selection Committee:- i. President, Governing Body ii. Principal iii. Head of the Department (only substantive) iv. Subject expert from the University or College.	Interview conducted, panel approved by GB and required number of teachers duly appointed.
20/05/2015	<b><u>Agenda No.2</u></b> GB approved the service of Prof. Hasi Mukhapadhyay and recommends pension gratuity and all other retirement benefits on her retirement on 31-01-2016, <b><u>Agenda No.3</u></b> GB approved the services of Dr. Okab Ali Sarkar due to retire on 31-01-2016 and recommends pension gratuity and all other retirement benefits.	Pension paper duly submitted and pension claim pending with the government,  Pension paper duly submitted.



	<p><b><u>Agenda No.4</u></b> GB decided to make a fixed deposit of Rs. 30,00,000/- with Allahabad bank out of development fund. GB also decided to make a fixed deposit of Rs. 10,00,000/- with Bank of Baroda out of UGC fund.</p>	<p>Implemented.</p> <p>Not yet implemented.</p>
17/09/2015	<p><b><u>Agenda No.3</u></b> Screening committee constituted by GB for promotion under cash of Prof. Jayanta Kr. Baidya. <b>Members:</b> (a) Dr. Okab Ali Sarkar - Chairman. (b) Subject expert nominated by Calcutta University - Member (c) Expert member nominated by DPI, Govt. of West Bengal. Member</p> <p><b><u>Agenda No.4</u></b> — Governing body resolved to send the proposal for approval and fixation of pay of Dr, Ratna Lodh for the post of associate prof. in Education</p> <p><b><u>Agenda No.7</u></b> Audit report and audited statement of A/c for the year 2013-14 was approved and accepted by GB and resolved to forward a copy of the same to DPI, Govt. of West Bengal.</p> <p><b><u>Agenda No.8</u></b> GB resolved to revise the salary of CWTTs, PTTs ,GTTs and casual NTSS</p> <p><b><u>Agenda No.9</u></b> GB adopted the following resolutions (a) Open space be renovated. (b) Roof treatment be made with water proofing and screat concrete instead of roof tiles .</p>	<p>Implementation in process.Name of DPI Nominee is received but Name of Calcutta University Nominee is not yet received.</p> <p>Proposal submitted. The case is pending with the Govt.</p> <p>Copy submitted to DPI Govt. of West Bengal.</p> <p>Revised Salary structure implemented w.e.f 01/09/2015.</p> <p>a) process b) Roof treatment Completed</p>



	<p>(c) Finishing work of newly constructed lecture blocks be carried out.</p> <p><b><u>Agenda No.11</u></b> GB resolved to constituted steering committee with the following members for assessment and accreditation of the college by NAAC</p> <p>(i) Principal - Chairman (ii) Dr. Prasanta Kr. Dey - Cordinator, (iii) Dr. Rupawan Bhattacharaya - Member (iv) Dr. Paramita Halder - Member (v) Librarian - Member. (vi) Head Clerk - Member (vii) G.S. –Student Union – Member</p> <p><b><u>Agenda No.12</u></b> (a) GB decided to submit requisition to the West Bengal College Service Commission for filling of the post of Principal. (b) Sexual Harassment Prevention Cell (i) Dr. Ratna Lodh - Convenor (ii) Smt Sachismita Majumder – Member (iii) Smt. Dipali Das – Member (c) Anti ragging Cell (i) Prof. Jayanta K., Baidya – Convenor (ii) Prof. Sinjini Basu - Member (iii) Sri Samir Halder – Member (iv) Sri Debasish Dey – Member</p>	<p>c) Electrical painting and finishing work done.</p> <p>Preparation of SSR is at final stage for submission to NAAC.</p> <p>(a) Requisition submitted.</p> <p>(b) The cell is active but no such Case is reported so far.</p> <p>(c) The cell is active but no case of ragging is reported.</p>
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5. Grievance Redressal Cell looks after the complains of students and staff and prompt actions are taken depending upon their findings,



recommendations and seriousness of the issue. In most cases problems are solved by mutual discussion and removal of misunderstanding.

6. Except one writ petition filed by one teacher-member for his promotion there is no court case filed by or against the college. Promotion related writ petition is filed mainly against the Govt. and making the college party to it. Promotion of the incumbent is pending with the Govt. for a long time although college has taken all necessary actions promptly as and when required. Negotiations are going on with Govt. authority. Hope the problem will be solved amicably outside the court with positive action from the Govt.

### 6.3 Faculty Empowerment Strategies

1. Qualities of teaching and non-teaching staffs are kept in mind from the very beginning of their selection and recruitment. Govt. rules, reservations policy and recruitment policies are strictly followed. Transparency is maintained in the selection process. Promotional aspects of the staff members are promptly attended.
2. Various welfare schemes are introduced for the benefit of staff members. For example recoverable festival advances are granted to all non-teaching staff. Advance for emergent medical needs are provided. In a particular year all low paid employees were brought under medical insurance, premium being paid by the college but that had to be discontinued. College has the standing policy to come in the aid of any staff member as and when required.
3. Necessary training and refreshing programs are arranged to enhance the performance of staff-members. Non-teaching staffs are provided training in computer handling, software application etc. Teachers are given training and re-training for proper handling of ICTs both inside and outside the college. List of training and re-training programs are given below:-

#### Teaching Staff:-

- i. On campus training provided by the representatives of M/S. TIHOT on the utilization of smart classroom during November, 2015.
- ii. Sri. Chanchal Mukherjee provided re-training on the utilization of digital classroom to the faculties during July-August, 2015.





- iii. On campus training was provided to faculties to enable them to use digital class-room during 23.5.2015 to 28.5.2015. Training was given by Chanchal Mukherjee of CICIKO under the supervision of Dr. Prof. Paramita Halder ,HOD of English.
- iv. Distribution of pen-drive and training for its use was conducted during May-Jun 2014. Training was provided to individual teacher by Sri Sujit Kumar Sharma, a college staff.
- v. Software training given by SB Info Services, Kolkata during July-August, 2014 to faculties.
- vi. Training on use of short throw projectors provided by Sri. Sujit Kumar Sharma, a college staff during July-August, 2013 to faculties.
- vii. Training for power point presentation with laptop and projectors in the classroom provided by Sri. Sujit Kumar Sharma during November-December, 2012 to few faculties.

**Non-teaching Staff:-**

- a) Basic Computer Training –  
List of Trainees –
  - i. Partha Chakraborty
  - ii. Jyotirmoy Mishra
  - iii. Chaitali Sen
  - iv. Samir HalderPeriod of Training – 2003-04  
Trainer – Brain Ware
- b) Customized Admission cum Accounting Package
  - i. Partha Chakraborty
  - ii. Jyotirmoy Mishra
  - iii. Samir Halder
  - iv. Sujit Kumar Sharma
- c) Tally Accounting Software
  - i. Partha Chakraborty
  - ii. Jyotirmoy Mishra
  - iii. Sujit Kumar Sharma



4. Self appraisal report on the academic performance and other multiple activities conducted by teachers are analysed, interpreted and remedial steps taken to motivate them for better out-come. Performance appraisal system includes inter-alia the regularity in attendance, class-taking, timely entry and exit to and from the class room, participation in admission, examination etc., publications, training, research, involvement in co-curricular and extra-curricular activities.
5. Performance appraisal reports are analysed and reviewed with close eye and necessary measures taken. For example to increase the teaching days and hours, classes are arranged in the examination days, Sundays, holidays and outside the normal college hours and these are found to be effective.
6. For retention of college appointed good quality teaching and non-teaching staff their salary package is revised every year. Differential increments are granted to efficient non-teaching staff. Further necessary steps are required for arresting the migration of efficient teachers.

#### **6.4 Financial management and Resource Mobilisation**

1. Finance acts as the source of power to the engine of the college and its efficient management contribute lubricant to its wheel. Inflow of fund from different sources and effective and efficient utilisation of the same are the two broad aspects to financial management.
2. Annual budget is drafted by the budget committee. Necessary inputs are collected from departments and other areas of probable expenditure. Vision, strategy, plans and policies are analysed in the allocation of fund for non-recurring capital expenditure. The draft budget is placed before the finance committee for its consideration, revision and approval. In this process performance and implementation of the previous budget is taken into consideration. Finally the budget with recommendations of Finance Committee is placed before the Governing body for acceptance and adoption.
3. Continuous monitoring of different financial transactions is ensured by the joint effort of Cashier, Head-clerk cum Accountant under the able leadership of Bur-sar. Transactions are checked and verified on daily basis. All cash are collected through bank. A maximum of Rs.20,000/- is drawn from bank as per requirement for meeting day to day events. Petty cash system is in force for small transaction of not more than Rs.50/-.



4. Internal audit by qualified chartered firm specially to P.F. items are conducted occasionally. External annual audit of books and accounts are done by Govt. appointed audit firm. Audit report and audited statement of accounts are approved and accepted by the Governing body on the basis of recommendations of finance sub-committee. A copy of audit report is submitted to Govt. in time. A copy of the same is also submitted to the Govt. directly by the auditor. Audit work for the college is completed upto 31.03.2015. Accounting for 2015-2016 is in progress. Customized accounting software is installed and computerized accounting system is introduced since 1<sup>st</sup> April, 2012.

5. Balances in different bank a/cs of the college as per audited accounts as on 31.03.2015 are as follows:-

SBI:- General Fund	-	Rs.20,96,137/-
Development Fund	-	Rs.69,22,170/-
Students Fund	-	Rs.39,399/-
Collection Fund	-	Rs.19,580/-

Bank of Baroda (UGC Fund):-

Savings A/c	-	Rs.13,98,765/-
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A fixed deposit of Rs.30.00 lakhs is made on 24.07.2015 with Allahabad bank. A current A/c is also opened with Allahabad Bank for direct collection of fees.





6. Administration takes prompt action in securing grants from the Govt., UGC, MP/MLA LAD etc. there was an upward revision of fee-structure in 2015-2016. In addition to normal salary grant, a non-recurring grant of Rs.20.00 lakhs for building and Rs.7.00 lakhs for other infrastructure is received from Govt. in 2014-2015.
7. College maintains alertness in submitting DPR for financial grants from funding agencies. Utmost care is taken in avoiding misuse of fund and ensuring need based optimum utilization of resources.
8. Audited income and expenditure statement for last 4 years are produced below for ready reference:-



**SIR GURUDAS MAHAVIDYALAYA**  
HURARIPURUR, ULTAHARRA, 33/1/1, B. B GHOSH SARANI  
KOLKATA - 700067

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012**





EXPENDITURE	AMOUNT	AMOUNT	INCOME	AMOUNT	AMOUNT
<b>TO SALARY TO STAFF</b>			<b>BY FEES &amp; FINES</b>		
AS PER RECEIPTS & PAYMENTS A/C	14,470,711.00		TUITION FEES	1,099,180.00	
ADD: OUTSTANDING FOR THE YEAR 2011-12	3,174,836.00		PHYSICS FEES	21,810.00	
	17,645,547.00		ADMISSION FEES	131,500.00	
LESS: OUTSTANDING FOR THE YEAR 2010-11	880,746.00	16,764,801.00	IDENTITY CARDS	7,020.00	1,259,510.00
<b>TO REPAIRS &amp; MAINTENANCE</b>		152,127.00	<b>BY OTHER FEES</b>		
<b>TO POSTAGE AND TELEPHONES</b>			SESSION FEES	263,200.00	
POSTAGE	127.00		COLLEGE EXAM. FEES	65,850.00	
TELEPHONE CHARGES	58,831.00	58,958.00	ELECTRIC FEES	158,040.00	
<b>TO OTHER EXPENSES</b>			CASUAL & CLERICAL FEES	46,000.00	
ACCOUNTING CHARGES	10,000.00		RIGHT TO INFORMATION FEES	420.00	
ADVERTISEMENT	57,698.00		TRANSFER FEES/DUPLICATE FEES/ FINE	56,460.00	
ALL BENGAL COUNCIL FEES	1,000.00		PRACTICAL FEES	1,000.00	
BANK & DRAFT CHARGES	3,556.00		COMPUTER FEES	238,310.00	
BOOKS & PERIODICALS	4,159.00		FESTIVAL FEES	32,950.00	862,230.00
CASUAL & CLERICAL EXPENSES	15,429.00		<b>BY OTHER DEPOSITS</b>		263,200.00
CENTRE EXPENSES	38,352.00		ESTABLISHED FEES		
COLLEGE EXAM EXPENSES	47,190.00		<b>BY GOVT GRANTS FOR SALARY</b>		
DOCTOR ALLOWANCE	3,000.00		AS PER RECEIPTS & PAYMENTS A/C	15,279,500.00	
ELECTRIC CHARGES	88,630.00		ADD: RECEIVABLE FOR MARCH 2012	838,473.00	
ELECTRICAL MAINTENANCE	12,059.00			16,117,973.00	15,357,316.00
FESTIVAL EXPENSES	32,220.00		LESS: RECEIVABLE FOR MARCH 2011	760,657.00	
FRESHERS WELCOME - G. FUND	15,674.00		<b>BY OTHER RECEIPTS</b>		
HONORARIUM FOR LIBRARY SERVICES	9,750.00		SALES OF FORMS	159,200.00	
ICFAI EXPENSES	151,590.00		CENTRE FEES	42,526.00	
IDENTITY CARD EXPENSES	11,788.00		SALE OF OLD NEWS PAPER	2,612.00	
INCOME TAX CONSULTANCY	1,000.00		UNIV. OF KALYANI SGM STUDY CENTRE RECEIPTS	72,700.00	
INTEREST	1,128.00		ICFAI INCOME	179,925.00	
MISC. EXPENSES	1,044.00		VIDYASAGAR UNIVERSITY CENTER FEES	22,200.00	479,163.00
NSS CHARGES	45,000.00		<b>BY MISCELLANOUS INCOME</b>		
PRINTING & STATIONERY	138,233.00		NSS		45,000.00
PRIZE DISTRIBUTION EXPENSES	800.00				
REFRESHMENT EXPENSES	10,170.00				

 Accountant, Sir Gurudas Mahavidyalaya  
 Officer, Sir Gurudas Mahavidyalaya  
 Principal, Sir Gurudas Mahavidyalaya  


**SIR GURUDAS MAHAVIDYALAYA**  
HURARIPURUR, ULTAHARRA, 33/1/1, B. B GHOSH SARANI  
KOLKATA - 700067

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012**

EXPENDITURE	AMOUNT	AMOUNT	INCOME	AMOUNT	AMOUNT
STUDENT ELECTION EXPENSES	19,740.00				
TRAVELING & CONVEYANCE EXPENSES	15,027.00				
UNIV. OF KALYANI SGM STUDY CENTRE EXPENSES	46,974.00				
UTILIZATION CERTIFICATE EXPENSES	7,600.00				
VIDYASAGAR UNIVERSITY CENTER EXPENSES	19,665.00				
WBCUTA CONFERENCE	1,000.00	809,476.00			
<b>TO DEPRECIATION</b>					
AS PER SCHEDULE - F		470,374.48			
<b>TO AUDIT FEES &amp; EXPENSES</b>		9,000.00			
<b>TO SURPLUS</b>					
- EXCESS OF INCOME OVER EXPENDITURE		1,682.52			
		<b>18,266,419.00</b>			<b>18,266,419.00</b>

 Accountant, Sir Gurudas Mahavidyalaya  
 Officer, Sir Gurudas Mahavidyalaya  
 Principal, Sir Gurudas Mahavidyalaya  




NAAC- SSR- December, 2015  
Sir Gurus Das Mahavidyalaya, Kolkata – 700 067

Sir Gurus Das Mahavidyalaya  
33/6/1, B.B. Ghosh Sarani, Muraripukur Kolkata-700067

**Income And Expenditure Account For the year Ended 31st March 2013**

Expenditure	Amount (Rs.)	Amount (Rs.)	Income	Amount (Rs.)	Amount (Rs.)
<b>To Salary To Staff</b>			<b>By Fees &amp; Fines</b>		
As Per Receipts & Payments A/c	14,887,583.00		Tuition Fees	1,091,520.00	
Add: Outstanding For March 2012-13	2,357,468.00		Admission Fees	147,600.00	
	17,245,051.00		Physics Fees	17,000.00	
Less: Outstanding For March 2011-12	3,174,836.00	14,070,215.00	Identity Cards	7,660.00	1,263,780.00
<b>To Repair &amp; Maintenance</b>		458,617.00	<b>By Other Fees</b>		
<b>To Postage &amp; Telephones</b>			Session Fees	294,000.00	
Postage	55.00		College Exams, Fees	77,300.00	
Telephone Charges	43,985.00	44,040.00	Electric Fees	112,680.00	
<b>To Other Expenses</b>			Casual & Clerical Fees	13,085.00	
Academics Calender	70,000.00		Transfer Fees/Duplicate Fees/Fines	54,545.00	
Advertisement	33,987.00		Computer Fees	282,827.00	
Admission Form Charge	5,800.00		Festival Fees	36,850.00	871,887.00
Annual Social	28,225.00				
Bank & Draft Charges	5,117.00		<b>By Other Deposits</b>		
Books & Periodicals	6,066.00		Establishment Fees	295,400.00	295,400.00
Book Exhibition 2013	1,000.00				
Casual & Clerical Expenses	37,000.00		<b>By Govt. Grants For Salary</b>		
Doctor Allowance	6,200.00		As Per Receipts & Payments A/c	12,149,438.00	
Electric Expenses	111,890.00		Add: Receivable For March 2013	2,357,468.00	
Electrical Maintenance	7,312.00			14,506,906.00	
Extra Work Expenses	700.00		Less: Receivable For March 2012	838,473.00	13,668,433.00
Festival Expenses	31,750.00		<b>By Other Receipts</b>		
Physics Lab Expense	1,000.00		Sale Of Forms	139,600.00	
ICFAI Expenses	15,014.00		Centre Fees	2,175.00	
Income Tax Consultancy	5,000.00		Univ. Of Kalyani SGM Study Centre	38,400.00	
Income Tax Filing Fee	152.00		ICFAI Income	1,726.00	
Practical Fees Expenses	17,240.00		Annual Social	28,225.00	
Legal expenses	1,000.00		Minority Scholarship- Grant	9,000.00	219,126.00
NSS Charges	28,500.00				
Wages	7,400.00		<b>By Miscellaneous Income</b>		
Software & Networking Expenses	5,618.00		NSS	28,500.00	

Accountant Sir Gurus Das Mahavidyalaya Kolkata-700067  
Principal Sir Gurus Das Mahavidyalaya Kolkata-700067

Stipend Charges	123,500.00	Miscellaneous Receipt	37,539.13
Self Inspection Charges	4,790.00	Rental Fees	16,000.00
Printing & Stationery	115,132.00	Tender Money	7,100.00
Invisitation Charges	3,400.00	<b>Old Balances W/Back</b>	
Entertainment Expenses	25,927.00	from Scholarship & Stipend	1,975.00
Re Examination Expenses	9,910.00	from Flood Relief Fund	432.00
Center Expenses	1,000.00	from Student Union Fund (UGC)	250.00
Registration Form Exp	1,000.00	from 20 Years Celebration Fund	3,055.00
Subscription	985.00	from Audit Fees Payable	732.00
CU Foundation day	1,000.00	from Income Tax & Education Cess Deduction	650.00
Post Metric Scholarship	16,300.00	from Professional Tax	2,205.00
College Exam Expenses	39,460.00	from Group Insurance	160.00
Merit Scholarship Exp	8,000.00		98,598.13
Farewell Expenses	12,189.00		
Travelling & Conveyance	17,934.00		
Univ Of Kalyani SGM Study Centre Expenses	83,815.00		
Utilization Certificate Expenses	7,400.00		
Refund of Fee Expenses	16,250.00		
<b>Balance written off</b>			
from Loans & Advances	57,830.50		
from Prize Fund	45.00		
from Magazine Fund	2,820.00		
from Miscellaneous Expenses	1,082.00		
	975,740.50		
<b>To Depreciation (As Per Schedule-F)</b>		481,298.00	
<b>To Surplus- Excess of income over Expenditure</b>		387,313.63	
	<b>16,417,224.13</b>		<b>16,417,224.13</b>

Place : 8/1 C, Palm Avenue, 1st Floor  
Kolkata - 700 019  
Date : 2nd February 2015

In terms of our report of even date annexed hereto  
FOR: VIJAY BHUSHAN AGARWAL & ASSOCIATES  
Chartered Accountants  
Firm Registration No. 326178E  
(V. B. AGARWAL)  
Proprietor  
(Membership No. 53503)

Accountant Sir Gurus Das Mahavidyalaya Kolkata-700067  
Principal Sir Gurus Das Mahavidyalaya Kolkata-700067





Sir Gurus Das Mahavidyalaya  
336/1, B.B. Ghosh Sarani, Muraripukur Kolkata-700067

Income And Expenditure Account  
For the Year : 01-04-2014 To 31-03-2015

Expenditure	Amount (Rs.)	Amount (Rs.)	Income	Amount (Rs.)	Amount (Rs.)
<b>To Salary To Staff</b>			<b>By Fees &amp; Fines</b>		
Salary To Staff	13,633,028.00		Tuition Fees	1,246,955.00	
Salary Allowance to Guest Lecturer	850,950.00		Admission Fees	176,650.00	
Salary PTTS College	155,200.00		Rental Charges	270,800.00	
Salary NTS College	228,838.00		Physics Fees	69,200.00	
Salary CWT TS College	247,170.00		C.U. Contingency	5,582.00	
Salary CWT NTS College	968,355.00		Identity Cards	20,942.00	1,789,929.00
Salary PTTS Allowance TS	2,412,559.00				
Salary Pujā Bonus & Ex-Gratia	137,000.00		<b>By Other Fees</b>		
Salary PTTS Allowance NTS	11,505.00	18,644,605.00	Session Fees	375,300.00	
			College Exams Fees	160,820.00	
<b>To Repair &amp; Maintenance</b>		317,032.00	Electric Fees	319,570.00	
			Sports & Games Fee (Coll)	31,406.00	
<b>To Postage &amp; Telephones</b>			Transfer Fees/Duplicate Fees/Fines	16,565.00	
Telephone Charges	45,858.00		Clerical Fee	12,110.00	
<b>To Other Expenses</b>			Advertisement	5,691.00	
Academic Calendar	4,800.00		Festival Fees	31,300.00	
Accounting Charges	5,000.00		T.C Fees	200.00	
Affiliation Fee	3,000.00		Competitive Exam. Centre Fee	274,850.00	
Admission Form Charge	6,000.00		Youth Service	10,000.00	
Annual Social	207,400.00		Computer Fees	678,000.00	
Bank & Draft Charges	1,589.00		Establishment Fees	375,300.00	2,292,912.00
Books & Periodicals	12,770.00				
Book Fair 2014	3,000.00		<b>By Govt. Grants For Salary</b>		
Book grant	5,000.00		Salary PayPacket	13,555,085.00	
Career Counselling Cell	838.00		Salary PayPacket (PTTS & CWT)	2,777,751.00	
Casual & Clerical Expenses	78,230.00				
College Exam Expenses	42,750.00		<b>By Other Receipts</b>		
Competitive Exam. Centre Exp.	222,084.00		Sale Of Forms	300.00	
Computer Maintenance	15,446.00		Sale Of Tender Forms	3,000.00	3,300.00
Conveyance	30,420.00				
Coolie & Carriage	500.00		<b>By Miscellaneous Income</b>		
Cost of Forms	56,370.00		Miscellaneous Receipt	5,000.00	
Doctor Fee	33,000.00				
Draft Charges	3,549.00				
Electrical Equipment	14,427.00				
Electric Expenses	174,440.00				
Electrical Maintenance	13,198.00	934,211.00			
		19,941,706.00			20,423,977.00

Accountant Sir Gurus Das Mahavidyalaya Kolkata-700067  
Principal/Secretary Sir GURUDAS MAHAVIDYALAYA KOLKATA-700067

	19,941,706.00		20,423,977.00
<b>To Entertainment Expenses</b>			
Extra Work Expenses	31,632.00		
Freshers Welcome-S.U.Fund	24,350.00		
RTI Charges	130,000.00		
Tuition Fee Deposited RBI	3,195.00		
Income Tax Consultancy	535,506.00		
Utilisation Fees	4,400.00		
Postage	6,000.00		
Wage	170.00		
Software & Networking Expenses	35,450.00		
Legal Exp.	31,078.00		
Post Metric Scholarship	550.00		
Printing & Stationery	32,900.00		
LOI Fee for NAAC	115,742.00		
National Social Services	28,090.00		
Project Fee	40,000.00		
Review Charges	3,425.00		
Prospectus	2,295.00		
Independence Day Celebration	28,800.00		
Practical Fee	2,000.00		
Merit Scholarship Exp	12,294.00		
Univ Of Kalyani SSM Study Centre Expenses	17,000.00		
Saraswati Pujā	225,125.00		
Refund of Fee Expenses	20,000.00		
Transferred to Miscellaneous Expenses	16,090.00		
	4,860.00	1,362,953.00	
<b>To Depreciation (As Per Schedule-F)</b>		470,732.00	
<b>To Audit Fees &amp; Expenses</b>		3,500.00	
			By Deficit- Excess of Expenditure over Income
			1,354,914.00
		21,778,891.00	21,778,891.00

Place : 8/1 C, Palm Avenue, 1st Floor  
Kolkata - 700 019  
Date : 15th day of December 2015

In terms of our report of even date annexed hereto  
FOR VJAY BHUSHAN AGARWAL & ASSOCIATES  
Chartered Accountants  
Firm Registration No. 326178E

(V. B. AGARWAL)  
Proprietor  
(Membership No.53503)

Accountant Sir Gurus Das Mahavidyalaya Kolkata-700067  
Principal/Secretary Sir GURUDAS MAHAVIDYALAYA KOLKATA-700067

## 6.5 Internal Quality Assurance System:-

1. Internal Quality Assurance Cell (IQAC) was established in the college on 10.01.2012. Dr. Prasanta Kumar Dey is the Co-ordinator of the cell. DCF-2 for last 4 years since 1<sup>st</sup> April, 2011 till the date is duly



uploaded on the UGC website. UGC has granted financial assistance of Rs.3,00,000/- for IQAC.

2. IQAC is provided with laptop, scanner, printer, internet connection, almirah, chair, table etc. Fund is available for any further requirement of furniture, fixture, equipment and tools.
3. IQAC holds discussions and collect information regarding the functioning of different academic and administrative aspects of the college. The Cell members meet occasionally and recommends ways and means for quality enhancement. For example: practical training for use of ICTs and issue of pen-drive to individual teachers are the outcome of IQAC decisions.
4. Performance and quality of teaching-learning process is examined with reference to success achieved by the students in internal and external examinations. Continuous review of progress from Part-I to Part-II to Part-III during the 3-years period of degree course is done. Necessary remedial measures are adopted to address the weak areas. Unsuccessful students are counseled, encouraged and assisted to re-appear in the examination.
5. Departments are encouraged to install their own quality assurance mechanism. They enjoy freedom and autonomy in adopting suitable course of action to ensure quality services. Departments conduct academic audit to determine the rate of success and failure. Integration of departmental academic audits with suitable adjustment and revision gives the institutional academic audit. Departments are granted maximum possible autonomy in deciding their own course of remedial actions.
6. Computer trainings are provided to non-teaching staffs for use of latest technologies, software etc. in office, administrative, accounting, admission, registration and examination activities. Example of some such training programmes are cited below:-

#### **Non-teaching Staff**

- i. Basic Computer Training –  
List of Trainees –
  - a. Partha Chakraborty
  - b. Jyotirmoy Mishra
  - c. Chaitali Sen
  - d. Samir Halder

Period of Training – 2003-04





Trainer – Brain Ware

- ii. Customized Admission cum Accounting Package
  - a. Partha Chakraborty
  - b. Jyotirmoy Mishra
  - c. Samir Halder
  - d. Sujit Kumar Sharma
- iii. Tally Accounting Software
  - a. Partha Chakraborty
  - b. Jyotirmoy Mishra
  - c. Sujit Kumar Sharma

7. Quality assurance policies, procedures and out-comes are communicated to different stakeholders through induction meeting and periodic work-shops, discussions and deliberations.

Standard and pattern of quality assurance are fixed with pragmatic attitude. Delivery mechanism and parameters of quality assurance are guided by quality of teaching and learning. Level of quality assurance outcomes are measured and interpreted with reference to teacher-student profile and overall position of the college in the higher education arena is determined accordingly.



## **CRITERION VII – INNOVATIONS AND BEST PRACTICES**

**“Dream is not that you see in sleep, dream is something that does not let you sleep.” – Dr. A.P.J. Abdul Kalam.**

### **7.1: Environment Consciousness:**

#### **1. Conduction of Green Audit and General Environmental Initiatives:**

As of now there is no provision for Green Audit of the college conducted by any external agency. However, as an institution of higher learning the college acknowledges its environmental responsibility and has undertaken several measures to fulfill it. Before the college was shifted to its own new building in 2001, the entire area was vacant land and a dumping ground for garbage. It was a den of anti-social activities. The pond was nothing more than a shallow water body full of saplings. After the shifting of the college, the authority took the challenge of developing the adjoining area along with the college premises, recognising the fact that the college shares a symbiotic relation with the local community and their developments are co-dependent.

The college puts special emphasis on cleanliness of the campus. The premises are cleaned on a regular basis. All the stakeholders are encouraged to maintain general hygiene. Littering waste material, smoking or throwing plastic within the college premises is strongly discouraged. Much of the campus like the class-rooms, the library, corridors is treated as ‘No Smoking Zone’. We receive full support of the teachers’, staffs’ and students’ bodies in this regard. The college authority surveys the state of hygiene, sanitation and general cleanliness on a regular basis and is diligent in taking swift and immediate steps. The college has also put mechanisms in place to keep the campus eco-friendly.

#### **2. Initiatives taken by the College to make the campus eco-friendly:**

- **Energy conservation:** Energy conservation is one of the basic eco-friendly practices. All the members of the college community – the teachers, students and staff – acknowledge its importance, not only as an environmental initiative but also as a prudent economic practice that makes optimum use of available resources. Special attention is paid to ensure that all the electrical and electronic installments have been properly switched off after the classes are over. The devices used for



the digital classrooms are carefully unplugged once the class is over. The use of AC machines is regulated and monitored. The use of back-up generators and emergency power supply during power-cuts is optimal. During the purchase of all electrical equipments care is taken to make sure that their consumption of power is well within acceptable limits.

- **Use of renewable energy**

No such initiative has been taken up by the College till now.

- **Water harvesting**

The college has been persistent in persuading the Kolkata Improvement Trust to improve the condition of the adjoining water body, to conduct regular drainage and clean up the surrounding area with achievement of positive result.

- **Check dam construction**

Not applicable in the area of the college.

- **Efforts for Carbon neutrality**

Several steps have been taken to control the carbon level of the college premises. Judicious use of electricity, raising awareness about smoking and the no use of plastic among the college community is part of those efforts. Our college is located in a densely populated area. Thus, some of the main sources of carbon emission are unavoidable, such as cars or burning of fossil fuels like cooking gas or oils in the nearby households. However, we have tried to regulate the vehicular movement in and around the college premises by regulating the usage of both four-wheelers and two-wheelers within the boundary wall and by allocating a specific area for parking cars. In order to increase carbon neutrality in the college, initiatives towards plantation of trees are taken on a regular basis. Also, we take special care towards the eco-friendly disposal of bio-degradable wastes. The green waste, food waste or paper waste are not burned; they are disposed off as municipal waste on a regular basis.

- **Plantation**

In spite of being located in a populated area, the college has taken steps towards planting trees and preserving and developing the adjoining water body. Around 30 trees have been planted around the college compound. Continuous persuasion of the college with the



Kolkata Improvement Trust and other Government authorities has finally resulted in the construction of:

- Muraripukur, Rabindra Udyan.
- Rishi Aurobindo Ghat, adjacent to the pond
- Rajanikanto Childrens' Park

In the last four years various tree plantation programmes have been undertaken by the NSS units of the college. In 2012 from 6<sup>th</sup> to 13<sup>th</sup> June *Van Srijan* and Awareness Week was celebrated. Several saplings were planted in the college compound on this occasion. In the year 2013, *Van Mahotsav* was celebrated from 11<sup>th</sup> to 18<sup>th</sup> July. In 2014 and 15 it was celebrated from 7<sup>th</sup> to 14<sup>th</sup> July. On each occasion tree plantation was done with careful planning, keeping the landscape design and the needs of the habitat in mind. Apart from such specific events, planting trees has been made into an integral part of college activities by incorporating it into other occasions such as Independence Day celebration and the college foundation day. The World Environment Day is also celebrated in the college by organizing seminars and awareness campaign.

- **Hazardous waste management**

Not much hazardous waste (mainly chemical and bio-chemical waste) is produced in the college. However, the college authorities are careful about keeping the purchase of potentially hazardous chemicals to bare minimum. Science departments are encouraged to purchase mercury-free instruments and wherever possible hazardous materials have been substituted by non-hazardous ones. In the last four years there has been substantial expansion of the college building. As a result dismantled building materials have been a source of hazardous waste. These have been regularly collected in the municipal vats meant for waste disposal. The college maintains a system of separating the bio-degradable and non-degradable waste by installing several dustbins in strategic locations. The canteen waste too is collected and disposed off on an everyday basis.

- **E-waste management**

The administration of the college, with the help of the faculties of respective departments monitors the use of electronic instruments and takes stock of the unusable electronic or electrical products that may become source of e-waste, such as computers, CPUs, scanners, photocopy machines, projectors etc. First of all attempts are made to keep such wastage at bare minimum. Special attention is paid to the maintenance of electronic goods. Usable parts of rejected machines are



recycled. When they are finally discarded, special care is taken for their disposal. Burning of rubber and plastic in the campus and throwing e-waste in municipal vats are strictly prohibited in the college. Toxic or combustible e-waste such as batteries, compressors etc. are not exposed to natural elements.

## 7.2 Innovations:

### **Some of the innovative steps that have made a positive impact on the functioning of the college:**

- The college introduced partial online admission in 2013-14 and then converted to complete online admission in 2014-15 ensuring transparency of the entire process. The merit list is based on merit without any scope for manipulation. The process is also hassle-free and less time-consuming.
- An Anti-Ragging Cell has been constituted to look into complaints of ragging in an impartial, transparent and time-bound manner.
- The college has a Grievance Redressal Cell to inquire into complaints of harassment and mistreatment of any member of the college community – teachers, students and non-teaching staff and to take redressal actions.
- The Sexual Harassment Redressal Cell provides a forum for the college community to freely report any instance of sexual harassment. The functioning of the cell is transparent and time-bound.
- The college has an active Equal Opportunity Centre. It has organized programmes and seminars on topics related to social justice and positive discrimination. It has also organized workshop of mobile hardware repairing and first aid training to develop skills in students.
- On Sundays the college runs M.A. courses of Kalyani University and Netaji Subash Open University. It has improved the earnings of the college that can be used for further development.
- The students' union election is conducted in a regular and peaceful manner following the college constitution with full cooperation between the administration and the students' body. Special attention is taken to ensure that the conduction of the election process is in accordance with the recommendations of Lyngdoh Commission.



- The college puts special emphasis on regular interface of the students with the teachers as well as the office staff. An orientation programme is conducted at the beginning of the session and regular meetings are conducted with the students to collect their feedback and implement necessary steps.
- The college puts emphasis on sustained and continuous evaluation. The results of mid-term and end-term examinations are published within stipulated period. Every department maintains students' database. The percentage of their attendance is calculated and communicated every three months. The academic subcommittee discusses the results of internal as well as university examinations. Apart from that, various initiatives are taken to better the academic environment and output on the basis of consultation among the teachers and students.
- The college believes that the parents need to be informed about the progress of the students and be made part of their academic life. Regular meetings are arranged with the parents. After the publication of the results of mid-term and selection tests the principal and faculty meet the students and their parents to discuss general as well as individual performance.
- The college keeps in constant contact with the students with mobile updates and SMS. During the admission the students are informed about each step such as publication of screening list, publication of merit list and date of admission through SMS. Apart from that students are informed about important events and programmes of the college through calls and messages.
- The college has established links with important national and international level libraries such as the West Bengal State Library, the British Council Library and the American Library to provide the faculty and the students with academic resources such as books, journals, CDs and DVDs.
- The college has introduced computer accounting system and has installed COSA software. The digital data-based recording and filing has also been introduced to keep the financial data as well as all the student related data well-organised, transparent and easily accessible.
- The college library has been upgraded with the installation of various software like OPAC and Inflibnet, facilitating accessing books and surfing e-resources.



- The college observes the Communal Harmony Week every year from 19<sup>th</sup> to 25<sup>th</sup> November, involving not only the faculty, staff and students of the college but the local community as well through rally, fund-collection and awareness campaign.
- Students' creativity is encouraged not just through the college magazine but through exhibitions, wall-journals etc. Students of this college are encouraged to participate and make presentations in the seminars held in other colleges.

### 7.3 Best Practices

A good number of good practices are practiced by the college with the aim of realization of its vision, missions and objectives. Practices are guided by the principle of expansion, access, quality and performance. Good practices of the college relate to curricular aspects, quality teaching-learning process, infrastructural facilities, governance with an eye on enhancement of knowledge & competence, imbibing the sense of nationalism and contributing to nation-building. Out of the practices pertaining to quality improvement in teaching, learning, evaluation, performance and achievement of institutional objectives “ACADEMIC CALENDAR” is considered to be one of the best practices.

Core values and activities of the college are identified and deployed with reference to the fast changing scenario and requirements of higher education system across the states and across the countries. Imbibing value system and value education among the students in particular and other stakeholders in general is one of the good practices of the college. Quest for excellence is included in the schedule of core activities of the college. Excellence can be attained when improve competence and competitiveness is supplemented by value education with relevance to diversity, tolerance, harmony, national culture and heritage.

Instigating quality education to prepare individual needs is a two way process .One is formal way with a structured framework as is exemplified by our initiative of preparing the academic calendar, and the other one is an informal way which is adopted towards the effort to supplement the academic programmes, where the institutions mission, vision and objectives are integrated. The informal way enriches the curriculum whereas the formal approach directly contributes to the curricular enhancement. The best practice to enhance the curriculum is aimed to be actualized by the academic calendar. The informal way adopted to imbibe the institutional objectives as well as satisfying the core value of academic excellence is the “**curriculum enrichment book fair**”. The best practices adopted by our institution are a means to accelerate the academic pursuits. Encouraging active student participation that facilitates the development of skill and competencies are



possible by organizing a book fair which can be skillfully planned so that it actually serves as a method of teaching but in an informal atmosphere but directly contributing to the quality improvement of the core activities of our college. Management skills can be seeded if the college is inclined to organize such programmes that gives a hands on experience. “Curriculum Enrichment Book Fair” can be exemplified as such a practice.

Value education can be initiated in a positive and nurturing learning environment. A structured attempt with the academic calendar to induct an urge towards systematic curricular progression in one hand and the “curriculum enrichment book fair” on the other hand gives a scope to go through the values of sincerity, perseverance, cooperation, time management, responsibility, sharing, unified work capability, Understanding each other’s diverse capabilities and many more that actually contribute to academic excellence. Therefore second best practices taken up for presentation in the NAAC prescribed format is “CURRICULUM ENRICHMENT BOOK FAIR”.

### **BEST PRACTICE – 1**

1. Title of the Practice: ACADEMIC CALENDER – the edifice of teaching learning process.
2. Goal:-
  - a) To assist the students is selecting the appropriate course of study for admission that suits their individual aims, objectives and potentials.
  - b) To help the students in preparing their own plans, programmes and schedules for preparation in the college and at home.
  - c) To facilitate the students in selecting suitable time gap for conducting career oriented add-on course, extra-curricular activities, training and skill development parallel with the 3-year degree course.
  - d) To provide a hand-book on time management to the students, teachers and administration.
  - e) To motivate students and teachers in timely completion of syllabus to achieve good result.
  - f) To make the students familiar with the question pattern, appropriation of marks with reference to syllabus and encourage them to the whole process of teaching and learning.





- g) To encourage the students and teachers to formulate scientific planning and scheduling of academic tour, pleasure trip, entertainment activities or any other engagement.
- h) To inculcate the value of planning and management of time in personal, professional, economic and social life of the readers of the book-academic calendar of Sir Gurudas Mahavidyalaya.

### 3. The context:-

Necessity is the mother of invention. Intervention and action are effected to overcome the challenges. Prevailing situation and circumstance of the over-all teaching-learning process influence the college authority to publish academic calendar in the form of a binding book that can be preserved at-least for the whole period of three-years degree course. Designing and implementing academic calendar as an integral and significant part of the whole process of quality teaching and learning is done to address the following contextual features and challenging issues pertaining to quality educational services provided by the college:-

- i. Urban environment of Kolkata city with so many options of enjoyment and entertainment attract the young students making them prone to be out of the track of education. Academic calendar with its compact schedule engages them to academic activities and helps in keeping them on the track.
- ii. Students with low profile are not found to be serious and dutiful to their learning process and not all the faculties are dutiful and committed to the teaching imparted by them. Academic calendar pin points the responsibility of both the students and the teaching community.
- iii. Attendance of students in classes comes down gradually from first year to second year to third year. University regulations permit a student to appear in final examination as a regular candidate with a percentage of attendance as low as 60%. So they have the scope to skip classes upto a maximum of 40%. In second and third year even the students do not maintain minimum required percentage of attendance but they have to be allowed in selection test due to pragmatism. This creates a gap between the students and the teaching learning activities of the college. Academic calendar furnishes a total picture of the education plan for the whole of three year degree course facilitating the students to bridge the gap by their own efforts.



- iv. Leave rules of faculties adopted by the Govt. and the University are not conducive to maintaining regularity in class taking. These rules are extended to college appointed teachers as well. There are 52 off-days, 52 Sundays, 53 recess days, 56 holidays, 14 casual leaves, 30 earned leaves (15 for first 7 years), 20 medical leaves ( with half pay). Their involvement in admission, examination and other administrative activities encroach upon their teaching time. Meetings, seminars, workshop, conferences reduce their teaching hours. After taking all these factors into consideration little time is left for actual teaching and learning. These create gap between the teachers and learners. To overcome this challenge to the all important teaching-learning linkage, college maintains a reasonable teaching days, special classes on Sundays and holidays, classes beyond the normal college hours etc. But a regular and continuous flow in the teaching learning process cannot be assured. Academic calendar acts as a ready reckoner and guide to the students to perform academic activities independently in addition to educational services available within the college premises.
- v. Academic calendar makes the students and the teachers aware about their rights and responsibilities to the cause of quality teaching and learning. By encouraging the independent learning some teaching responsibilities are assigned to the students themselves. It is a desperate attempt by the college authority to maintain quality, performance and empowerment of students. Academic calendar is a bold attempt to supplement the deficiencies on one hand and enhance and activate the quality teaching learning process on the other hand.

#### 4. The Practice:-

- i) Academic calendar is handed over to the applicants ( prospective students) along with admission form and prospectus at an all inclusive cost of Rs.100/- only. There is a query about the purpose of issuing academic calendar to those who are yet to be students. Content, design and layout of the calendar is prepared in a way that will help the prospective students to relate their aims, objectives and potentials with his desired course of studies and select the suitable subject combinations in order of preference.



- ii) Considering huge number of its applicants and enrollment and also considering its unique curriculum structure a separate academic calendar is prepared only for commerce stream. Another is prepared jointly for arts and science stream. College has the legacy and focus on commerce department. It does not involve huge cost but is considered helpful to the students. It also acts as the publicity of teaching plans, programmes, procedures and delivery system practiced by the college.
- iii) New academic session starts on 1<sup>st</sup> July. Faculties take up preparatory work during May and June when there is slack session in terms of teaching and learning. Department wise reports are prepared embodying therein the academic plans and programs.
- iv) Departmental reports are integrated into the academic calendar to make it broad based and ensure the involvement and participation of faculties. Total syllabus is divided into two parts – one for mid—term test to be conducted at the middle of November and the other to be completed before selection test held during February-March. Selection test covers the whole syllabus including the portion earmarked for mid-term test. Standard and pattern of question for selection test follow those of final examination conducted by University. All these aspects are displayed in the academic calendar and deployed rigorously throughout the year.
- v) Structure of the academic calendar is constructed in simple and clear terms easily understandable to the students. Subjects/ Papers are arranged -chapter, topic and sub-topic wise. Division of chapters between mid-term and selection test is made maintaining the continuity and relevance. Attempts are made to install a scientific structure for efficient and effective deployment of all the factors of quality teaching and learning.
- vi) Teacher-wise apportionment of syllabus is depicted in the academic calendar. Name of the teacher assigned with a chapter, topic or sub-topic is mentioned. It pin points the teachers responsibility towards completion of syllabus about which students and other staff members are also aware.
- vii) Standard number of lectures required for completion of a particular portion of syllabus (topic/ sub-topic wise) is mentioned. Such a meticulous academic planning and program requires elaborate in house analysis with reference to sophisticated managements tools like time-study, motion-study etc.



- viii) Departmental heads are entrusted with the responsibility to monitor the efficient and effective delivery of teaching materials with reference to the portion of the syllabus assigned to departmental teachers most of whom are part-time, guest and temporary in nature. Vacuum created for frequent migration of temporary teachers are filled as per the requisition of HODs. Panel of teachers is kept ready. Academic calendar in the hands of HODs and departmental colleagues acts as guide and ready-reckoner for maintaining continuity and avoiding interruption in the teaching-learning system deployed by the college.
- ix) Academic calendar of the college is not confined only to the curricular aspects and quality teaching-learning process. It contains information on all the other related issues covering the whole education system of the college.
- x) Admission regulations and eligibility criteria are clearly mentioned in the calendar. Students can check the eligibility even after admission avoiding the scope of delayed detection of ineligible admission reducing the possibility of loss of year. This is an additional measure in supplement to all checks and rechecks conducted by the college authority.
- xi) Examination regulations and eligibility for vertical progression from Part-I to Part-II to Part-III are clearly stated in the Academic calendar. Students can take preparation accordingly.
- xii) Acute shortage of qualified substantive teachers and heavy dependence on temporary, part-time and guest teachers on the one hand and reluctance of students to attend the classes on the other has created a vicious circle in the college education system. This is applicable across the country at state and national level. Academic calendar is used as a tool to bridge the gap at-least partially. It should not be confused with distance mode of education. Here academic plan is adopted and HODs are entrusted to look after the holding of classes and monitoring the completion of syllabus assigned to individual faculties. Employment of adequate substantive teacher is a distant dream.
- xiii) However an academic calendar can be helpful only partially to the solution of this fundamental difficulties and challenges before the college. High rate of migration and indifferent attitude attributed to high service security of the substantive teacher is also a problem to be encountered. All these problems cannot be tackled by the introduction of Academic calendar. It is only a humble effort



to ensure some sort of linkage between students-curriculum and teachers.

#### **5. Evidence of success:-**

- a) Academic calendar is found to be contributive to selection of appropriate and suitable subject/ course of study by the student. It is evident from the fact that application for change in subject after admission has come down sharply.
- b) It has established a connect of students-syllabus-teachers. Students remaining absent in a class can fill-up the knowledge gap before attending the next class.
- c) It has the effect of encouraging independent learning. Unique presentation of syllabus with break-up, number of question set and marks allotted for each topic and sub-topic motivate the students to undergo independent learning to make good any institutional deficiency.
- d) Bold and desperate attempt to supplement the deficiency in terms of actual number of classes held during the academic session is found to be successful at-least partially.
- e) Cases of ineligible admission have come down almost to nil. Early detection of any such case and timely action has been possible.
- f) Examination regulations contained in the academic calendar are found to be contributive to make the students aware of their required performance for upward progression during the period of the course of study.

Aims and objectives of imposing undue importance to a small issue of publishing and distributing academic calendar has been found to be successful at-least partially. Students could be motivated to look after their self-interest regarding self-learning, external evaluation, progression and performance. To our view it is a proof that small thing can achieve big and beautiful achievement.

#### **6. Problems encountered and Resource required:-**

Frequent migration of teachers and heavy dependence on part-time, temporary and guest teachers act as a barrier in proper execution of the calendar. Since the names of the teachers are mentioned against each topic, change of teacher in the middle of the session creates



inconvenience to both the teachers and the students. Insufficient quality teaching time is also a constraint.

An academic calendar does not involve any extra cost to the students. It involves minimum expense to the college. Only resource required is the initiative, introduction, implementation and deployment with sincerity and seriousness.

#### 7. Notes:-

- a) College has got recognition and appreciation of its academic calendar from different corners.
- b) Inspection team, visiting team and individual visitors are found to be attracted by the Academic calendar of the college. Some of them have taken a copy of the same to explore the possibility of introducing the system in their own colleges. Some are found to be making instant affirmative comments.
- c) Reluctance of students in attending the class and inadequate substantive faculties has created a menace across the state and the nation. Respected readers of the calendar are earnestly requested to try this practice and study how and to what extent a good quality academic calendar can supplement this serious problem encountered in the college education system.

#### BEST PRACTICE-II

##### 1. Title of the practice: CURRICULUM ENRICHMENT BOOK FAIR.

**2. Goal:** Curriculum oriented teaching-learning process is expressed through its structured framework of classroom based learning, where routine – syllabus-examination-assessment-marks-result etc. are the keywords that explain a system for judgment of academic excellence. However a key component of an academic environment is the urge of the student to be actively involved in the learning process, and develop a willingness of the student towards the institutional provisions where interest –participation-interaction etc are the keywords that ultimately gauges the value of education in an individual. An academic institution is a balanced manifestation of both the components. An institution plays a vital role in motivating and orienting a student in an informal method, which ultimately serves the institutions core value of academic excellence. The “Curriculum Enrichment Book Fair” is primarily targeted towards creating an environment in the college where an introduction to the curricula can be inducted at the beginning of the session through an informal approach. This event is organised and managed by the library department contributing to the realization of institutional objectives.



**3. The Context:** The academic session starts on 1<sup>st</sup> July. The commencement of actual teaching learning process takes place at around the end of July and the beginning of August. Most of the students get detached from the schedule of study and develop a reluctant attitude after the H.S examinations, as for the case of the new admissions at the U.G level. The students of part II and III get a short span of time for thorough study within the academic session. To get accustomed to the teaching –learning process as well as assessing the significance of accessing the books and the study materials for necessary curricular support needed a motivational approach. A book fair, which is a highly appreciated means for creating a literary environment be skillfully designed and implemented at the college campus. It has the impact of inclination among the students for early commencement of teaching-learning process. It creates an environment where an apparent picture of enjoyment is actually a platform for active involvement and interaction of the faculty, the students, the parents and the library. The process is expected to enrich the curricular process through an active suggestion –feedback model. Hands-on help in selecting books as per the requirements of the students can be provided. The institution can reach out to the students with an introduction to its facilities using appropriate communication aids. The inclination for resources as per curricular requirements can serve as an indicator to the resource development of the institution.

**4. The Practice:** The event of organizing a book fair at the college premises at the commencement of the academic session is titled as “CURRICULUM ENRICHMENT BOOK FAIR”.

#### STEPS OF IMPLEMENTATION:

- The thought process involves the analysis and discussion of the fact that developing interest towards the holistic use of institutional learning resources in the multidirectional and dynamic perspective is possible when the institution inclines to adopt motivational techniques and implement orientation programmes with special emphasis on the exemplary instance of organizing a book fair at the college premises. The key indicators of adopting such practice are:
  - Transformation in pattern of resources (Teaching –learning process is an amalgamation of technology with the course structure in the classroom).
  - Equal use of traditional & digital resources in the academic environment.
  - Demarcation between students’ capability of learning.



- A library emerging as a learning resource centre in respect of effective curricular supplementation.
  - The students are not well versed with the syllabus as well as the lesson plans at the beginning of the session.
  - The students hesitate or avoid to be involved into the new system. Some of the students fear to get embarrassed while trying to get adapted to the changing academic environment.
  - A formal induction process may have some loose ends to put the students into the system of learning without any delay due to other individual concerns. It is impossible to identify unless a common platform is shared for opening up.
- **The actualisation of the process involves the following initiatives:**
- The book fair committee decides the suitable date, extent of the event and the minimum expenditure to be incurred.
  - The publishers and book sellers are invited (No participation fees is charged, however they need to fill up participation forms indicating the facilities they are willing to provide to the students at the book fair)
  - The students (volunteers) are selected. They are conveyed with the detailed process.
  - The notices are circulated and the invitation letters for the parents are handed over to their wards.
  - The dignitaries are invited to the inauguration ceremony (in person and through mail), the faculties are also formally invited via the teacher's council, informing about the goal and objective of the event.
  - N.S.S team of our college, the students' council and "The friends of the Library" volunteers actively participate in the wholesome organisation of the fair.





- Temporary stalls are set up at the college premises. The publishers are asked to provide a list of the books they are to display during the fair. The umbral and penumbral relevance to the course curricula are effectively judged. A facility to store the books are also provided to the publishers and book sellers.
  - Banners and posters conveying the motto of the fair are printed. Posters and banners that inculcate good reading habits in interesting and readily acceptable approach are developed. Presentations are prepared to convey about the library facilities, rules etc so that an informal communication about the learning resources can be provided. Badges are printed to initiate active involvement by a feeling of belongingness among the students.
  - Projection screens are set up to display the relevant contents during the fair.
  - Halogen lights, spot lights, stand fans, and refreshments are arranged. This is indeed necessary for a conducive environment.
  - The President, Governing body, the principal and the dignitaries address the students at the inaugural programme. It is a skilful supplementation of the induction address at the beginning of the session but in a festive mood.
  - The regular readers of the library are given due appraisal by announcing “The reader of the year” as an effort to motivate towards access and utilisation of the resources for curricular enhancement.
  - The list of requisitions, purchases and recommendations by the students and faculty are collected from the publishers and book sellers. This serves as an effective feedback.
- **The expected outcome:**
- A wide exposure to the books related to the course curriculum.
  - Inculcate an interest in reading and learning.



- Be able to see and touch some new books related to the curriculum at their own college campus.
- The publisher –student meet may help the students to purchase books as per their requirement without the hassle of hopping book shops in search of the required books.
- If the students fail to purchase the books during the fair, may purchase the books at the same discounted rate as per their convenience. The students who are unable to purchase books may surely get help and may collect a book under motivational compulsion.
- The faculty may recommend books for resource building of the college library as newer publications are just within their reach from the renowned publishers and book sellers.
- The scope to guide a wider mass of students in picking up the book suitable to their course curricula.

### **5. Evidence of success:**

Success is evident under quantitative and qualitative parameters. The curriculum enrichment book fair is being organised consecutively for the three years and its success can be qualitatively judged. Since the aspect under consideration has probable qualitative attributes rather than quantitative, it is a long drawn process to actualize the cumulative feedback or result. A qualitative analysis, as is evident from the attitudinal changes, positive response, interesting suggestions and encouragement are the only parameters for analysis.

The students and the faculty are highly interested in organising the book fair at the beginning of the session. The students are willing to stay before and after the college hours for organising the fair. The eager wait is the mark of success.

Our library takes careful consideration of the recommendations of the faculty and the students in building the collection. The supplementary materials that essentially be a part of the “Curriculum Enrichment Book Fair” are highly appreciated. The publishers give positive feedback and are willing to attend the fair for the three consecutive years. The visitors’ feedback gives a picture of worth of such an event in curricular enrichment. The review published by the newspaper indicates the necessity of motivational best practices. The photographs taken during the fair expresses the success in its own language. Success is indicated by the visible impact on the quality of the institutional provisions. However success cannot always be recorded in black and white. It is sometimes an essential part of an institutions realisation which can be assessed in the perspective of that institutions objective and method of teaching –learning process.



#### **6. Problems encountered and the resources required:**

- The implementation of such programmes along with the curricular routine and library services is sometimes hectic. The students' involvement in organizing such event demands time. However regular classes go on and students find it difficult to adjust the time among the streams to work with collective effort.
- Such a programme is never mandatory as a part of academics. Therefore it takes a lot of effort and perseverance to spread the significance of such programme.
- There are requirement of funds for planning and organizing such initiatives. College grants a minimum budget for the event.
- Space is an essential parameter in organizing such activities.
- The publishers and book-sellers are uncertain of the statistics of buying and selling. Therefore are unable to guess the volume of collection they must bring at the fair. Some vendors are found to bring additional volumes at the middle of the fair to meet the demand.
- The staff scarcity is faced almost by many of the colleges. Setting up of a fair, arranging the fair, and above all dismantling is a huge task that requires extensive manpower.

Outsourcing such event is not at all a suggestion or solution to overcome the limitations. The primary objective of the event shall not at all be satisfied then.

However a wholesome co-operation of the authority, the staff members and the students makes the fair successful.

#### **7. Notes:**

The following points are to be essentially considered for adopting/implementing a “CURRICULUM ENRICHMENT BOOK FAIR” in a college.

- The initiation for application of motivational techniques should start with a broader objective of user satisfaction and understand the specific requirements of the users and ultimately satisfy the core values of an institution.



- It is highly essential to make it happen in a practical ambience than to hover theoretically on the possible outcomes of the said institution.
- To decipher the equation of interest as a factor vis-à-vis or with regard to the effective use of institutional resources and provisions.
- A motivational approach to effective use of institutional resources.
- A framing before implementation of the programme.
- Ensuring a co-ordinated effort in the college atmosphere for the curricular advancement in totality and in the real sense of the term.
- Cater to the wider society altogether and indirectly foster the wholesome development of the students.
- Gauging the effectiveness of such steps via user response and feedback.
- This type of book fair engages the students to participate in organizing such fair too. In this process the students get involved in thorough handling of the books according to their syllabus.
- Diverting the students towards reading good books and a regular reading habit may be beneficial for getting success in examinations. This type of fair organized with the total encouragement of the college authority is highly recommended.
- The college campus gets an environment where book and reading becomes the buzzword.

### Quotation

“I was like a boy playing on the sea-shore, and diverting myself now and then finding a smoother pebble or a prettier shell than ordinary, whilst the great ocean of truth lay all undiscovered before me.” - Sir Isaac Newton.



## SECTION E: Evaluative Report of the Departments

### 1. Evaluative Report of the Department of **Bengali**

The Self-evaluation of the department is provided in the following NAAC prescribed format

1. Name of the Department	Bengali
2. Year of Establishment	2004-2005
3. Names of Programmes / Courses offered	U G - B.A. Honours in Bengali, B.A. General in Bengali, Compulsory language
4. Names of Interdisciplinary courses and the departments / units involved	Nil
5. Annual/ semester / choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	History, Pol.Sc., Sanskrit, English, Education, Economics and Commerce.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses / programmes discontinued (if any) with reasons	Nil

### 9. Number of Teaching posts

	Sanctioned	Filled
Professors	Not applicable	Not applicable
Reader	Nil	Nil
Associate Professors	1	1
Asst. Professors	1	NIL
Part Time (Govt. Approved)	3	3
Guest Lecturers	5	5

### 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for
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					the last 4 years
Hasi Mukhopadhyay	M.A, M.Phil	Associate Professor	Comparative & Medieval Lit	32	Not Applicable
Debjani Nayak	M.A, NET	PTT (Govt. Approved)	Short Story & Novel	11	Not Applicable
Isita Dutta	M.A, NET	PTT (Govt. Approved)	Drama	10	Not Applicable
Chandan Adhya	M.A.	PTT (Govt. Approved)	Rabindranath & French Lit	6	Not Applicable
Dr. Paromita Bhattacharya	Ph.D	Guest lect	Linguistics	5	Not Applicable
Dibakar Mondal	M.A,M.Phil	Guest lect	Madhya Yug	3	Not Applicable
Sirin Middy	M.A., NET	Guest lect	Folklore	1	Not Applicable
Tina Pal	M.A.	Guest lect	Modern Lit	3	Not Applicable
Angana Das	M.A.	Guest lect	Short Story & Novel	1	Not Applicable

11. List of senior visiting faculty: 2 (Two) – Dr. Prof. Sukumar Dey, Dr. Prof. Madan Chandra Karan.

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	Elective Classes	Compulsory Classes
	1 <sup>st</sup>	16	6	16
	2 <sup>nd</sup>	24	10	N.A.
	3 <sup>rd</sup>	24	6	N.A.



	Total No. of Classes	64	22	16
	64+22+16=102			
	No. of Classes taken by permanent faculty = 52			
	Percentage of classes taken by permanent faculty =51 %			
	Percentage of classes handled by temporary faculty = 49%			
13. Student-Teacher Ratio(programme wise) (2015-16)	Total No. of Hons students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)	142		
	Total No. of General students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)	374		
	Total student strength	516		
	Total No. of teachers	9		
	Ratio	57:1		
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled	Nil			
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.	Hasi Mukhopadhyay	M.A, M.Phil		
	Debjani Nayak	M.A, NET		
	Isita Dutta	M.A, NET		
	Chandan Adhya	M.A		
	Paromita Bhattacharya	Ph.D		
	Dibakar Mondal	M.A,M.Phil, NET		
	Sirin Middyya	M.A, NET		
	Tina Paul	M.A.		
	Angana Das	M.A.		
16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received	Nil			
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil			



18. Research Centre / facility recognized by the University	Nil
19. Publications: Publication per faculty a) Number of papers published in peer reviewed journals (a1. national / a2. international) by faculty and students b) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) c) Monographs d) Chapter in Books e) Books Edited f) Books with ISBN/ISSN numbers with details of publishers g) Citation Index h) SNIP i) SJR j) Impact factor k) h-index	<ul style="list-style-type: none"> <li>• Prof. Debjani Nayak – 1d</li> <li>• Prof.– Chandan Adhya – 6(a1)</li> <li>• Prof. Paramita Bhattacharya – 5(a1)</li> <li>• Prof. Dibakar Mondal – 1f</li> </ul>
20. Areas of consultancy and income generated	Nil
21. Faculty as members in (a) National Committees, (b) international Committees (c) Editorial Board	Nil
22. Student projects a) Percentage of students who have done in-house projects including inter departmental / programme b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies	Nil
23. Awards / Recognitions received by faculty and students	Nil
24. List of eminent academicians and scientists / visitors to the department	Prof Dhrubajyoti Chattopadhyay, Vice-Chancellor of Amity University, Kolkata Prof. Basab Choudhury, Vice-Chancellor of





	West Bengal State University
25. Seminars / Conferences / Workshops organized & the source of funding a) National b) International	Nil

26. Student profile programme / course wise (2015-16):

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. Honours in Bengali	102	77	27	50	82
B.A. General in Bengali	180	170	78	92	76 (part I result yet to publish)

\*M = Male \*F = Female

27. Diversity of Students (2015-16):

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B.A. Honours in Bengali	99	1	Nil
B.A. General in Bengali	100	0	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services etc?	Data not available.
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29. Student progression in Percentage

Course\ year	2012-13	2013-14	2014-15	2015-16
Part I (Honours)	46	62	75	69
Part II (Honours)	71	100	100	78
Part III (Honours)	90	100	97	100
Part I (General)	64	20	86	Not yet published



Part II (General)	76	35	79	69
Part III (General)	97	93	97	83
UG to PG	Not known			
PG to M. Phil.	Not known			
PG to Ph.D	Not known			
Ph.D to Post Doctoral	Not known			
<b>Employed</b>	NIL			
• Campus selection				
• Other than campus recruitment				
Entrepreneurship / Self-employment	NIL			
30. Details of Infrastructural facilities :				
a) Library	Yes			
b) Internet facilities for Staff & Students	Yes			
c) Class rooms with ICT facility	Yes			
d) Laboratories	Not Applicable			
31. Number of students receiving financial assistance from college, university, government or other agencies.	Data available for the college as a whole.			
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	Remedial coaching during Nov. To Feb of every year.			
33. Teaching methods adopted to improve student learning	1. Regular classes 2. Tutorial classes 3. Remedial classes 4. Mobile assistance 5. Interactive audio visual classes			
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	Students participate with other college students			
35. SWOC analysis of the department and Future plans				
Strength	1. Quality of faculty in terms of their teaching experience and academic profile 2. Special care for the weak students by taking remedial classes 3. Extremely friendly teacher student relation 4. Students enriching their knowledge through the lectures of eminent academician in a periodical manner			



Weaknesses	<ol style="list-style-type: none"><li>1. Lack of adequate number of substantive full time Teachers</li><li>2. Lack of sufficient text and reference books in the library</li><li>3. No subscription has been made for journals</li><li>4. Room space for general classes is not sufficient.</li><li>5. As attendance and internal performance assessment is not given due weight age in the final examination conducted by the affiliating university, irregularity and lack of sincerity among the students are found specifically in preparing for internal assessment.</li><li>6. No departmental library exists so far.</li></ol>
Opportunities	<ol style="list-style-type: none"><li>1. Students who wants to peruse their carrier in higher studies are been guided and counseled in a regular manner either by the faculty or by invited experts.</li><li>2. Extensive use of the audio-visual medium to enrich the students' understanding of the subject and its linkage to other fields of culture.</li><li>3. To conduct more seminars of state/national/international level to keep both the faculty and the students updated regarding the contemporary developments in scholarship</li></ol>
Challenge	<ol style="list-style-type: none"><li>1. To improve the student-teacher ratio in the honours classes</li><li>2. To ensure greater participation of students in the teaching-learning process</li><li>3. To ensure consistency of students' attendance.</li><li>4. To ensure continuous evaluation of the skills and understanding of students. Such evaluation cannot be based merely on the conventional bi-annual examination system but one needs to be more creative in assessing the strengths and weaknesses of individual students.</li><li>5. To give attention to the specific</li></ol>



	<p>problems of individual students and provide special academic assistance to students who need it.</p> <ol style="list-style-type: none"><li>6. To make the learning experience more enjoyable for the students.</li><li>7. To reorient the students who are simply depending on the notes and suggestions to clear examination conducted by affiliating university towards making them knowledgeable</li><li>8. Weak job prospect does not encourage good students to study Bengali.</li></ol>
Future plan	<ol style="list-style-type: none"><li>1. To built up a departmental library</li><li>2. To prepare a archive of digital class notes for the students.</li><li>3. To procure of good number of little magazine.</li><li>4. Class room space specially for the GENL course has to be increased.</li><li>5. To create horizontal networks with other institutes so as to bring in expert inputs and resources.</li><li>6. To initiate a departmental journal.</li><li>7. To improve the collection of the departmental library and to provide the students with more e-assistance</li><li>8. To bring in more audio-visual learning material. If possible to create a separate collection of such material within the departmental library</li></ol>



## 2. Evaluative Report of the Department of EDUCATION

The Self-evaluation of the department is provided in the following NAAC prescribed format

1. Name of the Department	<b>Education</b>
2. Year of Establishment	2004
3. Names of Programmes / Courses offered	U G - B.A. Honours in Education U G – B. A. General in Education
4. Names of Interdisciplinary courses and the departments / units involved	Nil
5. Annual/ semester / choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	Bengali, History, Pol.Sc, Sanskrit, English, Economics
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses / programmes discontinued (if any ) with reasons	Nil

### 9. Number of Teaching posts

	Sanctioned	Filled
Professors	Not applicable	Not applicable
Reader	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	1	1
Contractual Whole Time Lecturer (Management Appointed)	1	1
Part Time (Govt. Approved)	0	0
Part time (Management Appointed)	2	2
Guest Lecturers	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)



Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Ratna Lodh	M.A, B.ED,M.PHI L, P.HD	Assistant Professor	Educational Classic, Educational Technology, Intelligence and Creativity, Educational Psychology	15	Not Applicable
Nafisa Khatun	M.A, B.ED, M.PHIL, NET Qualified	Contractual Whole Time Lecturer	History of Education, Teacher Education, Guidance and Counselling, Non-formal Education	3	Not Applicable
Sanghamitra Som	M.A, B.ED, M.PHIL	Part Time Lecturer	Special Education, Teacher Education	4	Not Applicable
Md. Hediatullah Sardar	M.A, B.ED	Part Time Lecturer	History of Education, Teacher Education, Non-Formal Education, Special Education	4	Not Applicable
Chayanika Dutta	M.A, B.ED, M.PHIL, NET Qualified	Guest Lecturer	Adult and Non Formal Education, Educational Management, Guidance and Counselling.	3	Not Applicable
Mamta Nath	M. A.	Guest Lecturer	Intelligence and Creativity	6 Months	Not Applicable
Koushik Das	M.A.	Guest Lecturer	Mental Hygiene,	6 Months	Not Applicable



			Teacher Education		
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11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	Elective Classes	
	1 <sup>st</sup>	18	10	
	2 <sup>nd</sup>	16	10	
	3 <sup>rd</sup>	30	6	
	Total No. of Classes	64	26	Total = 64 + 26 = 90
	No. Of Classes taken by permanent faculty = 64 (22+22+10+10)			
	Percentage of classes taken by permanent faculty = 71%			
Percentage of classes handled by temporary faculty = 29%				
13. Student-Teacher Ratio(programme wise) (2015-16)	Total No. of Hons students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)		130	
	Total No. of General students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)		1121	
	Total student strength		1251	
	Total No. of teachers		7	
	Ratio		179 : 1	
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled	Nil			
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.	Dr. Ratna Lodh	Ph. D.		
	Nafisa Khatun	M.Phil		
	Sanghamitra Som	M. Phil		
	Md. Hediattullah Sardar	M.A		
	Chayanika Dutta	M.Phil		
	Mamta Nath	M. A.		
	Koushik Das	M. A.		

16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received	Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and	Nil



total grants received	
18. Research Centre / facility recognized by the University	Nil
19. Publications: Publication per faculty a) Number of papers published in peer reviewed journals (a1. national / a2. international) by faculty and students b) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) c) Monographs d) Chapter in Books e) Books Edited f) Books with ISBN/ISSN numbers with details of publishers g) Citation Index h) SNIP i) SJR j) Impact factor k) h-index	<ul style="list-style-type: none"> <li>• Dr. Ratna Lodh - 1 (a1)</li> <li>• Nafisa Khatun – 4 (a1)</li> <li>• Chayanika Dutta - 1 (a1)</li> </ul>
20. Areas of consultancy and income generated	Nil
21. Faculty as members in (a) National Committees, (b) international Committees (c) Editorial Board	Nil
22. Student projects a) Percentage of students who have done in-house projects including inter departmental / programme b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies	Nil
23. Awards / Recognitions received by faculty and students	Nil
24. List of eminent academicians and scientists / visitors to the department	Nil





25. Seminars / Conferences / Workshops organized & the source of funding a) National b) International	Nil
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26. Student profile programme / course wise (2015-16):

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
B.A Honours in Education	105	45	21	24	68
B.A.(General) in Education	592	416	192	220	83 (Part I yet to publish)

\*M = Male \*F = Female

27. Diversity of Students (2015-16):

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B.A. Honours in Education	99	1	Nil
B. A. General in Education	98	2	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services etc?	No Information
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29. Student progression in percentage

Course\ year	2012-13	2013-14	2014-15	2015-16
Part I (Honours)	32	83	80	46
Part II (Honours)	100	91	87	88
Part III (Honours)	100	100	90	100
Part I (General)	92	75	73	Not Yet Published
Part II (General)	97	43	85	82
Part III (General)	85	90	84	81
UG to PG	NA			
PG to M. Phil.	NA			
PG to Ph.D	NA			
Ph.D to Post Doctoral	NA			



<b>Employed</b>	
• Campus selection	NIL
• Other than campus recruitment	NIL
Entrepreneurship / Self-employment	NIL
<b>30. Details of Infrastructural facilities :</b>	
a) Library	YES
b) Internet facilities for Staff & Students	YES
c) Class rooms with ICT facility	YES
d) Laboratories	NA
31. Number of students receiving financial assistance from college, university, government or other agencies.	Data available for the college as a whole.
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	Remedial Coaching during November to February of every year
33. Teaching methods adopted to improve student learning	1. Regular classes 2. Tutorial classes 3. Remedial classes 4. PPT presentation 5. Pedagogical tests 6. Interaction method 7. Discussion method 8. Mobile support
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	Students participate with other college students.
35. SWOC analysis of the department and Future plans	
Strength	1. Collaborative teaching efforts of the faculty 2. regular tutorial classes 3. Remedial classes. 4. Good relation among students and teacher 5. Healthy student-teacher ratio in honours class.
Weaknesses	1. Inadequate substantive teachers 2. Lack of sufficient classroom 3. Sufficient books is not available at library 4. Non availability of departmental Library
Opportunities	1. All-round development of students



	<ol style="list-style-type: none"><li>2. Providing tutorial and remedial classes to slow learners.</li><li>3. Providing books to honours and general students. Creation on new teaching posts.</li></ol>
Challenge	<ol style="list-style-type: none"><li>1. To improve the student-teacher ratio in the honours classes</li><li>2. To ensure greater participation of students in the teaching-learning process</li><li>3. To ensure consistency of students' attendance</li><li>4. To make the learning experience more enjoyable for the students</li></ol>
Future plan	<ol style="list-style-type: none"><li>1. To increase attendance in the class</li><li>2. To enrich the department and attract students towards the same.</li><li>3. To seek fund from UGC for organizing seminar in future.</li><li>4. To improve teaching quality to improve students' quality.</li><li>5. Subscribe to e-journals</li></ol>



### 3. Evaluative Report of the Department of **ENGLISH**

The Self-evaluation of the department is provided in the following NAAC prescribed format

1. Name of the Department	English
2. Year of Establishment	2005
3. Names of Programmes / Courses offered	B.A. Honours & General in English
4. Names of Interdisciplinary courses and the departments / units involved	Nil
5. Annual / semester / choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	Teaching Communicative and Compulsory English in Commerce and Other departments
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses / programmes discontinued (if any ) with reasons	Nil

#### 9. Number of Teaching posts

	Sanctioned	Filled
Professors	Not applicable	Not applicable
Reader	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	2	2
C. W. T. T. (Govt. Approved)	Nil	Nil
Part Time (Govt. Approved)	3	1
C. W. T. T. (College Approved)	Nil	Nil
Part Time (College Approved)	Nil	Nil
Guest Lecturers	5	5

#### 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./ D.Litt. / Ph.D. / M. Phil. etc.,)



Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Paramita Halder	Ph. D.	Assistant Professor	Literature and Gender	10	Nil
Dr. Shinjini Basu	M. Phil Ph. D.	Assistant Professor	Colonial and Post-Colonial Literature	6	Nil
Prof. Prashanta Ghosal	M. Phil	Part – Time Lecturer (Govt. Approved)	Romantic Literature	5	Not Applicable
Dr. Sujato Ghosh	Ph. D	Guest Lecturer	Modern and Post Modern Literature	10	Not Applicable
Prof. Mrinal Sarkar	M. A.	Guest Lecturer	Modern European Literature	2	Not Applicable
Prof. Farid Mondal	M. A.	Guest Lecturer	Indian English Literature	1	Not Applicable
Prof. Priya Middey	M. Phil	Guest Lecturer	American Literature	1	Not Applicable
Prof. Ashiqui Rahman	M. A.	Guest Lecturer	American Literature	1	Not Applicable

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	Elective Classes	Compulsory Classes
	1 <sup>st</sup>	16	6	10 (2 B.A. (Hons + 2 B.A. Gen + 2 B.Com Hons + 2 B.Com Gen + 2 Alternative Eng)
	2 <sup>nd</sup>	14	10	N.A.
	3 <sup>rd</sup>	24	6	N.A.
	Total No. of Classes	54	22	10
	No. of Classes taken by permanent faculty = 54 (22+22+10) & by temporary faculty = 86 – 54 = 32			



	Percentage of classes taken by permanent faculty = 63%	
	Percentage of classes handled by temporary faculty = 37%	
13. Student-Teacher Ratio(programme wise) (2015-16)	Total No. of Hons students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)	188
	Total No. of General students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)	84
	Total student strength	272
	Total No. of teachers	8
	Ratio	34 : 1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled	Nil	
15. Qualifications of teaching faculty with DSc / D.Litt/ Ph.D/ MPhil / PG.	Dr. Paramita Halder	Ph. D.
	Dr. Shinjini Basu	M. Phil Ph. D.
	Prof. Prashanta Ghosal	M. Phil
	Dr. Sujato Ghosh	M.Phil., Ph. D.
	Prof. Priya Middey	M.Phil
	Prof. Farid Mondal	M. A.
	Prof. Ashiqui Rahman	M. A.
16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received	Nil	
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil	
18. Research Centre / facility recognized by the University	Nil	



<p>19. Publications: Publication per faculty</p> <p>a) Number of papers published in peer reviewed journals (a1. national / a2. international) by faculty and students</p> <p>b) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)</p> <p>c) Monographs</p> <p>d) Chapter in Books</p> <p>e) Books Edited</p> <p>f) Books with ISBN/ISSN numbers with details of publishers</p> <p>g) Citation Index</p> <p>h) SNIP</p> <p>i) SJR</p> <p>j) Impact factor</p> <p>k) h-index</p>	<ul style="list-style-type: none"> <li>• Dr. Paramita Halder - 1 No. (a1) &amp; 3 Nos. (d)</li> <li>• Dr. Shinjini Basu – 2 Nos. (a1) &amp; 1 No. (d)</li> <li>• Prof. Prashanta Ghosal - 3 Nos. (a1) &amp; 2 Nos. (d)</li> <li>• Dr. Sujato Ghosh – 3 Nos. (a1) &amp; 1 No. (e)</li> <li>• Prof. Mrinal Sarkar – 3 Nos. (a1)</li> </ul>
<p>20. Areas of consultancy and income generated</p>	<p>Nil</p>
<p>21. Faculty as members in (a) National Committees, (b) international Committees (c) Editorial Board</p>	<p>Dr. Sujato Ghosh - Member of Shakespeare Society of Eastern India.</p>
<p>22. Student projects</p> <p>a) Percentage of students who have done in-house projects including inter departmental / programme</p> <p>b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies</p>	<p>Nil</p>
<p>23. Awards / Recognitions received by faculty and students</p>	<p>Nil</p>
<p>24. List of eminent academicians and scientists / visitors to the department</p>	<p>Nil</p>
<p>25. Seminars / Conferences / Workshops organized &amp; the source of funding</p> <p>a) National</p> <p>b) International</p>	<p>National level 1 day seminar titled ‘Transformation of Women: Interrogating the Discourses’, held on 16.1.2105 in collaboration with Khudiram Bose Central</p>



	College. Source of Funding: UGC
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26. Student profile programme / course wise (2015-16):

Name of the Course / programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B. A. Honours in English	87	84	44	40	86
B. A. General English as Elective paper	52	45	21	24	67 Part I result not published

\*M = Male \*F = Female

27. Diversity of Students (2015-16):

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B. A. Honours in English	98	2	Nil
B. A. General English as Elective paper	92	8	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services etc?	Data not Available
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29. Student progression in percentage

Course \ year	2012-13	2013-14	2014-15	2015-16
Part I (Honours)	38	32	56	67
Part II (Honours)	100	82	100	100
Part III (Honours)	94	100	100	92
Part I (General)	14	17	7	Not yet published
Part II (General)	89	-	19	40
Part III (General)	96	84	67	94
UG to PG	NA			
PG to M. Phil.	NA			
PG to Ph. D	NA			
Ph.D to Post Doctoral	NA			
<b>Employed</b>				





<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	<p>Campus selection – 1 (2012) Other than campus recruitment – data not available</p>
Entrepreneurship / Self-employment	NIL
30. Details of Infrastructural facilities :	
a) Library	Common Library
b) Internet facilities for Staff & Students	Yes
c) Class rooms with ICT facility	2 Nos. ICT enabled Class Rooms shared with other departments
d) Laboratories	NA
31. Number of students receiving financial assistance from college, university, government or other agencies.	Data available for the college as a whole.
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	Nil
33. Teaching methods adopted to improve student learning	<ol style="list-style-type: none"> <li>1. Regular classes</li> <li>2. Tutorial classes</li> <li>3. Remedial classes</li> <li>4. Interactive audio visual classes</li> </ol>
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	Participation in NSS, Communal Harmony Programme, Voters awareness programme, Blood Donation Camp.
35. SWOC analysis of the department and Future plans	
Strength	<ol style="list-style-type: none"> <li>1. Dedicated and knowledgeable Teachers</li> <li>2. Healthy camaraderie between teachers and students</li> <li>3. Cooperation among the teachers of the department conducive to smooth conduction of classes and hindrance-free administration</li> <li>4. The varied and vigorous academic involvement of the teachers contributively to the collective scholarly excellence of the department and competence of individual teachers in their respective fields</li> <li>5. Innovative thinking of teachers to draw the interest of the students not only to the</li> </ol>



	<p>prescribed syllabi but to English literature in general</p> <p>6. Consistent attempts by the faculty to gather students' feedback and incorporate them in the conduction</p>
Weaknesses	<ol style="list-style-type: none"><li>1. Lack of adequate number of substantive full time Teachers</li><li>2. As attendance and internal performance assessment is not given due weightage in the final examination conducted by the affiliating university, irregularity and lack of sincerity among the students are found specifically in preparing for internal assessment.</li><li>3. Students heralding from vernacular medium background tend to have learning difficulty in English.</li></ol>
Opportunities	<ol style="list-style-type: none"><li>1. Students may opt for higher studies</li><li>2. Creation of teaching posts.</li><li>3. Scope for exchange programmes with other colleges involving the teachers and students of the department.</li><li>4. Extensive use of the audio-visual medium to enrich the students' understanding of the subject and its linkage to other fields of culture</li><li>5. To conduct more seminars of state/national/international level to keep both the faculty and the students updated regarding the contemporary developments in scholarship</li><li>6. To encourage creativity and individual thinking among the students.</li></ol>
Challenge	<ol style="list-style-type: none"><li>1. To improve the student-teacher ratio in the honours classes</li><li>2. To ensure greater participation of students in the teaching-learning process</li><li>3. To ensure consistency of students' attendance</li><li>4. To ensure continuous evaluation of the skills and understanding of students. Such evaluation cannot be based merely on the conventional bi-annual examination system but one needs to be more creative in assessing the strengths</li></ol>



	<p>and weaknesses of individual students</p> <ol style="list-style-type: none"><li>5. To give attention to the specific problems of individual students and provide special academic assistance to students who need it</li><li>6. To make the learning experience more enjoyable for the students</li><li>7. To reorient the students who are simply depending on the notes and suggestions to clear examination conducted by affiliating university towards making them knowledgeable.</li></ol>
Future plan	<ol style="list-style-type: none"><li>1. To create conducive environment for interdisciplinary learning</li><li>2. To create horizontal networks with other institutes so as to bring in expert inputs and resources</li><li>3. To initiate a departmental journal</li><li>4. To improve the collection of the departmental library and to provide the students with more e-assistance</li><li>5. To bring in more audio-visual learning material. If possible to create a separate collection of such material within the departmental library</li></ol>



#### 4. Evaluative Report of the Department of **HISTORY**

The Self-evaluation of the department is provided in the following NAAC prescribed format

1. Name of the Department	History
2. Year of Establishment	2005
3. Names of Programmes / Courses offered	U G - B.A. Honours in History, B.A. General in History
4. Names of Interdisciplinary courses and the departments / units involved	Nil
5. Annual/ semester / choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	Bengali, Pol.Sc., Sanskrit, English, Education and Economics
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses / programmes discontinued (if any ) with reasons	Nil

#### 9. Number of Teaching posts

	Sanctioned	Filled
Professors	Not applicable	Not applicable
Reader	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	1	1
Part Time (Govt. Approved)	3	3
Guest Lecturers	4	4

#### 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof. Jayanta Kumar Baidya	M.Phil	Assistant Professor	Social History of Modern India	11	Not Applicable



Prof. Tanusree Bose Pakrashi	M.Phil.	Part – Time Lecturer (Govt. Approved)	Modern Indian History	7	Not Applicable
Prof. Debjani Biswas	M. Phil, B.Ed.	Part – Time Lecturer (Govt. Approved)	Early Medieval India	7	Not Applicable
Prof.Susmita Mondal Biswas	M.Phil	Part – Time Lecturer (Govt. Approved)	Ancient India	9	Not Applicable
Dr. Sayamtara Jash	Ph.D.	Guest Lecturer	Ancient India	2	Not Applicable
Prof. Somsukla Chakraborty	M. A.	Guest Lecturer	Modern India	1	Not Applicable
Prof.Merina Khatun	M. A.	Guest Lecturer	Modern India	1	Not Applicable
Prof. Krishno Bandhu Das	M. A.	Guest Lecturer	Modern India	1	Not Applicable

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	Elective Classes	Compulsory Classes	
	1 <sup>st</sup>	16	6	N.A.	
	2 <sup>nd</sup>	24	10	N.A.	
	3 <sup>rd</sup>	24	6	N.A.	
	Total No. of Classes	64	22	N.A.	
	No. of Classes taken by permanent faculty = 52 (22+30)				
	Percentage of classes taken by permanent faculty =60 %				
	Percentage of classes handled by temporary faculty = 40%				
	13. Student-Teacher Ratio(programme wise) (2015-16)	Total No. of Hons students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			74
		Total No. of General students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			1109
Total student strength			1183		
Total No. of teachers			8		
Ratio			148:1		
14. Number of academic support staff (technical)					



and administrative staff; sanctioned and filled	Nil	
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.	Prof. Jayanta Kumar Baidya	M.Phil
	Prof. Tanusree Bose Pakrashi	M.Phil.
	Prof. Debjani Biswas	M. Phil,
	Dr. Susmita Mondal Biswas	M.Phil
	Dr. Sayamtara Jash	Ph.D.
	Prof. Somshukla Chakraborty	M. A.
	Prof. Merina Khatun	M. A.
	Prof.Krishna Bandhu Das	M.A.
16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received	Nil	
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil	
18. Research Centre / facility recognized by the University	Nil	



<p>19. Publications: Publication per faculty</p> <p>a) Number of papers published in peer reviewed journals (a1. national / a2. international) by faculty and students</p> <p>b) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)</p> <p>c) Monographs</p> <p>d) Chapter in Books</p> <p>e) Books Edited</p> <p>f) Books with ISBN/ISSN numbers with details of publishers</p> <p>g) Citation Index</p> <p>h) SNIP</p> <p>i) SJR</p> <p>j) Impact factor</p> <p>k) h-index</p>	<ul style="list-style-type: none"> <li>• Prof. Jayanta Kumar Baidya - 3(f)</li> <li>• Prof. – Debjani Biswas- 4 (a1)</li> <li>• Prof.– Dr. Susmita Mondal Biswas 2 (a1)</li> <li>• Dr. Sayamtara Jash – 5 (a1)</li> <li>• Prof. Somshukla Chakraborty – 1 (a1)</li> </ul>
<p>20. Areas of consultancy and income generated</p>	<p>Nil</p>
<p>21. Faculty as members in (a) National Committees, (b) international Committees (c) Editorial Board</p>	<p>Nil</p>
<p>22. Student projects</p> <p>a) Percentage of students who have done in-house projects including inter departmental / programme</p> <p>b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies</p>	<p>Nil</p>
<p>23. Awards / Recognitions received by faculty and students</p>	<p>Nil</p>
<p>24. List of eminent academicians and scientists / visitors to the department</p>	<p>Nil</p>
<p>25. Seminars / Conferences / Workshops organized &amp; the source of funding</p> <p>a) National</p> <p>b) International</p>	<p>Nil</p>

26. Student profile programme / course wise (2015-16):



Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. Honours in History	49	22	11	11	68
B.A. General in History	560	452	263	189	63 (Part I not published)

\*M = Male \*F = Female

27. Diversity of Students (2015-16):

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B.A. Honours in History	98	2	Nil
B.A. General in History	97	3	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services etc?	No information.
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29. Student progression in percentage

Course \ year	2012-13	2013-14	2014-15	2015-16
Part I (Honours)	48	73	72	75
Part II (Honours)	100	90	81	91
Part III (Honours)	100	-	100	100
Part I (General)	93	60	70	Not yet published
Part II (General)	94	43	90	85
Part III (General)	84	58	87	65
UG to PG	NA			
PG to M. Phil.	NA			
PG to Ph.D	NA			
Ph.D to Post Doctoral	NA			
<b>Employed</b>	NIL			
• Campus selection				
• Other than campus recruitment				
Entrepreneurship / Self-employment	NIL			
30. Details of Infrastructural facilities :				
a) Library	Yes			





b) Internet facilities for Staff & Students	Yes
c) Class rooms with ICT facility	Yes
d) Laboratories	Not Applicable
31. Number of students receiving financial assistance from college, university, government or other agencies.	Data not Available.
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	Remedial coaching during Nov. To Feb of every year.
33. Teaching methods adopted to improve student learning	1. Regular classes 2. Tutorial classes 3. Remedial classes 4. Interactive audio visual classes
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	Students participate with other college students
35. SWOC analysis of the department and Future plans	
Strength	<ol style="list-style-type: none"> <li>1. Dedicated and knowledgeable Teachers</li> <li>2. Healthy camaraderie between teachers and students</li> <li>3. Cooperation among the teachers of the department conducive to smooth conduction of classes and hindrance-free administration</li> <li>4. The varied and vigorous academic involvement of the teachers contributively to the collective scholarly excellence of the department and competence of individual teachers in their respective fields</li> <li>5. Innovative thinking of teachers to draw the interest of the students not only to the prescribed syllabi but to English literature in general</li> <li>6. Consistent attempts by the faculty to gather students' feedback and incorporate them in the conduction</li> </ol>



Weaknesses	<ol style="list-style-type: none"><li>1. Lack of adequate number of substantive full time Teachers</li><li>2. As attendance and internal performance assessment is not given due weightage in the final examination conducted by the affiliating university, irregularity and lack of sincerity among the students are found specifically in preparing for internal assessment.</li><li>3. Students heralding from vernacular medium background tend to have learning difficulty in English.</li></ol>
Opportunities	<ol style="list-style-type: none"><li>1. Students may opt for higher studies</li><li>2. Scope for exchange programmes with other colleges involving the teachers and students of the department.</li><li>3. Extensive use of the audio-visual medium to enrich the students' understanding of the subject and its linkage to other fields of culture</li><li>4. To conduct more seminars of state/national/international level to keep both the faculty and the students updated regarding the contemporary developments in scholarship</li><li>5. To encourage creativity and individual thinking among the students.</li></ol>
Challenge	<ol style="list-style-type: none"><li>1. To improve the student-teacher ratio in the honours classes</li><li>2. To ensure greater participation of students in the teaching-learning process</li><li>3. To ensure consistency of students' attendance</li><li>4. To ensure continuous evaluation of the skills and understanding of students. Such evaluation cannot be based merely on the conventional bi-annual examination system but one needs to be more creative in assessing the strengths and weaknesses of individual students</li><li>5. To give attention to the specific problems of individual students and provide special academic assistance to students who need it</li><li>6. To make the learning experience more</li></ol>



	<p>enjoyable for the students</p> <p>7. To reorient the students who are simply depending on the notes and suggestions to clear examination conducted by affiliating university towards making them knowledgeable.</p>
Future plan	<ol style="list-style-type: none"><li>1. To create conducive environment for interdisciplinary learning</li><li>2. To create horizontal networks with other institutes so as to bring in expert inputs and resources</li><li>3. To initiate a departmental journal</li><li>4. To improve the collection of the departmental library and to provide the students with more e-assistance</li><li>5. To bring in more audio-visual learning material. If possible to create a separate collection of such material within the departmental library</li></ol>



### 5. Evaluative Report of the Department of **POLITICAL SCIENCE**

The Self-evaluation of the department is provided in the following NAAC prescribed format:

1. Name of the Department	Political Science
2. Year of Establishment	2004
3. Names of Programmes / Courses offered	B.A. Honours in Political Science B.A. General in Political Science
4. Names of Interdisciplinary courses and the departments / units involved	Nil
5. Annual / semester / choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	Teaching Political Science as elective paper in the departments of History, Education, English, Bengali & Sanskrit.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses / programmes discontinued (if any ) with reasons	Nil

9. Number of Teaching posts		
	Sanctioned	Filled
Professors	Not applicable	Not applicable
Reader	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	01	01
C. W. T. T. (Govt. Approved)	Nil	Nil
Part Time (Govt. Approved)	03	02
C. W. T. T. (College Approved)	Nil	Nil
Part Time (College Approved)	Nil	Nil
Guest Lecturers	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc.,)					
NAME	QUALIFICATIO	DESIGNATIO	SPECIALIZATION	NO. OF	NO. OF



	N	N		YRS.OF EXPERIENCE	PH.D STUDENTS GUIDED FOR THE LAST 4 YRS.
Prof. Anandita Biswas	M.Phil	Assistant Professor	Contemporary Indian Politics	6	NIL
Prof. Mithu Nandy	M.Phil	Lecturer (Govt. Approved)	Sociology	8	NIL
Prof. Sobhona Mukhopadhyay	M.A., B.Ed.	Lecturer (Govt. Approved)	International Relations	17	NIL
Prof. Debamita Das	M.A.	Lecturer	Sociology	3	NIL
Prof. Arijit Chowdhury	M.Phil	Lecturer	International Relations	2	NIL
Prof. Sumita Debnath	M.A.	Lecturer	Public Administration	6 months	NIL

**11. List of senior visiting faculty:**

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	Elective Classes	Compulsory Classes
	1 <sup>st</sup>	14	8	N.A.
2 <sup>nd</sup>	14	8	N.A.	
3 <sup>rd</sup>	30	6	N.A.	
Total No. of Classes	58	22	58 + 22 + = 80	
No. of Classes taken by permanent faculty = 44 (36+8) & by temporary faculty = 80 – 44 = 36				
Percentage of classes taken by permanent faculty = 55%				
Percentage of classes handled by temporary faculty = 45%				
13. Student-Teacher Ratio(programme wise) (2015-16)	Total No. of Hons students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			73
	Total No. of General students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			644
	Total student strength			717
	Total No. of teachers			6



	Ratio	120 : 1
<b>14.</b> Number of academic support staff (technical) and administrative staff; sanctioned and filled	Nil	
<b>15.</b> Qualifications of teaching faculty with DSc / D.Litt/ Ph.D/ MPhil / PG.	Anandita Biswas	M.A.,M.Phil
	Mithu Nandy	M.A.,M.Phil
	Sobhona Mukhopadhyay	M.A.
	Debamita Das	M.A.
	Arijit Chowdhury	M.A.,M.Phil
	Sumita Debnath	M.A.

<b>16.</b> No. of faculty with ongoing projects from a) National b) International funding agencies and grants received	NIL
<b>17.</b> Departmental projects funded by DST-FIST; UGC,DBT,ICSSR,etc. and total grants received	NA
<b>18.</b> Research Centre/facility recognized by the University	NA

**19. Publications:**

Publications:	Anandita Biswas	Mithu Nandy	Sobhona Mukhopadhyay	Debamita Das	Arijit Chowdhury	Sumita Debnath
Publications per faculty (Total)	06		03		05	
No. of papers published in peer reviewed journals (national/international ) by faculty and students	02					
No. of publications listed in International Database (For Eg: Web of Science,						



Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.)						
Monographs						
Chapter in Books	01					
Books Edited						
Books with ISBN/ISSN numbers with details of publishers						
Citation Index						
SNIP						
SJR						
Impact factor						
h-index						

<b>20. Areas of consultancy and income generated</b>	NIL
<b>21. Faculty as members in</b> a. National Committees b. International Committees c. Editorial Boards	NIL
<b>22. Student projects</b> a. Percentage of students who have done in-house projects including inter departmental/programme b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies	NIL
<b>23. Awards/Recognitions received by faculty and students</b>	Anandita Biswas: Awarded “National Merit Scholarship Award” by Government of India, 2005.
<b>24. List of eminent academicians and scientists/visitors to the department</b>	NIL
<b>25. Seminars/Conferences/Workshops organized &amp; the source of funding</b> a) National b) International	National level 1 day seminar titled ‘Transformation of Women: Interrogating the Discourses’, held on



	16.1.2105 in collaboration with Khudiram Bose Central College. Source of Funding: UGC
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26. Name of the Course/program me (refer question. 4)	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
B.A. Honours in Political Science	76	58	33	25	70%
B.A. General in Political Science	307	283	156	127	79% 1 <sup>st</sup> year result not published

**M=Male F=Female**

27. Diversity of Students			
Name of the course	% of students from the same state	% of students from other states	% of students from abroad
B.A. Honours in Political Science	99	1	NIL
B.A. General in Political Science	97	3	NIL

28. How many students have cleared national and state competitive examinations such as NET,SLET,GATE,Civil services, Defence services, etc.?	Data Not Available
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29. Student progression in percentage				
Course \ year	2012-13	2013-14	2014-15	2015-16
Part I (Honours)	40	38	71	40
Part II (Honours)	100	75	67	70
Part III (Honours)	100	71	100	100
Part I (General)	87	80	69	Not yet published
Part II (General)	84	68	87	81
Part III (General)	61	95	87	76





UG to PG	Data not available
PG to M. Phil.	NA
PG to Ph. D	NA
Ph.D to Post Doctoral	NA
<b>Employed</b>	
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	NIL
Entrepreneurship / Self-employment	NIL

<b>30. Details of Infrastructural facilities</b> <ul style="list-style-type: none"> <li>• Library</li> <li>• Internet facilities for Staff &amp; students</li> <li>• Class rooms with ICT facility</li> <li>• Laboratories</li> </ul>	Facilities are for the college not for the department. All students and staff have access to library, internet facilities and all the class rooms have ICT facility. Laboratories are not required for the discipline and hence don't exist.
<b>31. No. of students receiving financial assistance from college, university, government or other agencies</b>	Data available for the college as a whole.
<b>32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts</b>	NIL
<b>33. Teaching methods adopted to improve student learning</b>	<ol style="list-style-type: none"> <li>1. Regular classes</li> <li>2. Tutorial classes</li> <li>3. Remedial classes</li> <li>4. Interactive audio visual classes</li> </ol>
<b>34. Participation in Institutional Social Responsibility (ISR) and Extension activities</b>	Participation in NSS, Communal Harmony Programme, Voters awareness programme, Blood Donation Camp.
<b>35. SWOC analysis of the department and future plans.</b>	<ul style="list-style-type: none"> <li>• Strength-Small numbers; close interaction with students; Satisfactory enrolment of students in the department;</li> <li>• Weakness-working with a fixed syllabus ; no freedom to experiment ; not many students comfortable with English. Inadequate substantive teachers</li> <li>• Opportunity-congenial atmosphere in College;</li> <li>• Challenges-to motivate students; to prepare reading materials for students;</li> </ul>



	Economic condition of the students is acting as obstacle to carry their future studies.
Future Plans	<ul style="list-style-type: none"><li>• Engagement of permanent faculty members.</li><li>• Setting up of a well furnished Digital Departmental Library</li><li>• Study tours to enhance interest in the subject</li></ul> To arrange departmental seminar.



6. Evaluative Report of the Department of **SANSKRIT**  
The Self-evaluation of the department is provided in the following NAAC prescribed format

1. Name of the department	Sanskrit
2. Year of Establishment	Hons. – 2014 Gen. - 2009
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., etc)	UG B.A. Hons. In Sanskrit B.A. Gen. In Sanskrit
4. Names of Interdisciplinary courses and the departments/units involved	Nil
5. Annual/Semester/choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	Bengali, English, Political Science, History, Education
7. Courses in collaboration with other universities, industries, foreign institutions, etc)	Nil
8. Details of courses/programmes discontinued (if any) with reasons	Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	N.A.	N.A.
Associate Professors	Nil	Nil
Asst. Professors	01	01
CWTT	01	01
GT	02	02

10. Faculty profile with name, qualification, specialization, (D.Sc/D.Litt/Ph.D./M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. Of Ph.D. students guided for the last 4 years
Provas Mondal	M.A.	Asst. Professor	Dharmashastra	02	N.A.
Dr. Kajal De	M.A., Ph.D.	CCWT	Samkhya-yoga	11	N.A.



Sebika Nag	M.A.,M. Phil	GT	Advaita-Vedanta	06	N.A.
Arunima Guin	M.A.	GT	Epigraphy	01	N.A.

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	Elective Classes	Compulsory Classes
	1 <sup>st</sup>	14	6	N.A.
	2 <sup>nd</sup>	14	12	N.A.
	3 <sup>rd</sup>	Nil	7	N.A.
	Total No. of Classes	28	25	28 + 25 = 53
	No. of Classes taken by permanent faculty = 44 & by temporary faculty = 53 – 44= 9			
	Percentage of classes taken by permanent faculty = 83%			
	Percentage of classes handled by temporary faculty = 17%			
13. Student-Teacher Ratio(programme wise) (2015-16)	Total No. of Hons students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)	12 No student in Part III		
	Total No. of General students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)	90		
	Total student strength	102		
	Total No. of teachers	4		
	Ratio	26 : 1		
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled	Nil			
15. Qualifications of teaching faculty with DSc / D.Litt/ Ph.D/ MPhil / PG.	Provas Mondal	PG		
	Dr. Kajal De	PG, Ph.D.		
	Sebika Nag	PG, M. Phil		
	Arunima Guin	PG		

16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants	Nil
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received	
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18. Research Centre / facility recognized by the University	Nil
19. Publications: Publication per faculty a) Number of papers published in peer reviewed journals (a1. national / a2. international) by faculty and students b) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) c) Monographs d) Chapter in Books e) Books Edited f) Books with ISBN/ISSN numbers with details of publishers g) Citation Index h) SNIP i) SJR j) Impact factor k) h-index	<ul style="list-style-type: none"><li>• Dr. Kajal De – 1 (a1)</li><li>• Prof. Sebika Nag – 1(a1)</li></ul>
20. Areas of consultancy and income granted.	Nil
21. Faculty as members in a)National Committees b)International Committees c)Editorial Boards	Nil



22. Student projects a) Percentage of students who have done in-house projects including inter departmental/programme. b) Percentage of students placed in projects in organizations outside the institution i.e. in Research laboratories / Industry /other agencies.	Nil
23. Awards / Recognitions received by faculty and students.	Nil
24. List of eminent academicians and scientists / visitors to the department.	Nil
25. Seminars / Conferences / Workshops organized & the source of funding a)National b)International	Nil

26. Student profile programme / course wise (2015-16):

Name of the Course / programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
B. A. Honours in Sanskrit	21	11	2	9	100% Only Part I
B. A. General Sanskrit	51	47	20	27	68% Part I result not published

\*M = Male \*F = Female

27. Diversity of Students (2015-16):

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B. A. Honours in Sanskrit	100	0	Nil
B. A. General Sanskrit	100	0	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services etc?	Data not Available
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29. Student progression in percentage

Course \ year	2012-13	2013-14	2014-15	2015-16
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Part I (Honours)	-	-	-	100
Part II (Honours)	-	-	-	-
Part III (Honours)	-	-	-	-
Part I (General)	72	45	75	Not yet published
Part II (General)	100	88	78	69
Part III (General)	-	91	40	67
UG to PG	NA			
PG to M. Phil.	NA			
PG to Ph. D	NA			
Ph.D to Post Doctoral	NA			
<b>Employed</b>	Data not available			
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>				
Entrepreneurship / Self-employment	NIL			
30. Details of Infrastructural facilities :				
e) Library	Common Library			
f) Internet facilities for Staff & Students	Yes			
g) Class rooms with ICT facility	2 Nos. ICT enabled Class Rooms shared with other departments			
h) Laboratories	Nil			
31. Number of students receiving financial assistance from college, university, government or other agencies.	Data available for the college as a whole.			
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	Nil			
33. Teaching methods adopted to improve student learning	1. Regular classes 2. Tutorial classes 3. Remedial classes 4. Interactive audio visual classes			
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	Participation in NSS, Communal Harmony Programme, Voters awareness programme, Blood Donation Camp.			
35. SWOC analysis of the department and Future plans				
Strength	We started our journey a few years ago. Hons. Course was opened in the last year. In this short time 'student-teacher relationship' is our great achievement.			



Weaknesses	Due to ignorance of this subject at school level, it is a very difficult task to start from the alphabets for some students. Insufficient number of Full-time teachers.
Opportunities	Awareness of glorious past of our country through Vedic & classical Sanskrit literature, Darsanas, Puranas, Dharmasastras, scientific & technical literature. More modernization of the curriculum may be done keeping in mind the placement sector.
Challenge	To make the subject more attractive so that more students can take the subject and enjoy learning.
Future plan	For creating interest on the subject among other (non-Sanskrit) students, we can organize workshop, seminar etc. Special classes for Manuscriptology can be arranged by the experts.





### 7. Evaluative Report of the Department of **Computer Science & Application**

The Self-evaluation of the department is provided in the following NAAC prescribed format:

1. Name of the Department	Computer Science & Application
2. Year of Establishment	Computer Application in 2008 and Computer Science in 2010
3. Names of Programmes / Courses offered	U G - B.Sc. Honours in Computer Science, B.Sc. Pass in Computer Science B.Sc. Major in Computer Application
4. Names of Interdisciplinary courses and the departments / units involved	Nil
5. Annual/ semester / choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	Mathematics and Commerce
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses / programmes discontinued (if any ) with reasons	Nil
9. Number of teaching posts:-	

10. Faculty profile with name, qualification, designation, specialization,

	Sanctioned	Filled
Professors	Not applicable	Not applicable
Reader	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	Nil	Nil
Contractual lecturer( Govt. approved)	1	1
Contractual lecturer(College approved)	1	1
Part Time (Govt. Approved)	2	2
Guest Lecturers	3	3

(D.Sc./D.Litt.



/Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Saikat Roy	MCA, M.Tech	CWTT(Govt. approved)	Image Processing	5 years 4 Months	
Suchishree Sengupta	M.Sc., M.Tech	CWTT(college approved)	VLSI	3 years 4 months	Not Applicable
Debasmita Chakroborty	MCA, M.Tech.	Part-Time Teacher (Govt. Approved)	Image Processing		Not Applicable
Ranu Chowdhury	MCA	Part-Time Teacher (Govt. Approved)			Not Applicable
Tanmoy Biswas	M.Sc	Guest Lecturer	FPGA	3Years	Not Applicable
Avik Chatterjee	MCA, MBA, M.Tech	Guest Lecturer	Networking and Distributed DBMS	1 Year	Not Applicable
Suman Guha Roy	M.Sc., M.Tech	Guest Lecturer	Image Processing	2 years 2 months	Not Applicable

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	General Classes	Major
	1 <sup>st</sup>	19	12	12
	2 <sup>nd</sup>	14	17	14
	3 <sup>rd</sup>	22	15	25
	Total No. Of Classes	(55+44+51)=150		
	No Classes taken by permanent faculty	64		
	Percentage of classes taken by permanent faculty	43		



	Percentage of classes handled by temporary faculty	57
	Total number of students	94
	Total number of faculties	7
13. Student-Teacher Ratio(programme wise) (2015-16)	13:1	
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled	1	
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.	Saikat Roy	M.Tech
	Suchishree Sengupta	M.Tech
	Debasmita Chakraborty	M.Tech
	Ranu Chowdhury	MCA
	Suman Guha Roy	M.Tech
	Tanmoy Biswas	M.Sc
	Avik Chatterjee	M.Tech

16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received	Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18. Research Centre / facility recognized by the University	Nil



<p>19. Publications: Publication per faculty</p> <p>a) Number of papers published in peer reviewed journals (a1. national / a2. international) by faculty and students</p> <p>b) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)</p> <p>c) Monographs</p> <p>d) Chapter in Books</p> <p>e) Books Edited</p> <p>f) Books with ISBN/ISSN numbers with details of publishers</p> <p>g) Citation Index</p> <p>h) SNIP</p> <p>i) SJR</p> <p>j) Impact factor</p> <p>k) h-index</p>	<ul style="list-style-type: none"> <li>• Saikat Roy - 2(a2)</li> <li>• Debasmita Chakraborty- 2(a2)</li> <li>• Tanmoy Biswas – 4(a2)</li> <li>• Avik Chatterjee – 2(a2)</li> </ul>
<p>20. Areas of consultancy and income generated</p>	<p>Nil</p>
<p>21. Faculty as members in (a) National Committees, (b) international Committees (c) Editorial Board</p>	<p>Nil</p>
<p>22. Student projects</p> <p>a) Percentage of students who have done in-house projects including inter departmental / programme</p> <p>b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies</p>	<p>Nil</p>
<p>23. Awards / Recognitions received by faculty and students</p>	<p>Nil</p>
<p>24. List of eminent academicians and scientists / visitors to the department</p>	<p>Nil</p>
<p>25. Seminars / Conferences / Workshops organized &amp; the source of funding</p> <p>a) National</p> <p>b) International</p>	<p>Nil</p>

26. Student profile programme / course wise (2015-16):



Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
B.Sc(H)	13	13	12	1	57
B.Sc(General)	36	36	30	6	50 part I not published
B.Sc. (Major)	4	4	3	1	80

\*M = Male \*F = Female

27. Diversity of Students (2015-16):

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B.Sc(H)	98	2	0
B.Sc(General)	99	1	0
B.Sc. (Major)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services etc?	NIL
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29. Student progression in percentage

Course\ Year	2012-13	2013-14	2014-15	2015-16
Part I (Honours)	36	-	67	60
Part II (Honours)	-	50	100	33
Part III (Honours)	50	-	100	80
Part I (General)	-	33	-	Not yet published
Part II (General)	100	-	100	-
Part III (General)	50	100	100	60
Part I (Major)	100	-	50	75
Part II (Major)	100	60	-	100
Part III (Major)	100	100	33	-

UG to PG	NA
PG to M. Phil.	NA
PG to Ph.D	NA
Ph.D to Post Doctoral	NA
<b>Employed</b> • Campus selection	Not known



• Other than campus recruitment	
Entrepreneurship / Self-employment	Not known
30. Details of Infrastructural facilities :	
a) Library	Yes
b) Internet facilities for Staff & Students	Yes
c) Class rooms with ICT facility	Yes
d) Laboratories	Yes 2 nos.
31. Number of students receiving financial assistance from college, university, government or other agencies.	Data available for the college as a whole.
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	NIL
33. Teaching methods adopted to improve student learning	1. Regular classes 2. Tutorial classes 3. Remedial classes 4. Interactive audio visual classes 5. Online support 6. Mobile Support
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	NIL
35. SWOC analysis of the department and Future plans	
Strength	1. Students and teachers have good bonding. 2. Students have interest in attending classes 3. Teachers take class even during slack session
Weaknesses	1. Department need well equipped Laboratory with proper maintenance. 2. Absence of separate Laboratory attendant for the students of computer Science. 3. Inadequate substantive teachers.
Opportunities	Computer Science has immense opportunity in Research and Application field.
Challenge	The challenge of the department is to increase the number of student along



	with their quality and Laboratory with state of Art Technology.
Future plan	<ol style="list-style-type: none"><li>1. Provide the students coaching for national entrance examination for hire study like JAM,PET.</li><li>2. Provide the students with developed computer Laboratory.</li><li>3. Creation of exclusive departmental class rooms.</li><li>4. Creation of departmental library.</li></ol>



### 8. Evaluative Report of the Departments of **ECONOMICS**

The Self-evaluation of the department is provided in the following prescribed format from NAAC

1. Name of the Department	ECONOMICS
2. Year of Establishment	2005
3. Names of Programmes / Courses offered	U G - B.A./B.Sc (General) in Economics
4. Names of Interdisciplinary courses and the departments / units involved	UG- Commerce
5. Annual/ semester / choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	UG- Commerce
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses / programmes discontinued (if any ) with reasons	Nil

#### 9. Number of Teaching posts

	Sanctioned	Filled
Professors	Not applicable	Not applicable
Reader	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	Nil	Nil
CWTT	1	1
Part Time (Govt. Approved)	1	1
Guest Lecturers	3	3

#### 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
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Prof.Dwipanita Das	M.Sc	PTT	N.A	2	Not Applicable
Prof. Aparna Banerjee	M.Sc.	GT	N.A	1	Not Applicable
Prof. Jayed Ali Laskar	M. A	CWTT	N.A	1	Not Applicable
Prof.Ridhi Chaterjee	M.Sc	GT	N.A	1	Not Applicable
Prof. Abu Musha	M. Sc	GT	N.A	1	Not Applicable

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	Elective Classes	Compulsory Classes
	1 <sup>st</sup>		46	
	2 <sup>nd</sup>		16	
	3 <sup>rd</sup>		15	
	Total No. of Classes		77	
	No Classes taken by permanent faculty = 22+10=32			
	Percentage of classes taken by permanent faculty =44%			
Percentage of classes handled by temporary faculty =56%				
13. Student-Teacher Ratio(programme wise) (2015-16)	Total No. of General students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			137
	Total student strength			137
	Total No. of teachers			5
	Ratio			27:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled	Nil			
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.	Prof.Dwipanita Das		M.Sc	
	Prof. Aparna Banerjee		M.Sc., NET	
	Prof. Jayed Ali Laskar		M. A	
	Prof. Ridhi Chaterjee		M.Sc	
	Prof.Abu Musha		M. A	



16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received	Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18. Research Centre / facility recognized by the University	Nil
19. Publications: Publication per faculty a) Number of papers published in peer reviewed journals (a1. national / a2. international) by faculty and students b) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) c) Monographs d) Chapter in Books e) Books Edited f) Books with ISBN/ISSN numbers with details of publishers g) Citation Index h) SNIP i) SJR j) Impact factor k) h-index	NIL
20. Areas of consultancy and income generated	Nil
21. Faculty as members in (a) National Committees, (b) international Committees (c) Editorial Board	NIL
22. Student projects a) Percentage of students who have done in-house projects including inter departmental / programme b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies	Nil



23. Awards / Recognitions received by faculty and students	Nil
24. List of eminent academicians and scientists / visitors to the department	Nil
25. Seminars / Conferences / Workshops organized & the source of funding a) National b) International	NIL

26. Student profile programme / course wise (2015-16):

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A\B.SC\B.Com. General in Economics	55	55	41	14	NIL

\*M = Male \*F = Female

27. Diversity of Students (2015-16):

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B.A\B.SC General in Economics	99	01	00

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services etc?	NIL
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29. Student progression in percentage

Course \ year	2012-13	2013-14	2014-15	2015-16
Part I (General)	10	50	20	Not yet published
Part II (General)	60	50	30	33
Part III (General)	50	67	25	80
UG to PG	NA			
PG to M. Phil.	NA			



PG to Ph.D	NA
Ph.D to Post Doctoral	NA
<b>Employed</b> <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	NIL
Entrepreneurship / Self-employment	NIL
30. Details of Infrastructural facilities :	
a) Library	Yes
b) Internet facilities for Staff & Students	Yes
c) Class rooms with ICT facility	Yes
d) Laboratories	Not Applicable
31. Number of students receiving financial assistance from college, university, government or other agencies.	Data available of the college as a whole.
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	Remedial coaching during Nov. To Feb of every year.
33. Teaching methods adopted to improve student learning	<ol style="list-style-type: none"> <li>1. Regular classes</li> <li>2. Tutorial classes</li> <li>3. Remedial classes</li> <li>4. Interactive audio visual classes</li> </ol>
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	Students participate with other college students
35. SWOC analysis of the department and Future plans	
Strength	<ol style="list-style-type: none"> <li>1. Dedicated and knowledgeable Teachers</li> <li>2. Healthy camaraderie between teachers and students</li> <li>3. Cooperation among the teachers of the department conducive to smooth conduction of classes and hindrance-free administration</li> <li>4. The varied and vigorous academic involvement of the teachers contributively to the collective scholarly excellence of the department and competence of individual teachers in their respective fields</li> <li>5. Innovative thinking of teachers to draw the interest of the students not only to</li> </ol>



	<p>the prescribed syllabi but to Economics in general</p> <p>6. Consistent attempts by the faculty to gather students' feedback and incorporate them in the conduction</p>
Weaknesses	<ol style="list-style-type: none"><li>1. Lack of adequate number of substantive full time Teachers</li><li>2. As attendance and internal performance assessment is not given due weightage in the final examination conducted by the affiliating university, irregularity and lack of sincerity among the students are found specifically in preparing for internal assessment.</li></ol>
Opportunities	<ol style="list-style-type: none"><li>1. Students may opt for higher studies</li><li>2. Scope for exchange programmes with other colleges involving the teachers and students of the department.</li><li>3. Extensive use of the audio-visual medium to enrich the students' understanding of the subject and its linkage to other fields of culture</li><li>4. To encourage creativity and individual thinking among the students.</li></ol>
Challenge	<ol style="list-style-type: none"><li>1. To ensure greater participation of students in the teaching-learning process</li><li>2. To ensure consistency of students' attendance</li><li>3. To ensure continuous evaluation of the skills and understanding of students. Such evaluation cannot be based merely on the conventional bi-annual examination system but one needs to be more creative in assessing the strengths and weaknesses of individual students</li><li>4. To give attention to the specific problems of individual students and provide special academic assistance to students who need it</li><li>5. To make the learning experience more enjoyable for the students</li><li>6. To reorient the students who are simply depending on the notes and suggestions to clear examination conducted by</li></ol>



	affiliating university towards making them knowledgeable.
Future plan	<ol style="list-style-type: none"><li>1. To create conducive environment for interdisciplinary learning</li><li>2. To create horizontal networks with other institutes so as to bring in expert inputs and resources</li><li>3. To initiate a departmental journal</li><li>4. To improve the collection of the departmental library and to provide the students with more e-assistance</li><li>5. To bring in more audio-visual learning material. If possible to create a separate collection of such material within the departmental library</li></ol>



### 9. Evaluative Report of the Department of **Mathematics**

The Self-evaluation of the department is provided in the following NAAC prescribed format:

1. Name of the Department	Mathematics
2. Year of Establishment	Mathematics General in 2005, Honours in 2014
3. Names of Programmes / Courses offered	U G – B.Sc. Honours in Mathematics, B.Sc. General in Mathematics
4. Names of Interdisciplinary courses and the departments / units involved	Nil
5. Annual/ semester / choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	Computer Science, Computer Application Major, Commerce
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses / programmes discontinued (if any ) with reasons	Nil

#### 9. Number of Teaching posts

	Sanctioned	Filled
Professors	Not applicable	Not applicable
Reader	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	1	Nil
Part Time (Govt. Approved)	Nil	Nil
CWTT College Appointed	2	2
Guest Lecturers	2	2

#### 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the



					last 4 years
Amit Hati	M.Sc.	CWTT college appointed		2	N.A.
Gourab Mukherjee	M.Sc.	CWTT college appointed		2	N.A.
Surajit Bhattacharya	M.Sc.	GT college appointed		5	N.A.
Raja Molla	M.Sc.	GT college appointed		1	N.A.

11. List of senior visiting faculty:- Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	Elective Classes	Commerce
	1 <sup>st</sup>	16	8	12
	2 <sup>nd</sup>	N.A.	14	N.A.
	3 <sup>rd</sup>	N.A.	6	4
	Total No. of Classes	16	28	16
	No. of Classes taken by permanent faculty = 44			
	Percentage of classes taken by permanent faculty = 73%			
	Percentage of classes handled by temporary faculty = 27%			
13. Student-Teacher Ratio(programme wise) (2015-16)	Total No. of Hons students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			14 Only 1 <sup>st</sup> Year
	Total No. of General students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			95
	Total student strength			109
	Total No. of teachers			4
	Ratio			27:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled	Nil			
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.	Amit Hati		M.Sc.	
	Gourab Mukherjee		M.Sc.	
	Surajit Bhattacharya		M.Sc.	





	Raja Molla	M.Sc.

16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received	Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18. Research Centre / facility recognized by the University	Nil
19. Publications: Publication per faculty a) Number of papers published in peer reviewed journals (a1. national / a2. international) by faculty and students b) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) c) Monographs d) Chapter in Books e) Books Edited f) Books with ISBN/ISSN numbers with details of publishers g) Citation Index h) SNIP i) SJR j) Impact factor k) h-index	Nil
20. Areas of consultancy and income generated	Nil



21. Faculty as members in (a) National Committees, (b) international Committees (c) Editorial Board	Nil
22. Student projects a) Percentage of students who have done in-house projects including inter departmental / programme b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies	Nil
23. Awards / Recognitions received by faculty and students	Nil
24. List of eminent academicians and scientists / visitors to the department	Nil
25. Seminars / Conferences / Workshops organized & the source of funding a) National b) International	Nil

26. Student profile programme / course wise (2015-16):

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Sc. Honours in Mathematics	14	14	12	2	50
B.Sc. General in Mathematics	56	56	50	6	36 part I not published

\*M = Male \*F = Female

27. Diversity of Students (2015-16):

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B.A. Honours in Mathematics	99	1	Nil
B.A. General in Mathematics	98	2	Nil



28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services etc?	Data not available.			
29. Student progression in percentage				
Course \ Year	2012-13	2013-14	2014-15	2015-16
Part I (Honours)	-	-	-	50
Part II (Honours)	-	-	-	-
Part III (Honours)	-	-	-	-
Part I (General)	8	43	50	Not yet published
Part II (General)	83	40	20	0
Part III (General)	33	100	100	75
UG to PG	Not known			
PG to M. Phil.	Not known			
PG to Ph.D	Not known			
Ph.D to Post Doctoral	Not known			
<b>Employed</b>	NIL			
• Campus selection				
• Other than campus recruitment				
Entrepreneurship / Self-employment	NIL			
30. Details of Infrastructural facilities :				
a) Library	Yes			
b) Internet facilities for Staff & Students	Yes			
c) Class rooms with ICT facility	Yes			
d) Laboratories	N.A.			
31. Number of students receiving financial assistance from college, university, government or other agencies.	Data available for the college as a whole.			
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	Remedial coaching during Nov. To Feb of every year. Coaching for entry in service.			
33. Teaching methods adopted to improve student learning	1. Regular classes 2. Tutorial classes 3. Remedial classes 4. Interactive audio visual classes			
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	Students participate with other college students			



35. SWOC analysis of the department and Future plans	
Strength	<ol style="list-style-type: none"><li>1. Newly introduced honours program with sufficient demand.</li><li>2. Young and qualified staff.</li><li>3. High potentiality.</li></ol>
Weaknesses	<ol style="list-style-type: none"><li>1. No substantive teacher in position.</li><li>2. Depended on other science subjects.</li></ol>
Opportunities	<ol style="list-style-type: none"><li>1. One substantive teaching post likely to fill soon.</li><li>2. Good combination with physics and computer science.</li></ol>
Challenge	<ol style="list-style-type: none"><li>1. Creation of new teaching post.</li><li>2. Increase in the number of students.</li></ol>
Future plan	<ol style="list-style-type: none"><li>1. Introduction of chemistry as an elective subject will give option to the students.</li></ol>



### 10. Evaluative Report of the Department of **Physics**

The Self-evaluation of the department is provided in the following NAAC prescribed format:

1. Name of the Department	Physics
2. Year of Establishment	Physics General – 2009, Honours – 2014
3. Names of Programmes / Courses offered	U G – B.Sc. Honours in Physics, B.Sc. General in Physics
4. Names of Interdisciplinary courses and the departments / units involved	Nil
5. Annual/ semester / choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	Computer Science, Computer Application Major, Economics, Mathematics
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses / programmes discontinued (if any ) with reasons	Nil

#### 9. Number of Teaching posts

	Sanctioned	Filled
Professors	Not applicable	Not applicable
Reader	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	1	1
Part Time (Govt. Approved)	Nil	Nil
CWTT College Appointed	2	2
Guest Lecturers	3	3

#### 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the
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					last 4 years
Sourabh Kumar Das	M.Sc.,B-Ed	Assistant Professor	Applied Optics & Optoelectronics	7 Months	Not Applicable
Dr. Minakshi Goswami	M.Sc., Ph.D.	CWTT(college approved)	Solid State Physics	2 years 8 months	Not Applicable
Minarul Islam Sarkar	M.Sc.	CWTT(college approved)	Solid State Physics	1 years 10 months	Not Applicable
Arpita Dutta	M.Sc	Guest Lecturer		4 years 7 months	Not Applicable
Goutam Anchaliya	M.Sc.	Guest Lecturer	Electronics	3 month	Not Applicable
Shibnath Guchait	M.Sc.	Guest Lecturer	Electronics	1 month	Not Applicable

11. List of senior visiting faculty:- Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	Elective Classes	Compulsory Classes	
	1 <sup>st</sup>	24	12	N.A.	
	2 <sup>nd</sup>	24	12	N.A.	
	3 <sup>rd</sup>	Nil	12	N.A.	
	Total No. of Classes	48	36	48+36=84	
	No. of Classes taken by permanent faculty = 60 (40+20)				
	Percentage of classes taken by permanent faculty =71 %				
	Percentage of classes handled by temporary faculty = 29%				
	13. Student-Teacher Ratio(programme wise) (2015-16)	Total No. of Hons students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			37 3 <sup>rd</sup> year not started
		Total No. of General students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			45
Total student strength			82		
Total No. of teachers			6		



	Ratio	14:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled	1	
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.	Sourabh Kumar Das	M.Sc.
	Dr. Minakshi Goswami	M.Sc., Ph.D.
	MINARUL ISLAM SARKAR	M.Sc
	Arpita Dutta	M.Sc
	Goutam Anchaliya	M.Sc.
	Shibnath Guchait	M.Sc.

16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received	Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18. Research Centre / facility recognized by the University	Nil



<p>19. Publications: Publication per faculty</p> <p>a) Number of papers published in peer reviewed journals (a1. national / a2. international) by faculty and students</p> <p>b) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)</p> <p>c) Monographs</p> <p>d) Chapter in Books</p> <p>e) Books Edited</p> <p>f) Books with ISBN/ISSN numbers with details of publishers</p> <p>g) Citation Index</p> <p>h) SNIP</p> <p>i) SJR</p> <p>j) Impact factor</p> <p>k) h-index</p>	<ul style="list-style-type: none"> <li>• Sourabh Kumar Das - 1(e)+1(a1)</li> <li>• Dr. Minakshi Goswami -8(a2)+ 1(a1)</li> </ul>
<p>20. Areas of consultancy and income generated</p>	<p>Nil</p>
<p>21. Faculty as members in (a) National Committees, (b) international Committees (c) Editorial Board</p>	<p>Nil</p>
<p>22. Student projects</p> <p>a) Percentage of students who have done in-house projects including inter departmental / programme</p> <p>b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies</p>	<p>Nil</p>
<p>23. Awards / Recognitions received by faculty and students</p>	<p>Nil</p>
<p>24. List of eminent academicians and scientists / visitors to the department</p>	<p>Dr. K. Bhattacharya, Associate Professor, University of Calcutta, Dr. A.K. Dutta, Ex-Professor, University of Calcutta, Dr. Swapan Kumar Mondal, Professor, Bishwabharati Central University, Dr. Sourangshu Mukhopadhyay, University of Burdwan, Dr.</p>





	Biswajit Sen, VTT C College, Midnapur
25. Seminars / Conferences / Workshops organized & the source of funding a) National b) International	1- National level Seminar on “Light and Its application in Science and Technology” funded by Optical Society of India celebrating international year of light – 2015 declared by UNESCO.

26. Student profile programme / course wise (2015-16):

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Sc. Honours in Physics	33	33	31	2	30% only Part I
B.Sc. General in Physics	89	27	21	6	71% only Part II and Part III

\*M = Male \*F = Female

27. Diversity of Students (2015-16):

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B.Sc. Honours in Physics	91	9	Nil
B.Sc.. General in physics	82	18	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services etc?	Data not available.
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29. Student progression in percentage

Course \ year	2012-13	2013-14	2014-15	2015-16
Part I (Honours)	-	-	-	30
Part II (Honours)	-	-	-	-
Part III (Honours)	-	-	-	-
Part I (General)	Nil	27	42	Not yet published
Part II (General)	100	25	60	43
Part III (General)	-	100	-	100
UG to PG	Not known			



PG to M. Phil.	Not known
PG to Ph.D	Not known
Ph.D to Post Doctoral	Not known
<b>Employed</b>	
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	NIL
Entrepreneurship / Self-employment	NIL
30. Details of Infrastructural facilities :	
a) Library	Yes
b) Internet facilities for Staff & Students	Yes
c) Class rooms with ICT facility	Yes
d) Laboratories	Yes - 2 laboratories for Honours and General students
31. Number of students receiving financial assistance from college, university, government or other agencies.	Data available for the college as a whole.
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	Remedial coaching during Nov. To Feb of every year. Coaching for entry in service.
33. Teaching methods adopted to improve student learning	<ol style="list-style-type: none"> <li>1. Regular classes</li> <li>2. Tutorial classes</li> <li>3. Remedial classes</li> <li>4. Interactive audio visual classes</li> <li>5. Digital Class.</li> <li>6. TV Screen.</li> </ol>
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	Students participate with other college students
35. SWOC analysis of the department and Future plans	
Strength	Students have interest in current technological advancement and they try to apply it in their day to day activities. There is a congenial relationship among the teacher and students in our department
Weaknesses	The Department has only one full-time permanent teacher.
Opportunities	Physics opens up a vistas of opportunities for the students because of its growing demand in every theoretical (academic) and practical



	sphere.
Challenge	The challenge of the department is to help the students, coming mostly from rural areas, to learn the subject in such a way that they can successfully apply them in their daily life.
Future plan	<ol style="list-style-type: none"><li>1. Faculty hiring.</li><li>2. Increasing the number of practical instruments &amp; computers.</li><li>3. Organizing many National level seminar and workshop in different branches of Physics.</li><li>4. Creation of departmental class rooms.</li></ol>



### 11. Evaluative Report of the Department of **Commerce**

The Self-evaluation of the department is provided in the following NAAC prescribed format:

1. Name of the department	Commerce
2. Year of Establishment	1968
3. Names of Programmes / Courses offered	1. B. Com Honours in Accounting & Finance 2. B. Com Honours in Marketing 3. B. Com General
4. Names of Interdisciplinary courses and the departments / units involved	Economics, Mathematics and Computer Science
5. Annual / semester / choice based credit system (programme wise)	Annual
6. Participation of the department in the courses offered by other departments	Computer Application
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses / programmes discontinued (if any) with reasons	Nil

#### 9. Number of teaching posts

	Sanctioned (BY WB GOVERNMENT)	Filled
Principal/ Professors	1	1 (Principal)
Reader Associate Professor	2	2
Asst. Professor	1	0
<b>PART TIME TEACHERS GOVERNMENT APPROVED</b>		
CWTT College Appointed	4	4
CWTT College Appointed	1	1
Guest Teacher College Appointed	5	5



10. Faculty profile with name, qualifications, designation, specialisation

Name	Qualification	Designation	Specialisation	No. of Years of Experience	No. of Ph.D. Students Guided for the last 4 years
OKAB ALI SARKAR	PH.D.	PRINCIPAL	Accounting & Finance	34	NIL
PRASANTA KUMAR DEY	Ph.D	READER	ACCOUNTANCY	16 approx	NIL
MUKUL BHATTACHARJEE	M.COM	PART TIME LECTURER GOVT. APPROVED	ACCOUNTANCY	10	NIL
ARUNABHA SINHA	Ph.D	PART TIME LECTURER GOVT. APPROVED	ACCOUNTANCY	13	NIL
PIYALI SAHA MONDAL	M.COM (MARKETING)	PART TIME LECTURER GOVT. APPROVED	MARKETING	5	NIL
PRITHA GAYEN	M.COM (MARKETING)	PART TIME LECTURER GOVT. APPROVED	MARKETING	5	NIL
PALLAV KUMAR SAHA CHOWDHURY	M.COM. M.PHIL GRF, NET	CONTRACTUAL WHOLE TIMER OUT OF COLLEGE FUND	ACCOUNTANCY	3	NIL
DEBASIS CHAKRABORTY	M.Com.	GUEST LECTURER OUT OF COLLEGE FUND	ACCOUNTANCY	8	NIL
SUBHAMITA (SHEE) RAM	M.COM, CA	GUEST LECTURER	ACCOUNTANCY	2	NIL



	(INTER)	OUT OF COLLEGE FUND			
PALLAVI SANYAL CHAKRABORTY	M.COM.	GUEST LECTURER OUT OF COLLEGE FUND	ACCOUNTANCY	2	NIL
IFTIKAR ALAM	M.Com.	GUEST LECTURER OUT OF COLLEGE FUND	ACCOUNTANCY	1	NIL
SANDIP MUKHERJEE	MCA	GUEST LECTURER OUT OF COLLEGE FUND *(Information technology)	COMPUTER APPLICATION	5	NIL
SAIKAT ROY	MCA M.TECH	GOVERNMENT APPROVED CWTT *(Information technology)	COMPUTER SCIENCE	5	NIL
RANU CHOWDHURY	MCA	GOVERNMENT APPROVED PTT *(Information technology)	Computer Application	8	NIL
DEBASMITA CHAKRABORTY	M. TECH	(E-COMMERCE)*	COMPUTER SCIENCE AND ENGINEERING	8	NIL
JAYED ALI LASKAR (ECONOMICS)*	M.A.	CWTT	ECONOMICS	1	NIL
DIPANWITA DAS (ECONOMICS)*	M.Sc.	PTT	ECONOMICS	3	NIL
APARNA BANERJEE	M.Sc.	GT	ECONOMICS	3	NIL



RIDDHI CHATERJEE	M.Sc.	GT	ECONOMICS	1	NIL
ABU MUSA	M.Sc.	GT	ECONOMICS	2	NIL
AMIT HATI	M.Sc.	CWTT	MATHEMATICS	2	NIL
GOURAB MUKHERJEE	M.Sc.	CWTT	MATHEMATICS	2	NIL
SURAJIT BHATTACHARYA	M.Sc.	GT	MATHEMATICS	6	NIL
SUBRATA RANJAN DAS	M.PHIL	ASSOCIATE PROFESSOR	ACCOUNTANCY	29+	NIL

11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (2015-16)	Year	Honours Classes	General Classes	Compulsory Classes
	1 <sup>st</sup>	30	30	N.A.
	2 <sup>nd</sup>	42	36	N.A.
	3 <sup>rd</sup>	32	24	N.A.
	Total	104	90	N.A.
	No. of Classes			194
	No. of Classes taken by permanent faculty = 110			
	Percentage of classes taken by permanent faculty = 57 %			
	Percentage of classes handled by temporary faculty = 43%			
13. Student-Teacher Ratio(programme wise) (2015-16)	Total No. of Hons students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			326
	Total No. of General students (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years combined)			651
	Total student strength			977
	Total No. of teachers : Commerce-12, Mathematics -3, Economics – 5 and Computer Science – 4			24
	Ratio			41:1



14. Number of academic support staff (technical) and administrative staff; sanctioned and filled	1	
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.	OKAB ALI SARKAR	M.COM.,LLB., Ph.D
	PRASANTA KUMAR DEY	M.COM, M.PHIL.Ph.D
	MUKUL BHATTACHARJEE	M.COM
	ARUNABHA SINHA	M.COM. ,Ph.D
	PIYALI SAHA MONDAL	M.COM(MARKETING)
	PRITHA GAYEN	M.COM(MARKETING)
	PALLAV KUMAR SAHA CHOWDHURY	M.COM, M.PHIL. GRF., NET
	DEBASIS CHAKRABORTY	M.COM
	PALLAVI SANYAL CHAKRABORTY	M.COM
	IFTIKAR ALAM	M.COM
	SUBHAMITA RAM	M.COM.
	RANU CHOWDHURY  (INFORMATION TECHNOLOGY AND ITS APPLICATION IN BUSINESS)*	MCA
	SAIKAT ROY (INFORMATION TECHNOLOGY AND ITS APPLICATION IN BUSINESS)*	MCA M.TECH





	DEBASMITA CHAKRABORTY (E-COMMERCE)*	MCA, M.TECH.
	SANDIP MUKHERJEE	MCA
	JAYED ALI LASKAR (ECONOMICS)*	MA- ECONOMICS
	DIPANWITA DAS (ECONOMICS)*	M.Sc.- ECONOMICS
	APARNA BANERJEE	M.Sc.
	RIDDHI CHATTERJEE	M.Sc.
	ABU MUSA	M.Sc.
	AMIT HATI	M.Sc.
	GOURAB MUKHERJEE	M.Sc.
	SURAJIT BHATTACHARYA	M.Sc.
	SUBRATA RANJAN DAS	M.COM, M.PHIL

16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received	Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18. Research Centre / facility recognized by the University	Nil



<p>19. Publications: Publication per faculty</p> <p>a) Number of papers published in peer reviewed journals (a1. national / a2. international) by faculty and students</p> <p>b) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)</p> <p>c) Monographs</p> <p>d) Chapter in Books</p> <p>e) Books Edited</p> <p>f) Books with ISBN/ISSN numbers with details of publishers</p> <p>g) Citation Index</p> <p>h) SNIP</p> <p>i) SJR</p> <p>j) Impact factor</p> <p>k) h-index</p>	<ul style="list-style-type: none"><li>• Dr. Okab Ali Srakar – 2</li><li>• Prof. Subrata Ranjan Das – 1</li><li>• Dr. Prasanta Kumar Dey - 2</li></ul>
<p>20. Areas of consultancy and income generated</p>	<p>Nil</p>
<p>21. Faculty as members in (a) National Committees, (b) international Committees (c) Editorial Board</p>	<p>Nil</p>
<p>22. Student projects</p> <p>a) Percentage of students who have done in-house projects including inter departmental / programme</p> <p>b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies</p>	<p>Nil</p>
<p>23. Awards / Recognitions received by faculty and students</p>	
<p>24. List of eminent academicians and scientists / visitors to the department</p>	<p>Nil</p>



25. Seminars / Conferences / Workshops organized & the source of funding a) National b) International	2 day state level seminar cum workshop on “Introduction of Semester system at degree level” funded by UGC.
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26. Student profile programme / course wise (2015-16):

Name of the Course/programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass Percentage (H+G)
			*M	*F	
B.Com. Honours	350	123	112	11	74% Part I
B.Com.. General	470	161	137	24	not yet published

\*M = Male \*F = Female

27. Diversity of Students (2015-16):

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B.Com. Honours	97	3	Nil
B.Com.. General	95	5	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services etc?	Data not available.
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29. Student progression in Percentage

Course \ Year	2012-13	2013-14	2014-15	2015-16
Part I (Honours+ General)	70	60	69	Not yet published
Part II (Honours+ General)	96	85	96	91
Part III ((Honours+ General)	71	46	54	44
UG to PG	Not known			
PG to M. Phil.	Not known			
PG to Ph.D	Not known			
Ph.D to Post Doctoral	Not known			
<b>Employed</b> • Campus selection • Other than campus recruitment	NIL			
Entrepreneurship / Self-employment	NIL			

30. Details of Infrastructural facilities :

a) Library	Yes
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b) Internet facilities for Staff & Students	Yes
c) Class rooms with ICT facility	Yes
d) Laboratories	Yes
31. Number of students receiving financial assistance from college, university, government or other agencies.	Data available for the college as a whole.
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	Remedial coaching during Nov. To Feb of every year. Coaching for entry in service. Project Works Of 100 Marks (Honours).
33. Teaching methods adopted to improve student learning	<ol style="list-style-type: none"> <li>1. Regular classes</li> <li>2. Tutorial classes</li> <li>3. Remedial classes</li> <li>4. Interactive audio visual classes</li> <li>5. Power Point Presentation</li> <li>6. Mobile support</li> <li>7. Public address system</li> <li>8. Portable microphone</li> </ol>
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	Students participate with other college students
35. SWOC analysis of the department and Future plans	
a) Strength	<ol style="list-style-type: none"> <li>1. Legacy of exclusive commerce college.</li> <li>2. Focus on commerce education.</li> <li>3. Strong group of 24 members teaching staff.</li> <li>4. Well qualified, dedicated and knowledgeable Teachers.</li> <li>5. High student profile. Ever increasing student strength. Improved result.</li> <li>6. Healthy teacher and student relationship</li> <li>7. Diversification of subjects within commerce stream.</li> </ol>
b) Weakness	<ol style="list-style-type: none"> <li>1. Shortage of substantive and permanent full time teachers.</li> <li>2. Enormous number of students in comparison to substantive and permanent teachers.</li> <li>3. High number of students enrolled in each section.</li> </ol>



	<ol style="list-style-type: none"><li>4. Low attendance of students.</li><li>5. No arrangement for industrial visit.</li></ol>
c) Opportunities	<ol style="list-style-type: none"><li>1. Filling up the vacant teaching posts.</li><li>2. Creation of substantive new posts.</li><li>3. Departmental library.</li><li>4. Commerce museum.</li><li>5. Introducing B.Com. Honours in computer application.</li><li>6. Introducing M.com. course.</li></ol>
d) Challenges	<ol style="list-style-type: none"><li>1. Higher performance with better result in reation to good student profile.</li><li>2. Shortage of space for creation of new section.</li><li>3. Inspiring students to opt for higher studies.</li><li>4. There is a growing trend among the students to depend on suggestions and notes for clearing the examination. This trend is detrimental to quality of higher education. Teachers are trying to impart in depth knowledge of the subjects taught.</li><li>5. To keep of the legacy of commerce college.</li></ol>
e) Future plan	<ol style="list-style-type: none"><li>13. To create new substantive teaching posts.</li><li>14. To open separate sections with smaller number of students.</li><li>15. Introduction of B.com. Honours in Computer Application.</li><li>16. Installation of commerce measuem.</li><li>17. Introduction of PG course in commerce.</li><li>18. Construction of separate blocks for the department with a view to preserve the heritage of Commerce College.</li></ol>



### **Compulsory Papers, Concluding Comments and Quotes**

- Hindi – a compulsory language paper of 50 marks in Part-I. Number of teachers – 1 (One) Govt. Approved Part Time Teacher. Number of students 76.
- Environmental Studies – a compulsory paper of 100 marks for 3<sup>rd</sup> year students of all streams. Number of teachers - 2 (Two) guest teachers. Number of students is 528.

### **Concluding Comments**

#### **1. What do we have?**

- The college has its own building with compounds.
- It has the scope of widening the teaching hours from 6.00 a.m. to 9.00 p.m.
- It has a base of 80 member strong teaching staff.
- Existing number of students is 2336.
- Required furniture, fixtures and equipments are available.
- It has a library with more than 15,000 books. Full time permanent librarian against substantive post exists.
- IT and ICT infrastructures are very strong.
- College runs 15 academic programs of arts, science and commerce stream with 62 combinations.
- The college is well administered and well disciplined.
- A peaceful ambience conducive to quality teaching-learning process prevails in the college.

#### **2. Short Term action:-**

- To ensure attendance of students in the classroom.



- Smooth and uninterrupted flow of teaching-learning process with quality assurance.
- To strengthen teaching plan and implementation.
- To take necessary actions for filling-up the vacant posts of teaching and non-teaching staff.
- To convince the government to approve the creation of adequate substantive teaching post.
- To train the teachers to use digital classrooms and other ICTs.
- To introduce chemistry atleast at general course level to offer adequate combination for B.Sc. students.
- To expand the reading facilities in the library.
- To widen the professors' lounge.
- Installation of new gates at northern and eastern side.
- To complete paver flooring of compound.

### **3. Medium range planning and implementation:-**

- Construction of annex building on the southern side of college campus.
- Installation of lift and a second staircase.
- Shifting the boys' common room from the main building.
- Permanent accommodation for canteen.
- Construction of gymnasium.

### **4. Long term planning:-**

- Creation of second campus at nearby Salt Lake – NewTown, Rajarhat areas.
- Acquisition of vacant land of Lily Biscuit factory adjacent to the college.
- Creation of child care unit.
- Construction of ladies and gents hostels.
- Construction of staff quarters.
- Creation of play ground with indoor stadium.
- Introduction of PG courses.
- Creation of research centre.
- Drive for status of Autonomous College as a centre of potential for excellence.



### **Concluding Quote**

**“But I have promises to keep, and miles to go before I  
sleep, and miles to go before I sleep.” – Robert Frost**

**CONCLUDED**