



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		SIR GURUDAS MAHAVIDYALAYA
Name of the head of the Institution		Dr. Manishankar Roy
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03323561998
Mobile no.		9830030570
Registered Email		principal.gurudas@gmail.com
Alternate Email		iqacsgm@gmail.com
Address		33/6/1, Biplabi Barin Ghosh Sarani, Ultadanga, Murari Pukur
City/Town		Kolkata
State/UT		West Bengal
Pincode		700067

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Ratna Lodh
Phone no/Alternate Phone no.	03323566176
Mobile no.	9433559700
Registered Email	principal.gurudas@gmail.com
Alternate Email	iqacsgm@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.sirgurudasmahavidyalaya.com/wp-content/uploads/2018/06/AQAR.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.sirgurudasmahavidyalaya.com/wp-content/uploads/2020/03/Academic-Calendar2017-18-converted.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.25	2016	05-Nov-2016	05-Nov-2021

6. Date of Establishment of IQAC	28-Jan-2013
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Introducing interactive digital platforms such as Google Class Room and Google Groups	01-Jul-2017 365	25
Audio-Visual Workshop on 'The Indian Constitution'	17-Aug-2017 1	35
Workshop on 'Application of ICT in Teaching, Learning and Administrative Practices'	10-Nov-2017 1	26
Annual Curriculum Enrichment Book Fair	01-Sep-2017 1	58
Workshop on 'The Structure and Content of CBCS in Commerce'	10-Aug-2017 1	30
Library Induction Classes for the newly admitted students	01-Aug-2017 5	200
Teachers submitted Self Appraisal Reports	01-Jul-2017 1	40
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NONE	NONE	NONE	2018 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Implementation of the CBCS system in B. Com (Honours and General)

Encouraging the use of ICT in teaching and learning by ensuring the access of the Smart Class Room and other ICT facilities to all departments

Collating and Analysing feedback from various stakeholders

Organising seminars, conferences and special lectures to encourage academic exchange and sustain a culture of academic vitality

Organising induction and orientation programmes for students to acclimatise them to the teaching learning and evaluation process of the college, a initiative particularly relevant for the students of Commerce enrolled in the new Choice Based Credit System

[View File](#)

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

Plan of Action	Achivements/Outcomes
Incentivising regularity of attendance of both teachers and students	Done
Collating and analysing the feedback of as many stakeholders as possible	Done
Ensuring regular self appraisal of teachers	Done
Organising workshop on the use of ICT in teaching, learning and administrative purpose	Done
Online admission and fees payment	Done
Implementation of CBCS in Commerce	Done
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	06-Mar-2020

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

No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	27-Feb-2018
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college is affiliated to the University of Calcutta. It abides by the prescribed curricula of the university. In the year 2017-18 the Choice Based Credit System was introduced in the B. Com (Honours and General) programmes. As a result for this academic year the curricula of 1+1+1 Annual system was followed in the B.A. and B. Sc programmes whereas the CBCS was implemented in B. Com. The college, being committed to the effective and systemic delivery of the prescribed criteria took the following steps to ensure the same - i) Prospectus: At the time of admission students are provided with the college prospectus that introduces them to the vision and mission of the college. It also lays down the eligibility criteria and the admission procedure to ensure transparency. This year the prospectus also included details of the CBCS specially for the B. Com students. ii) Academic Calendar: The Academic Calendar of our college provides the date of commencement of the academic session, dates of internal and university examinations and holidays. Apart from that it also gives subject wise detailed list of various topics covered by different teachers. This year we put together the Academic Calendar for only B.A. and B. Sc. programmes. Due to the introduction of the CBCS the academic session of B. Com looked very different and could not be included in the combined calendar. The Department of Commerce was asked to prepare a session plan separately and convey it to the students. iii) Time-Table: The time-table drafted by a routine committee allots slots for theoretical, practical and remedial or special classes. iv) Monitoring the regularity of students' attendance: The college is committed to ensuring regular class attendance of students to complete curricula in stipulated time. Registers are maintained to record the attendance of students in theoretical and practical classes as well as at special classes or lectures. Students are informed from time to time of their attendance. This information is also conveyed to the guardians on a regular basis. v) Effective distribution and completion of syllabus: The IQAC requests the teachers to submit their teaching plan for the ensuing session. Regular departmental meetings are conducted to ensure effective implementation of those plans. vi) Use of ICT: The college has one Smart Class Room with projector and interactive board. The routine committee makes sure that every department has substantial number of classes allotted in that room and use its facilities. Apart from that even in classes conducted in regular classrooms shot-through projectors, laptops and public address system is used to make the lectures effective and entertaining. vii) Library: The library ensures availability of updated text and reference books as well as e-resources. A Curriculum Enrichment Book Fair is organised every year for the benefit of the students. A Library Introduction

Session is also conducted to orient students towards meaningful utilisation of the library resources.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Commerce Honours	01/07/2017
BCom	Commerce General	01/07/2017

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Third Year Honours students	150
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained

Students Feedback (no of respondents 315): On twenty counts response was sought from 315 outgoing students of 3rd Year, out of which 66 respondents were from various honours subjects of arts stream, 95 were from arts general, 41 from commerce honours, 101 from commerce general, 5 from science honours and 7 from science general. The students of each academic programme are satisfied with the quality of teaching, the presence of teachers in the classes, assistance of teachers outside the classes and the coverage of syllabus in due time. In all of the cases, the honours students seem happier than the general students. The students have also shown their satisfaction with internal examination system and evaluation process. The feedback of science students regarding the library and laboratory facilities reveals scope for better outcome. However they are happy with the cooperation from library and office staff. Teachers Feedback (no of respondents 30): Analysis of teachers feedback reveals overall satisfaction regarding allotment of classes, access to the library and availability of adequate number of texts included in the university syllabus. However, teachers feel that reference books and e-resources could be increased and diversified. Teachers expressed satisfaction with the availability of ICT resources to make the experience of classroom teaching both edifying and entertaining, but some demanded increase in the existing number of public address systems and their installation in all the large classrooms. Parents Feedback: Feedback from the parents is sought through regular parent-teacher meetings, both departmental as well as institutional. Parents are satisfied with overall teaching, learning and evaluation process as well as the academic ambiance of the college. They particularly express their support and appreciation of the initiative of the administration to keep them informed regarding the record of attendance and result of their respective wards.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	General	300	820	244
BA	Sanskrit	25	20	7
BA	Education	62	115	48
BA	Political Science	57	84	28
BA	History	42	66	15
BA	English	82	157	53
BA	Bengali	82	203	66
BCom	General	257	509	178
BCom	Honours	173	590	129

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses
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			teaching only UG courses	teaching only PG courses	
2017	1830	0	11	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
50	22	17	2	1	5

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

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

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

The mentoring system has been put in place specially for the newly enrolled students of the First Year in order to provide them guidance in terms of their curricular assignments, overall academic output as well as their involvement in the activities of the college. That is why only the First Year students have been taken into consideration in the mentor-mentee system. Attempts are made to mentor the First Year honours students of all the three streams in small groups assigned to specific teachers in order to give them focused and individual attention. First Year B.A., B.Sc. and B.Com General students are not always assigned to individual teachers. But different teachers do address small groups on rotational basis. Not only the fulltime substantive teachers but Government Part Time Teachers, College Contractual Teachers and Guest Lecturers too play active role in mentoring the students of the First Year. Apart from that since the Department of Commerce has project work in the Third Year, groups of students are assigned to individual teachers who monitor their project work throughout the year and guide them to develop an aptitude towards research. In other departments too mentoring is done through project works, students seminars, exhibitions or other curricular activities. The mentor-mentee system has helped the teachers to pay individual attention to students and offer them counselling. Special attention is given to the slow learners. Special remedial classes are allotted for them. Such special classes are allotted after the Selection Tests are over to prepare students for the university examination. The combined efforts of the teachers and students have helped improve the academic ambience of the institution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
826	11	75:1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	11	4	0	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution has developed a system of Continuous Internal Evaluation to evaluate the growth and progress of the students throughout the year. This year the CBCS was introduced in the Department of Commerce. It includes internal assessment of 20 marks for each course comprising of marks of attendance and internal examination. Apart from that there is also project work for the commerce students of 3rd Year. All of these strengthen CIE in the institution, However, even in Arts and Science streams, which still follow the annual system there are mechanisms for CIE. Regular class tests are taken on respective subjects. There is a Mid-Term Examination that takes place in the month of November and then the Selection Tests - Test for the 3rd Year students at the end of December, for the 2nd Year Students at the end of January and the 1st Year students at the end of February. Complete transparency is maintained in the conduction of these examinations and publication of their results. The result is published in stipulated time, it is discussed with individual students and conveyed to their parents along with attendance record.

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

The institution adheres to the Academic Calendar of the University of Calcutta and prepares its own Academic Calendar in accordance with the university schedule. All academic activities starting from the admission process to the conduction and publication of results are done according to the academic calendar. The Academic Calendar also includes department-wise detailed account of different topics to be covered in stipulated time, number of classes allotted for each topic and the teacher who is going to cover the topic. This gives the students a broader idea of the curricular distribution throughout the year. The hard copy of the Academic Calendar is handed to the students at the beginning of the academic session. The calendar is also uploaded in the institutional website.

2.6 – Student Performance and Learning Outcomes

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

<http://www.sirgurudasmahavidyalaya.com/academics/courses-offered/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Sc. (Gen)	BSc	General	15	14	93.33
HISA	BA	History	13	13	100.00
EDCA	BA	Education	15	15	100.00

BCMG	BCom	General	70	51	72.86
CMSA	BSc	Computer Science	2	2	100.00
ACFA	BCom	Commerce	28	18	64.29
PHSA	BSc	Physics	4	3	75.00
BAG	BA	General	118	25	21.19
ENGA	BA	English	12	12	100
BNGA	BA	Bengali	21	12	57.14
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2.7 – Student Satisfaction Survey

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

<https://drive.google.com/drive/folders/1dZqBlAgIuXMhLd8SBwmslr7mY6uPExqL>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
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No Data Entered/Not Applicable !!!

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Science	3	0.43
International	Arts	2	0
International	Commerce	3	0

[View File](#)

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

Department	Number of Publication
English	3
Mathematics	1
Commerce	1

[View File](#)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Descent Line Search Scheme using Gersgorin Circle Theorem	Suvra Kanti Chakraborty	Operations Research letters	2017	1	Indian Institute of Technology Kharagpur	1
Newton Like Line Search Method Using q-Calculus	Suvra Kanti Chakraborty	Mathematics and Computing, Communications in Computer and Information Science, Vol 655	2017	1	Indian Institute of Technology Kharagpur	1
Paper Coated with sonochemically Synthesized ZnO Nano particles: Enhancement of Properties	suchismita Majumdar	Tappi journal	2017	3	Department of Library and Information Science, University of Calcutta	3

for preservation of Documents.					
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

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

Number of Faculty	International	National	State	Local
Presented papers	4	5	3	4
Attended/Seminars/Workshops	3	4	4	5
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Environment Day	NSS	16	25
Campus Cleaning	NSS	8	22
Cultural Exchange Programme with the community on the Birth Anniversary of Rabindranath Tagore	NSS and the college library	7	53
Story telling session for the children of SOS Village, Kolkata	NSS and the college library	5	15
The celebration of the International Womens Day	NSS	18	65
Celebration of International Mother Language Day	NSS	35	156
Dengue Awareness Programme	NSS	12	45
Tree Plantation Ceremony	NSS	26	72

Spoken English initiative	NSS and college library	4	63
Teachers Day Celebration	Students Union, Sir Gurudas Mahavidyalaya	5	26
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	Teaching	Directorate of Distance Learning, Kalyani University	01/07/2017	30/06/2018	Angana Das Ghosh
Academic	Teaching	Directorate of Distance Learning, Kalyani University	01/07/2017	30/06/2018	Kaushik Dey
Academic	Teaching	Directorate of Distance Learning, Kalyani University	01/07/2017	30/06/2018	Jayanta Kumar Baidya

Academic	Teaching	Directorate of Distance Learning, Kalyani University	01/07/2017	30/06/2018	Dr Ratna Lodh
Academic	Teaching	Directorate of Distance Learning, Kalyani University	01/07/2017	30/06/2018	Prasanta Ghoshal
Academic	Teaching	Directorate of Distance Learning, Kalyani University	01/07/2017	30/06/2018	Dr Paramita Halder
Academic	Teaching	Netaji Subhas Open University	01/10/2017	31/03/2018	Ishita Dutta
Academic	Teaching	PG Section, Department of English, Lady Brabourne College	01/07/2017	30/09/2017	Dr Shinjini Basu
Academic	Teaching	Netaji Subhas Open university	01/10/2017	31/03/2018	Tanusree Pakrashi
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
400000	418378

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with LCD facilities	Existing
Campus Area	Existing

Laboratories	Newly Added
Seminar halls with ICT facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	12.03	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11223	94495	160	36196	11383	130691
Reference Books	3057	50564	43	5750	3100	56314
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	46	2	0	3	0	1	0	8	4
Added	0	0	0	1	0	0	0	0	4
Total	46	2	0	4	0	1	0	8	8

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

8 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
100000	165788	100000	1052981

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

Measures have been taken for optimal utilisation of campus infrastructure such as classrooms, laboratories, LAN and Wi-Fi. Since there is only a limited number of smart or ICT enabled classrooms departments are allowed to use these facilities on a rotational basis. Provisions are made in the class routine and a log book is maintained to keep record. For the better utilisation of the College Library, library rules and regulations have been framed so that users can borrow certain number of books and return them within a stipulated period of time. In this regard, users are informed promptly after issuing/returning a particular book about his/her present status of lending. Separate records are maintained for the lending status of teachers and students. For maintenance of physical, academic and support facilities, different sub-committees have been constituted with the active participation of the head of the institution as well as selected members. The Infrastructure Sub-Committee looks into overall infrastructural development and maintenance. Building sub-committees have been entrusted with the maintenance, repair and construction work related to the college building, classrooms, laboratories. There are two building related sub-committees - one supervises building related work undertaken with grants obtained from the UGC and the other sub-committee supervises the construction and maintenance work funded by the college. Together these three sub-committees oversee the procedures related to new construction, repair and maintenance, painting of building and other physical infrastructure such as water and power supply, plumbing etc. The college has a generator for uninterrupted power supply. Classroom items like benches, desks, boards, etc. are well maintained by the carpenters selected through tender notification on the institution website, as per Government rules. Budgetary provisions are made for the laboratories. Laboratories maintain stock register of all equipment, utilities and chemicals. There is a Library Sub-Committee. The principal is the chairperson and the librarian is the convener of this committee. The members of this Sub-Committee include all the departmental heads and a representative of the students union. Departmental requirement of books and journals are forwarded to this committee. The committee, as per the budgetary provisions and/or availability of funds, takes decisions regarding the departmental allotment, mode of purchase, maintenance of existing books, weeding, purchase or maintenance of library software as well as its physical infrastructure. The Sub-Committee also helps organising programmes such as the Library Day, Career Enrichment Book Fair etc. The library uses KOHA and maintains an updated database of its resources. The sports equipment of the gymnasium are well maintained.

<http://www.sirgurudasmahavidyalaya.com/about-college/about/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund	77	98556

Financial Support from Other Sources			
a) National	Kanyashree, Talent Support, Swami Vivekananda Merit cum Means Scholarship by the state government, National Scholarship by the central government	138	2033000
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Career Counselling Programme	0	177	2	0
2018	Career Counselling Programme	0	92	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
3	269	0			
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	B.Sc. (Hons)	Computer Science	University of Calcutta	MCA
2018	1	B.Sc. (Hons)	Mathematics	Vidyasagar University	M.Sc.
2017	1	B.Sc. (Hons)	Physics	Jadavpur University	M.Sc.
2017	1	B.A. (Hons)	English	University of Calcutta	MA
2017	2	B.A. (Hons)	English	University of Kalyani	MA (Distance)
2017	3	B.A. (Hons)	Education	University of Calcutta	MA
2017	4	B.A. (Hons)	Education	Rabindra Bharati University	MA
2017	3	B.A. (Honos)	History	University of Kalyani	MA (Distance)
2018	1	B.Sc. (Hons)	Physics	Jadavpur University	MBA
2018	1	B.A. (Hons)	Political Science	Rabindra Bharati University	MA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Teachers Day	Institutional	26
Freshers Welcome for the Students enrolled in the 1st Year	Institutional	300
College Social	Institutional	450
International Mother Language Day	Institutional	156
Basanta Utsav	Institutional	60
Rabindra Jayanti	Institutional	53

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a democratically elected Students Union with its own constitution. Each stream is adequately represented in the union through elected class representatives. The Students Union is represented by its office bearers in various academic and administrative bodies such as the College Governing Body, Academic Council, IQAC, Admission Committee, Library Committee and others. All the major administrative decisions are taken through consultations with the Students Union, taking into account their views and objections pertaining to the interests of the students. Activities of the Students Union include playing a key role in organising various cultural programmes in the college such as the celebration of the International Mother Language Day, Birth Anniversary of Tagore, The College Social, The Spring Festival or Basanto Utsav, Freshers Welcome, Saraswati Puja, the College Foundation Day etc. At the beginning of the academic session the newly enrolled students are welcomed through the Freshers Welcome in which gala cultural programmes are organised by the students. At the Annual College Social Utkarsha students participate in different cultural programmes and competitions in large numbers. The Spring Festival is celebrated with Tagore songs and dances. The Students Union is actively involved in organising various social awareness programmes. Every year Blood Donation Camps are organised. The Students Union collaborating with the college NSS unit tries to keep the campus clean and green. They also collaborate with the Anti-Ragging Cell to promote a healthy and peaceful campus life. The Students Union has been active in engagement with the local community including awareness programmes, health camps and cleanliness drives.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

words)

The college has instituted various mechanisms to achieve 1) academic and 2) administrative decentralization

1. Academic decentralization - Different departments of the college are given autonomy in division of syllabus, formulating class routine, organizing departmental seminars, conferences etc. Departmental heads, along with teachers actively participate in charting out the everyday activities of the department as well as its long term academic vision. Different subcommittees play a crucial role in academic decentralization. The Academic Subcommittee with the representation of the principal, all the departmental heads and student representative is the highest decision making body in terms of academic matters. The Examination Subcommittee supervises matters related to the conduction of internal and university examinations. The Admission Subcommittee is in charge of a smooth and transparent admission process. At the beginning of the Academic Year the Routine Subcommittee formulates the class routine. It includes all the departmental heads along with the principal to incorporate the perspectives and class requirements of respective departments. The Library Subcommittee, the Culture Subcommittee, the Magazine Subcommittee look into the specific areas assigned to them.

2. Administrative decentralization - Following the policy of decentralisation teaching and non teaching members as well as students are adequately represented in the Governing Body of the college. Participative management is achieved through various committees. The Finance Committee is the highest decision making body in financial matters. This committee makes financial recommendations to the General Body of the college. It has representation from the administration, teachers, non-teaching staff and students. The Purchase Committee makes recommendations for specific purchases and also supervises the procedure of their procurement. There are two building committees - one looks into the financial aspects of UGC funded building construction, the other into the college funded construction work. The Infrastructure Committee, the Development Committee too play vital role in the overall infrastructural development of the college. The college involves outside resources in the form of external experts in the appointment committees for the recruitment of college appointed contractual and guest teachers to ensure complete fairness and transparency.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	As the college follows the syllabus and curriculum of the University of Calcutta, there is no scope of curriculum development directly. However, teachers have actively participated in several subject related seminars / workshops organized by the university to familiarize themselves with the CBCS curriculum. The Department of Commerce, where CBCS has been implemented this year organized several workshops on the mechanism and implementation of CBCS.
Teaching and Learning	The IQAC facilitated the following workshops to orient teachers for more

effective teaching - 1) Workshop on The Structure and Content of CBCS in Commerce 2) Workshop on The Application of ICT in Teaching, Learning and Administrative Practices, 3) Audio-Visual Workshop on The Indian Constitution. Teachers submit regular self-appraisal reports. Tutorial classes and remedial classes are organized for students coming from socio-economically disadvantaged sections of society. Apart from the regular class routine, separate schedule is prepared for special classes to be held after the internal examinations are over. Preparation of academic calendar, use of ICT, development of science laboratories, purchase of new books as per students requests etc. are all part of our institutional endeavour to improve the teaching learning outcomes.

Examination and Evaluation

As a college affiliated to the University of Calcutta the institution has to follow the evaluation and examination format prescribed by the university which includes Mid Term Examination and Selection Test prior to the university examination. However, the college has taken certain measures to ensure continuous evaluation such as holding class tests, organizing quiz contests on relevant subject topics, arranging class tesst in both Multiple Choice Questions and descriptive formats. Interactive digital platforms such as Google Classroom and Google Group have been introduced in departments such as Mathematics facilitating regular evaluation of students.

Research and Development

The Research Cell of the college motivates young faculty and scholars to present papers in seminars and workshops. One collaborative research work is continuing. Several teachers are pursuing PhD at different universities.

Library, ICT and Physical Infrastructure / Instrumentation

The library resources have been enriched day by day. The reading, lending and cataloguing system are systematic and well organized. The library has been digitized and the introduction of INFLIBNET-N-list has given teachers as well as interested students access to a vast reservoir of e-journals and e-content. Smart class

room facility, Power point presentation facility, Wi Fi facility, sound system in the large sized class rooms etc have been installed in the college. Other infrastructural facilities include tiles floored toilets for male and female students as well as for the teaching and non-teaching staff, students' canteen, facility for drinking water, tin shed with sufficient light and fans, well decorated Students' Union room, separate common rooms for male and female students, ramp and rails for specially abled students, indoor game arrangements, gymnasium etc.

Human Resource Management

Decentralized governance is encouraged in our college. There are several committees to make optimal use of human resources, e.g. Teachers Council, extended staff council that includes both teaching and non-teaching members, IQAC, purchase committee, development committee, building committee, routine committee, library committee, academic committee, finance committee, grievance redressal cell and above all the Governing Body. There are 5 (five) government sanctioned vacant posts which have been forwarded to the government for prior permission for appointment. But, till date, permissions have not been received from the authority except the post of the accountant. It is a promotional post as per order. Due to the unavailability of suitable agreed candidate, it is still vacant. Beside these, a proposal has been sent to the government to create additional 6 (six) permanent non-teaching post to cope up the huge burden of work due to increasing number of students and other works. Taking into consideration Taking into consideration the steady increase of students and the need to address their academic requirements a proposal has been sent to the government to create additional 45 (forty five) teaching posts.

Industry Interaction / Collaboration

Our College is a general degree college and has no direct industry interaction and collaboration facility. But, the college has a Career Counselling Cell under the supervision of Dr. Provas Mondal who coordinates the relationship between employers, organizations and

	institutions that train and guide students in terms of their career options on the one hand and students on the other.
Admission of Students	To promote transparency in admission, centralized computerized online admission system has been introduced for B. A. / B.Sc. / B.Com honours and general programmes as per the directive of the University of Calcutta. Admission is strictly according to merit as per university norms. As per requirements seats are increased strictly following the updated government orders and are passed through proper channels. The government and UGC guidelines regarding reservation are strictly maintained in the admission process.

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

E-governance area	Details
Planning and Development	For all matters related to infrastructural development such as construction and purchase e-advertisements and e-notifications are put up on the college website. E-tenders are floated to ensure transparency.
Administration	The college has taken decisive steps towards e filing of staff and student related data. From time to time that data is uploaded on various e portals as and when required.
Finance and Accounts	For the employees salaries e claims are prepared and submitted in the HRMS portal.
Student Admission and Support	E governance is partially implemented in the admission process. Different steps of the process and admission related information are uploaded in the college website through e notification. The list of selected candidates is also available online to ensure accessibility and transparency. The procedure for the payment of admission fees is a combination of online and offline modes. The students are required to pay their fees online directly to the bank but they need to collect the bank challan from the assigned branch of the bank. Receipt of payment is also available online. Students are provided counsel and support through Google Group and Whatsapp.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Hands on Training on the Use of the Smart Classroom and ICT	Not Applicable	07/07/2017	07/07/2017	22	0
2017	Not Applicable	Orientatio n Programme on the Use of Tally Software and Student Database Management	09/08/2017	09/08/2017	0	3
2017	Training on Electronic Data Management	Same	04/08/2017	04/08/2017	20	5
2018	Orientatio n Programme on Online Admission for 2018-19	Same	11/05/2018	11/05/2018	25	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional	Number of teachers who attended	From Date	To date	Duration
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development programme				
Pedagogical Training for Mathematics Teachers	1	26/03/2018	31/03/2018	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
. Festival Bonus and Advances are being arranged to the teaching staffs who meet the set salary criteria.	Festival Bonus and Advances are being arranged to the non-teaching staffs who meet the set salary criteria.	Students' Health Home, Free Studentship, Government Scholarship like "Kanyashree", "Yuboshree", "Vivekananda Merit Cum Means", etc.

6.4 – Financial Management and Resource Mobilization

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

The college has a mechanism for both internal and external audit. A competent auditor is appointed by the General Body for internal audit. The external/statutory audit is carried out by a Government auditor appointed by the Department of Higher Education, Government of West Bengal. Both internal and external audits are completed upto the session 2017-18. There are no major objections raised by the auditors.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Governing Body, Principal, IQAC
Administrative	Yes		Yes	Governing Body

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

1. Regular Parent-Teacher Meetings are conducted to assess the progress of
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students 2. Parents feedback is sought in a formalised manner and on a regular basis. The feedback is incorporated in the administrative roadmap for the institution 3. Departments have established a system of personalised coordination with parents to provide necessary counselling in case of specific problems affecting the attendance or academic output of the student.

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

1. Regular meetings with the principal, IQAC and the General Body 2. Frequent training programmes for upgrading technological knowledge 3. Encouraging the involvement of support staff in cultural activities 4. Introduction of Tally software for accounting and Student Database Management (web based)

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

1. A plan has been chalked out for the development of the college highlighting short time goals and long time objective. 2. Installation of Smart Classroom and extensive WiFi facility in the campus 3. Regularizing and digitizing the students feedback analysis

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	One Day Workshop on ICT	03/11/2017	10/11/2017	10/11/2017	26
2017	Workshop on The Structure and Content of CBCS in Commerce	03/07/2017	10/08/2017	10/08/2017	30
2017	Orientation Programme for newly enrolled students	03/07/2017	10/07/2017	11/07/2017	826
2018	Collecting and analyzing the feedback of teachers and students	03/11/2017	08/01/2018	15/01/2018	345
2018	Internal Academic Audit by the IQAC	19/01/2018	09/02/2018	09/02/2018	300

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
A Workshop on Gender Sensitization: Problems and Strategies	22/08/2017	22/08/2017	48	39
Departmental Seminar (English): Gender, Inequality and Subversion in Mahesh Dattanis Plays):	09/03/2018	09/03/2018	35	37
A Talk on Gender and Equality as part of the celebration of the International Women's Day	08/03/2018	08/03/2018	50	33

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

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

The World Environment Day is observed on June 5th, every year. Students, teachers, local people participate in the tree plantation programme. Saplings are procured from Kolkata Municipal Corporation distribution centres as well as from the State Forest Development Corporation. All the stake holders are involved in the initiative. The programme is initiated under the college NSS unit. An institutional seminar is organized on the same day jointly by the college central library and the NSS unit in the college seminar hall. Talk is delivered by the faculty members, student and eminent guests. This year on the World Environment Day, i.e. on 5th June, 2018 the topic of discussion was Fighting Plastic Pollution and Transportation Emission.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Ramp/Rails	Yes	12
Scribes for examination	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students
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	locational advantages and disadvantages	engage with and contribute to local community					and staff
2017	1	1	17/08/2017	2	Awareness Programme on Vector Borne Diseases with spraying of disinfectant in the adjacent market	Community Health and Hygiene	57
2018	1	1	21/02/2018	1	Rally and Cultural Programme involving local children on the International Mother Language Day	community awareness of language and culture	156
2017	1	1	15/08/2017	1	Outreach Programme in the locality involving local children	Communal harmony and national integration	35
2018	1	1	26/01/2018	1	A Rally and Cultural Programme involving the local community	National Integration	60
2018	1	1	07/05/2018	1	Cultural Programme involving local children on Rabindra Jayanti	nurturing local cultural activities	20
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for	01/07/2017	1. First and foremost,

<p>Students</p>		<p>students would be conscious of the institutional values and would ingrain academic interests 2. They shall respect no smoking zones in the campus 2. Every student shall wear his/her identity card while on campus. 3. Students shall be punctual in their timings and attendance. 4. They will abide by anti-ragging rules and will also refrain from bullying of fellow students 5. Students shall behave with respect and courtesy towards all. 6. Use of mobile phone is restricted during class hour.</p>
<p>Code of Conduct for Teachers</p>	<p>01/07/2017</p>	<p>1. A teacher should carry out the legitimate academic and administrative decisions taken by the College/University pertaining to his/her sphere of responsibility. Teachers and Librarian should wear Icards while in campus. 2. He/she shall not discriminate against any student on the basis of religion, race, caste, gender, language or political ideology. 3. A teacher shall not make use of institutional resources or facilities for personal purpose. 5. Teacher shall work for holistic development of students. He/She will practice and promote a critical, committed and ethical attitude by developing sense of respect for and responsibility towards others. • He/She will uphold the Constitution and promote democratic values and practices in the institution.</p>

Code of Conduct for Governing body	01/07/2017	1. Members of the Governing body should be unbiased and impartial in their decision making. 2. Teacher representatives and non teaching staff representatives of the Governing body should consult their respective consistency and ventilate their grievances.
Code of Conduct for Support Staff	01/07/2017	1. They should be punctual and regular. 2. They should be student friendly and work for the allround development of the students. 3. All should wear Icards while on campus.
Code of Conduct for Principal	01/07/2017	1. The Principal should be impartial and unbiased in his/her functioning. 2. She/he should treat the staff equally. 3. She/he should be guided by the motto of the parent University, 'Advancement of Learning'.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observation of International Mother Language Day	21/02/2018	21/02/2018	156
Observation of Rabindra Jayanti	07/05/2018	07/05/2018	60
Institutional Talk on Internationalism and Tagores Writings	07/05/2018	07/05/2018	20
Observation of Communal Harmony Week	19/11/2017	25/11/2017	250
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>The College makes conscious efforts at conserving its green landscape, the adjacent park and the local water body, which are unique features of the college. Through arrangements of lectures, talks and discussions, the college strives to generate awareness about the need for ecological conservation and to inculcate a sense of responsibility in the students for their surrounding biodiversity.</p>
<p>In this regard the contribution made by the two functional units of the</p>

National Service Scheme (NSS) of the College is significant. Students are also encouraged by the NSS to actively participate in the campus cleaning drive of the College as part of the Swachh Bharat Abhijan.

Waste bins, segregated as bio- degradable one and non bio-degradable ones are placed at vantage points in the college campus.

Motivated by the motto of the International Environment Movement, Think Globally Act Locally, the College campus has been turned into a plastic free and no smoking zone. Conscious attempts are made by the staff members as well as students to achieve this objective.

Every year, a very significant part of the Foundation Day celebrations of the College involves planting saplings. The World Environment Day is observed involving students, staff and local people. Talk is arranged on pressing environmental issues.

In its role in reducing the level of pollution in the environment, the College encourages the use of ecofriendly means of transport like bicycles by both students as well as staff members. The College has a bicycle stand where the students and staff members can park their bicycles during college hours.

The College has a partially paperless office. Soft copies of database are usually maintained. Notifications pertaining to examination schedules, admission procedure, publication of merit lists, etc. are periodically uploaded on the website. There is also an EProspectus of the College available on the official website. The College is making efforts towards gradually lessening the use of paper and it hopes to have a paperless office eventually.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices: 1) Orientation Program for the newly admitted students: Every year the college organizes a series of orientation lectures for the newly admitted students. Under the guidance of the parent university, Choice Based Credit System is introduced in the Commerce Department of the college. Every year the college takes upon itself the duty to guide the newly admitted students as they step into the threshold of higher education, through talks and lectures by the principal and the faculty members. The primary objective is to articulate the academic as well as ethical responsibilities of the students and to impart the knowledge of the available academic resources and aids that the college provides. It is also to facilitate the familiarization of the new students with the college by informing them about the history, tradition, campus culture and opportunities. This year it has become more imperative to counsel the students and acclimatize them in the new system. As they are the first batch to face the new CBCS system, apart from talks and lectures, workshops are arranged for proper orientation of the students. Through these workshops, subject teachers have steered the students to the details of the workings of the new system. 2) Use of ICT: The college authority ensures effective use of ICT. There are ICT enabled classrooms. We have a smart classroom with interactive board, overhead projector and public address system. There are other classrooms enabled with projectors and public address system. Apart from that we have shot through projectors, portable public address system, laptops etc to provide access to ICT facilities to teachers. The IQAC monitors the effective use of ICT through student feedback and internal academic audit. The use of Learning Resource Management System on Google platform, namely Google Classroom is regularly used. There are students groups on Whatsapp where teachers share materials and necessary information with students. Students also share their response, assignments and information making it an effective medium of collaborative learning. A number of workshops on the use of ICT in teaching, learning and administration have been arranged

by the IQAC. Several other administrative and academic documentation works are done through collaborative tools like Google docs. Library orientation programmes for effective use of e resources have been arranged from time to time. The library is partially digitized. The office too is partially automated. The day to day record keeping is on the network and the admission is purely online. The website is dynamic with all relevant information uploaded as well as notifications sent through SMS. All the departments make use of Power Point Presentations, smart boards and e resources. Efficient use of Cloud is done for data storage. The college is aspiring to have a fully enabled optimal high speed Wi Fi connection over its campus, financial aid for infrastructural development is urgently required. Well equipped language lab is required. A well equipped studio for development of videos for e module preparation is also of utmost necessity. Other immediate requirements are installation of Learning Management Software for management of human resources.

3. Community Services:
The college strives for inclusion and meaningful participation of the local people in its extension activities. It takes to educate the socially and economically underprivileged of the locality as well the children in areas of health, hygiene and nutrition. The aim of extension activities in the community is to bring about small differences in the life of people, spreading awareness in general issues and involving the local people with the growth of the educational institution. The main objective of the NSS is to understand the community where they work, identifying the needs and problems of the local community. With this in mind the college has taken up various activities, most of which are carried out by the NSS volunteers. In the beginning of the academic year, all events are planned in the IQAC and the activities of NSS are identified. The extension activities are planned and executed by a dedicated team of teachers, the NSS Programme Officer and motivated NSS volunteers. Financial aid from the Government for NSS activities is acknowledged. In addition expenses are borne out of the college fund and from the donation received from the staff members. Students, teachers and NSS volunteers are actively involved with the children of the local slums. They are involved in cultural functions, in the observation of the national festivals and it is a practice to distribute clothes, books, stationery to the children during festivals. The children are invited to the college on special days and various programmes are arranged for them and involving them. A list of various extension activities organized by the college is mentioned below:

a) Organizing and conducting door to door awareness drive on Dengue and other Vector borne diseases in the neighborhoods. b) Organizing and conducting awareness programme on hand washing, sanitization and cleanliness. c) Delivering motivational speech on social awareness in the locality. d) Cleaning the locality and market area and making them plastic free. e) Spraying of bleaching powder in the college adjacent areas as well as the drains. f) Conducting door to door survey on health in the locality. g) Conducting Health/ Eye Immunization Camps

4. Extension Activities: h) Observation of nationally important days are sincerely carried out all through the year like Republic Day, Independence Day, Netaji Subhash Chandra Bose's Birthday, Gandhi Jayanti, International Mother Language Day. University Foundation Day, College Foundation Day and Birthday of Sir Gurudas Bandyopadhyay are also observed.

5. Curriculum Enrichment Book Fair: At the start of the academic session, each year, the college organizes a book fair at the college premises known as the "CURRICULUM ENRICHMENT BOOK FAIR". The actualization of the process involves the following initiatives:

a) The book fair committee decides the suitable date, extent of the event and the minimum expenditure to be incurred. b) 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) c) The students (volunteers) are selected. They are conveyed with the detailed process. d) The notices are circulated and the invitation letters for the parents are handed over to their wards. e) N.S.S team of our college,

the students' council and "The friends of the Library" volunteers actively participate in the wholesome organization of the fair. f) Temporary stalls are set up at the college premises. g) The publishers are asked to provide a list of the books they are to display during the fair. h) The relevance of the enlisted books to the course curricula is effectively judged. i) A facility to store the books are also provided to the publishers and booksellers. k) 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. l) Presentations are prepared to convey about the library facilities, rules etc. so that an informal communication about the learning resources can be provided. m) Badges are printed to initiate active involvement by a feeling of belongingness among the students. n) Projection screens are set up to display the relevant contents during the fair. o) Halogen lights, spot lights, stand fans, and refreshments are arranged. This is indeed necessary for a conducive environment. p) The President, Governing body, the principal and the dignitaries address the students at the inaugural programme. It is a skillful supplementation of the induction address at the beginning of the session but in a festive mood. q) 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 utilization of the resources for curricular enhancement. r) 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 outcomes of the book fair are a) A wide exposure to the books related to the course curriculum b) To inculcate an interest in reading and learning c) To make new books accessible to the students d) 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. e) If the students fail to purchase the books during the fair, may purchase the books at the same discounted rate as per their convenience. f) The faculty can recommend books for resource building of the college library as newer publications are just within their reach from the renowned publishers and booksellers.

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

<http://www.sirgurudasmahavidyalaya.com/naac/best-parctices/>

7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness: A foremost concern of the college has always been to augment the students' academic improvement. To follow this up, steps are taken to identify students who are lagging behind in academics, to recognize their areas of difficulties and to find ways to address them. An integral part of the teaching learning process is continuous internal assessment, both through daily feedback after class as well as systematized half yearly and yearly internal evaluations. As weak students are identified, the following steps are taken to redress their concerns: a) Often it is seen that students do not do well in academics not because they are less intelligent but for lack of preparedness. Therefore, re-tests and verbal assessment are conducted on regular basis. b) In the past, college has successfully run UGC sponsored remedial coaching for the students from disadvantageous groups. Now, the college has continued to arrange remedial classes for the weak students on a regular basis. Special classes are allotted outside the normal routine. The administration also takes note of the regularity of the students in these classes and their effectiveness. c) Small tutorial groups are created with the purpose of identifying individual

obstacles and error of the students and to resolve them under personalized care. d) Though college students are adults and should shoulder academic responsibilities themselves, conducive home environment and concerned parental support are necessary. With this view in mind the college tries to contact and collaborate with the student's parents in order to make a two-way communication possible for the well being of the students. The vision of the institute is to achieve excellence while remaining faithful to its commitment to the empowerment of the weaker sections of the society through knowledge that enlightens and empowers. A substantial percent of the students of the college are first generation learners and are also from socioeconomically backward families. They are bound to have challenges in day to day basis. Parent meet are conducted regularly, at least twice a year, one after the half yearly assessment and one after the annual, to have an understanding of the challenge individual student faces and also to impart the parents the expectations of a higher education institution. Academic progress, attendance of the students and other related matters are discussed. Parents' observations and suggestions are taken note of and are addressed to. Equipped with the response of such meetings, the college often tries to go out of routine academic activities to support the challenged students.

Provide the weblink of the institution

<http://www.sirgurudasmahavidyalaya.com/naac/institutional-distintiveness/>

8.Future Plans of Actions for Next Academic Year

Future plans of the college for the next academic year can be divided into two categories: i) Academic Plan ii) Administrative Plan i) Academic Plan: At the centre of our academic plans for the next academic year is the successful introduction of the Choice Based Credit System (CBCS) in all academic streams. In the year 2017-18, as per the directive and guidelines of the University of Calcutta, the CBCS was introduced only in Commerce. Coming year it would be brought in Sciences and Humanities as well. The IQAC along with all the departmental heads with active support from the principal and the teachers has chalked out a roadmap for an effective implementation of the CBCS including assessment and redistribution of workload, restructuring of class routine and reorganization of classes, particularly classes of general subjects with a large number of students, recruitment of teachers as per the need of respective subjects. The future academic plan also includes

- Organising workshops specifically addressing the needs and challenges of the CBCS
- Departments taking special initiatives to orient the students in this new system
- More departmental seminars and workshops, more interdepartmental and interdisciplinary collaboration
- Introduction of value added courses such as a diploma course on hardware networking

ii) Administrative Plan: The institution intends to take initiative to generate internal resource and carry out extensive infrastructure development that includes new construction and essential repairs. Few plans for future development are:

- The construction of new laboratories and renovation of existing ones
- Refurbishment of existing toilet facilities and construction of new ones for students, teachers and non-teaching staff
- Procurement of new laboratory instruments and upgrading the ICT set up
- Expediting the process of creation of new teaching posts and filling the vacant teaching and non-teaching posts

In the coming academic year the college is going to complete its golden jubilee year. The IQAC along with the college administration, Teachers' Council and the Students' Union plans to organise a gala celebration of this occasion that includes academic activities such as seminars, workshops, publication of a special Golden Jubilee Issue of the college magazine 'Aayush' and cultural activities such as an internal cultural programme within the college premises with mainly students' performances and a grand programme outside with eminent guests and artists.

