



Yearly Status Report - 2018-2019

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/2020/09/AQAR-17-18.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/2021/07/Academic-Calendar-2018-19.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		
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		
Publication of a special Golden Jubilee Issue of the Students	15-Jun-2019 1	35
Students' Seminar by the Department of English	21-Nov-2018 1	65
Special Lecture on Women's Condition in the Contemporary World	27-Sep-2018 1	80
Introduction of course on Computer Hardware Networking	22-Sep-2018 365	149
Golden Jubilee Celebration of the College	31-Aug-2018 1	250
Teachers submitted self-appraisal reports	07-Jul-2018 1	40
Workshop on the Choice Based Credit System	02-Jul-2018 2	45
International Seminar on 'Indo-Bangla Relations'	03-Oct-2018 1	70
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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	2019 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 :	4
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 CBCS in Humanities and Science

Introduction of new UGC-sponsored course on computer hardware-networking

Celebration of the completion of the Golden Jubilee Year of the college

Recruitment of new substantive teachers

Organising orientation programmes for students, special lectures, international seminar, students seminars and exhibitions

[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
New recruitments against substantive posts	Done
Organising students' seminars, science exhibitions, projects	Done
Progressive digitisation of office data	Done
Updating students' database in view of the newly-implemented CBCS	Done
Ensuring smooth functioning of different academic and administrative committees	Done
Ensuring regularity of students' attendance through periodic publication of attendance-data and providing incentives	Done
Organising programmes to promote gender sensitivity and environmental awareness	Done
Organising academic and cultural programmes to celebrate the completion of the Golden Jubilee Year of the college	Done
Introduction of new certificate or diploma course	Done
Implementation of CBCS across all three academic streams	Done
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14. Whether AQAR was placed before statutory

Yes

body ?					
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>Governing Body</td> <td>06-Mar-2020</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body	06-Mar-2020
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	2019				
Date of Submission	27-Feb-2019				
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. This year the CBCS was introduced in B.A. and B. Sc. (Honours and General) as well. The college, being committed to the effective and systemic delivery of the prescribed criteria took the following steps to ensure the same: i) The college conducted seminars and workshops, with internal and external resource persons to familiarise teachers and office-staff to the modalities of the CBCS, its academic structure and format of evaluation. Later, it also conducted workshops with students to acclimatise them with the new system. ii) 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. 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. This year it also included details of the CBCS for all three disciplines including course combination and weightage. iv) All departments were asked to prepare lesson plans, detailing topics covered by individual teachers, number of classes required to cover them etc. and share them with students at the beginning of the session. Since in B.A. and B. Sc. the second and third year students will still follow the Annual system, separate lesson plans were prepared for them. v) Time-Table: The time-table drafted by a routine committee allots slots for theoretical, practical and remedial or special classes. vi) Monitoring the regularity of students' attendance: The college is committed to ensuring regular class attendance of students to complete curricula in stipulated time. Particularly in view of the CBCS it has become even more imperative to maintain regular attendance.

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. vii) Effective distribution and completion of syllabus: Apart from the departmental lesson plan 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. viii) 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. ix) The library ensures availability of updated text and reference books as well as e-resources. Library Orientation Classes and a Curriculum Enrichment Book Fair is organised for the benefit of students.

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
UGC-sponsored Computer Hardware Network Course	Nil	22/09/2018	270	Students are imparted with the basic knowledge of electronic circuits.	Theoretical and Practical sessions for designing circuits enable students to make and repair small electronic gadgets. They can also implement their knowledge of networking in setting up or analyse errors of several types of connections including L

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
BA	BA Honours	01/07/2018
BA	BA General	01/07/2018
BSc	BSc Honours	01/07/2018
BSc	BSc General	01/07/2018

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

	Certificate	Diploma Course
Number of Students	149	Nil

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
BA	Bengali Honours	51
BA	Education Honours	51
BA	English Honours	54
BA	History	37
BA	Political Science	46
BA	BA General	275
BCom	BCom Honours	72
BCom	BCom General	110
BSc	Computer Science Honours	7
BSc	Mathematics Honours	13
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Nil
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 369): On twenty different counts response was sought from 369 outgoing students of 3rd Year, out of which 74 respondents were from various honours subjects of arts stream, 97 were from arts general, 74 from commerce honours, 118 from commerce general, 6 from science honours and science general put together. 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 students regarding access to digital classroom, the canteen and the gymnasium reveal scope for improvement. However they are happy with the cooperation from library and office staff. Teachers Feedback (no of respondents 35): 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. They also expressed need for more support to continue with their research activities. 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
BSc	Computer Science	27	48	7
BSc	Mathematics	26	69	13
BA	General	300	814	275
BA	Education	62	116	51
BA	Political Science	57	104	46
BA	History	42	88	37
BA	English	82	146	54
BA	Bengali	82	153	51
BCom	General	257	426	162
BCom	Honours	173	499	161

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of
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	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2018	2189	Nil	13	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
44	27	24	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. This has become particularly important in the year 2018-19 in the context of the implementation of the Choice Based Credit System across all three disciplines of arts, science and commerce. That is why only the First Semester students have been taken into consideration in the mentor-mentee system. This year, at the beginning of the academic session, a series of orientation classes were conducted for the 1st Semester students to familiarise them with the course structure and evaluation pattern of the CBCS. Attempts were made to mentor the 1st Semester 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 were not assigned to individual teachers. But different teachers addressed small groups on rotational basis. Not only the fulltime substantive teachers but Government Part Time Teachers, College Contractual Teachers and Guest Lecturers too played active role in mentoring the students of the First Semester. Mentoring was also conducted through the project groups assigned to individual teachers who guided students in their field research. Apart from that the research aptitude of students is developed through students' seminars, exhibitions or other curricular activities. The mentor-mentee system has helped teachers to pay individual attention to students and offer them counselling. Different students learn at different pace. Remedial classes are allotted for students who need more focused, individualized attention. The combined efforts of the teachers and students have helped improve the academic ambiance of the institution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
883	13	1:68

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	13	2	2	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
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No Data Entered/Not Applicable !!!

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

There is an existing system of Continuous Internal Evaluation in the institution to evaluate the growth and progress of the students throughout the year. This year the CBCS has been introduced to all three streams of arts, science and commerce. It includes internal assessment of 20 marks for each course comprising of marks for attendance and internal examination. Apart from that there is also project work for students of various disciplines. To maintain regularity of attendance the institute started to publish quarterly attendance report of all students made available to guardians as well. Projects of honours papers were conducted through close interaction of small groups of students assigned to individual teachers. Project topics were chosen in order to test a student's overall expertise in her field, literature reading and analytical skills. Students did not only prepare projects they had to defend it in front of their peers, exhibiting their ability of reasoning and argumentation. The projects of 3rd Year commerce students were evaluated by both internal and external experts. The Internal Examination was conducted in accordance with the schedule prepared by the affiliating university. Complete transparency was maintained in the conduction of these examinations and publication of their results. The result was published in stipulated time, it was discussed with individual students and conveyed to their parents. Apart from these class responses of students are noted and appreciated. Students' understanding and retention are evaluated through surprise quiz and regular home assignments.

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. Considering the introduction of the CBCS across discipline, the corresponding changes in subject combination, course composition, system of evaluation were clearly enumerated in the Academic Calendar. Apart from this each department prepared its own Academic Calendar that included detailed lesson plans including 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 institutional Academic Calendar is uploaded in the college website while departmental calendars were circulated within respective departments.

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/wp-content/uploads/2020/07/Programme-Specific-Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PLSA	BA	Political Science	2	2	100
CMSA	BSc	Computer Science	2	2	100
BSC	BSc	General	39	37	94.87
BCMG	BCom	General	113	21	18.58
ACFA	BCom	Honours	77	40	91.95
BAG	BA	General	118	50	42.37
HISA	BA	History	7	7	100
EDCA	BA	Education	18	17	94
ENGA	BA	English	16	12	75
BNGA	BA	Bengali	32	24	75

[View File](#)

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/1k3jCFqPZ09qf2bNT0v785eze3ekhyKYB?usp=sharing>

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
NA	Null

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	English	3	0
International	Mathematics	4	2.03
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
Commerce	4
Chemistry	2
Mathematics	4
English	9
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
Organocatalyzed preparation of 1,4,5-trisubstituted-glycosyl-1,2,3-triazole derivatives	Ishani Bhaumik	Glycoconjugate Journal	2019	2	Department of Division of Molecular Medicine, Bose Institute.	2
Two Phase Quas	Suvra Kanti Chak	Afrika Matematica	2019	2	Department	2

i-Newton Method for Unconstrained Optimization Problem	raborty and G. Panda				of Mathematics, Indian Institute of Technology Kharagpur, Kharagpur, India	
Predicting the effectiveness of drug interventions with 'HIV counseling testing' (HCT) on the spread of HIV/AIDS: a theoretical study	Shubhankar Saha, Priti Kumar Roy	Advances in Difference Equations, Springer	2018	1	Department of Mathematics, Jadavpur University, Kolkata, India	1
Predicting the effectiveness of drug interventions with 'HIV counseling testing' (HCT) on the spread of HIV/AIDS: a theoretical study	Shubhankar Saha, Priti Kumar Roy	Advances in Difference Equations, Springer	2018	4	Centre for Mathematical Biology and Ecology, Department of Mathematics, Jadavpur University, Kolkata 700032, India	4
Modeling monocyte-derived dendritic cells as a therapeutic vaccine against HIV	Shubhankar Saha, Priti Kumar Roy, Robert Smith	Journal of Biological Systems, World Scientific	2018	3	Centre for Mathematical Biology and Ecology, Department of Mathematics, Jadavpur University, Kolkata 700032, India	3
A statistical inference	Shubhankar Saha,	Results in Applied Mathematics	2019	1	Centre for Mathematical	1

in an epidemic model with combinational drug treatment: HIV as a case study	Xianbing Cao, Priti Kumar Roy	s, Elsevier			Biology and Ecology, Department of Mathematics, Jadavpur University, Kolkata, 700032, India	
Natural product inspired allicin analogs as novel anti-cancer agents	Ishani Bhaumik	Bioorganic Chemistry	2019	4	Department of Division of Molecular Medicine, Bose Institute.	4
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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
Attended/Seminars/Workshops	Nill	2	3	Nill
Presented papers	11	5	Nill	Nill
Resource persons	Nill	Nill	1	Nill
View File				

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
Cleanliness drive in the locality	NSS	3	20
Campus Cleaning	NSS and the Students Union	6	25
Dengue Awareness Programme in the	NSS	5	31

locality			
World Environment Day	NSS	5	20
Awareness Programme on Plastic Pollution and Tree Plantation	NSS and the NGO named We the Common People	12	50
Blood Donation Camp	NSS and the Students Union	30	170
View File			

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 (PG)	PG Section, Department of English, Lady Brabourne College	01/07/2018	31/10/2018	Dr Shinjini Basu
Academic	Teaching (UG)	Netaji Subhas Open University	01/10/2018	31/03/2019	Tanusree Pakrashi

Academic	Teaching (UG)	Netaji Subhas Open University	01/10/2018	31/03/2019	Ishita Dutta
Academic	Teaching (UG)	Directorate of Distance Learning, Kalyani University	01/07/2018	30/06/2019	Dr Prasanta Ghoshal
Academic	Teaching (UG)	Directorate of Distance Learning, Kalyani University	01/07/2018	30/06/2019	Dr Ratna Lodh
Academic	Teaching (UG)	Directorate of Distance Learning, Kalyani University	01/07/2018	30/06/2019	Jayanta Kumar Baidya
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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
500000	524832

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Laboratories	Existing
Class rooms	Existing

Campus Area	Existing
View File	

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	Nill	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	14124	1189786	631	201519	14755
Reference Books	367	44356	10	5000	377	49356
Digital Database	1	Nill	Nill	Nill	1	Nill
CD & Video	85	Nill	Nill	Nill	85	Nill
View File						

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 !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	46	2	1	3	0	1	0	8	8
Added	2	0	0	0	0	0	0	0	2
Total	48	2	1	3	0	1	0	8	10

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
150000	196555	100000	144833

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)

In order to increase the number of classrooms the erstwhile Common Room for girls was renovated and converted into a classroom. A new Common Room was constructed for girls. The boys Common Room was also renovated. Keeping in mind requirements of teachers, office staff and students two new toilets was constructed for teachers and the existing toilets for students and office staff were renovated. 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 subcommittees - 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-us/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	249	115500
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	206	3382000
b) International	0	Nil	0
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
UGC-sponsored course on Computer Hardware Networking	22/09/2018	149	UGC
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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
No Data Entered/Not Applicable !!!					
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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	Number of	Number of	Name of	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
No Data Entered/Not Applicable !!!					
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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.Com Honours	B.Com.	Vidyasagar University	M. Com.
2019	3	B.Com Honours	B.Com.	West Bengal State University	M. Com.
2019	2	B.Com Honours	B.Com.	University of Calcutta	M.Com
2018	3	B.A. Honours	English	Netaji Subhash Open University	M.A.
2018	1	B.A. Honours	Political Science	Rabindra Bharati University	M.A.
2018	1	B.Sc. Honours	Mathematics	Vidyasagar University	M. Sc.
2018	1	B.Sc. Honours	Computer Science	University of Calcutta	MCA
2018	1	B.Sc. Honours	Physics	Jadavpur University	MBA
2018	4	B.A. Honours	History	Rabindra Bharati University	MA
View File					

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	3
View File	

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

Activity	Level	Number of Participants
Annual Sports	Institutional	146
Freshers Welcome for the Students enrolled in the 1st Semester	Institutional	475
Teachers Day	Institutional	35
International Mother Language Day	Institutional	200

Cultural Activity on the Occasion of the Golden Jubilee Year of the College	Institutional	165
Cultural Programme on World Environment Day	Institutional	10
Rabindra Jayanti	Institutional	42
Basanta Utsav	Institutional	55
College Social	Institutional	500
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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. This year the college completed its Golden Jubilee. To celebrate this milestone a Golden Jubilee Celebration Committee with various subcommittees was formed. Students' union was duly represented in the committee and subcommittees and played a key role in organizing various academic and cultural programmes. 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 institute has a mechanism for ensuring decentralized governance through delegation of responsibilities and providing operational autonomy to the various units. The highest authority is the Governing body in which external members representing the university, the state government, local authority, and internal members representing teaching and non-teaching staff and students participate in management of the Institution. The Governing Body delegates decision making related to all the academic and operational matters to the academic subcommittee which is headed by the principal. Keeping in view that in this Academic Session CBCS was going to be introduced to all three disciplines of arts, science and commerce specific teachers from all three disciplines were delegated the responsibility to coordinate among various departments, orient teachers about the basic structure of instruction and evaluation in the new system and maintain liaison with the college and the affiliating university administration for the smooth implementation of the Choice Based Credit System. The institution facilitated the participation of these assigned teachers to various seminars and workshops to enhance their understanding and expertise in this matter. They, in turn organized workshops, with the help of external experts to familiarise teachers and the office staff with the CBCS. All teachers are members of the Teachers council and elect a secretary for each academic session. IQAC and different sub-committees are also comprising with teaching, non-teaching staff and students who participate in the institutional management. For effective implementation and improvement of the institute, from this year onward composition of the committees started to be reshuffled bi-annually in alternative semesters. Faculty members from different committees are entrusted with a range of activities of the institute. This enables them to conduct various Programs to showcase their teaching and administrative skills. They are encouraged to develop leadership qualities by taking charge of various academic, co-curricular and extracurricular activities. They are authorized to conduct field excursions and appointed as co-coordinator and convener for organizing seminars /workshops /conferences. Certain units within the Institute such as library have operational autonomy, while working with the advice of the relevant committee.

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
Admission of Students	<p>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.</p> <p>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.</p>
Industry Interaction / Collaboration	<p>Our College being a general degree college has no direct industry interaction and collaboration facility. It has a Career Counseling Cell under the supervision of Dr. Provas Mondal, who coordinates the relationship between employers, organizations and other institutions, serving as liaison between students and various institutions, corporate as well as non-corporate.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Keeping the CBCS in mind there has been a complete overhauling of library infrastructure, shredding some of the outdated stock, introducing books suitable to the new syllabi along with several e-books. Constant upgradation of cataloguing and lending system for better facilitation of service for students and teachers. Extensive use of INFLIBNET-N-list by the faculty members for their research purposes and helping students to extract study materials.</p> <p>Apart from upgrading Smart Classroom, installation of power point facilities and sound system have been done for large sized classrooms. up gradation of Student canteen, toilets and induction of students restroom have been made.</p>
Examination and Evaluation	<p>Being an affiliated college, it has to follow the pattern and nomenclatures mentioned by the university from time to time. The college conducted internal evaluation, both theoretical and practical, as per the requirements of the subject, put emphasis upon home assignments, project work on regular basis has been practiced.</p>
Curriculum Development	<p>The college is affiliated with the University of Calcutta and it follows</p>

the syllabi and curricula laid down by the University, leaving no scope for any kind of direct/indirect involvement from the colleges end. Induction of the CBCS Curriculum for B. A. / B. Sc, commenced from 2018. Several workshops have been attended by the faculty members from different departments which have been duly organised by the college as well as the university to familiarise them about the entire pattern. The college has also organised special orientation discussion with the students to make them aware of the new pattern.

Teaching and Learning

The IQAC keeping the newer pattern of CBCS format has introduced the following methods: (1) Various Workshops and discussions about CBCS curriculum, both institutional and subject specific have been arranged for better understanding. (2) Encouragement of more library orientated activities for the students. (3) Conducting special remedial classes as per the needs of the students. (4) More focus upon Group learning among the students. (5) Emphasis upon ICT, upgradation of science laboratories. (6) Focus on field-specific projects

Research and Development

The Research Cell provides information about national/international seminars and workshops, encourages teachers to participate and provides required logistical help. Several faculty members have enrolled themselves for PhD at different universities.

Human Resource Management

Devolution and Decentralization of governance have been properly ensured. There are several committees like the Purchase Committee, Admission Committee, Routine Committee, Library Committee, Grievance Redressal Cell, and Finance Committee. Each has been operating efficiently and effectively toward institutional growth. Owing to increase in the number of students, a process has been initiated to get new posts sanctioned through the Directorate of Public Instruction. Already two teachers have joined this year, in departments of Political Science and Computer Science respectively, against two vacant substantive posts.

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

E-governance area	Details
<p style="text-align: center;">Planning and Development</p>	<p style="text-align: center;">Regarding infrastructural development, proposals are discussed in various UGC-mandated as well as institutional committees, minutes are recorded systematically. In case of purchasing or construction, notifications of every detail including advertisement and e-notifications are furnished on the college website. E-tenders are floated to ensure transparency.</p>
<p style="text-align: center;">Administration</p>	<p>The administration ensures regular e-filing of the income related data of staff who are on government payroll in the income tax portal and of the casual staff in the profession tax portal. Apart from that the data about both teachers and office-staff are uploaded in the HRMS portal, e-pension portal and banglarucchashiksha portal. Records are upgraded time to time.</p>
<p style="text-align: center;">Finance and Accounts</p>	<p>For employees' salaries, e-claims are prepared and submitted in the HRMS portal.</p>
<p style="text-align: center;">Student Admission and Support</p>	<p>E-Governance is employed extensively throughout the admission process. Each and every detail regarding admission flashes in the college website. The merit list of selected candidates and other admission-related rules and regulations are uploaded on the college website in order to ensure transparency and accountability. Bulk messages circulated through proper channel are used during the admission process for efficient transmission of information. 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.</p>
<p style="text-align: center;">Examination</p>	<p>All the notices regarding examination are displayed on the college website so that they can be accessed by students at anytime from anywhere. As in 2018-19 the CBCS was implemented in all three disciplines marks for internal evaluation, projects, theoretical and practical examination were uploaded</p>

online. Respective departments digitally preserved their examination and evaluation-related data on their departmental drives.

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)
2018	Two-Day Workshop on the Use of ICT in Teaching-Learning	Not Applicable	06/07/2018	07/07/2018	35	Nil
2018	One-Day Seminar on the New CAS Rules	Not Applicable	24/08/2018	24/08/2018	11	Nil
2018	Not Applicable	One-Day Workshop on Banglar Uccha Shiksha Portal	12/09/2018	12/09/2018	2	2
2018	Not Applicable	Training on E-Pension and HRMS	09/08/2018	09/08/2018	Nil	4
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course	1	27/11/2018	03/12/2019	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	Nil	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Festival Bonus and Advances are being arranged to the teaching staff who meet the set salary criteria.	Festival Bonus and Advances are arranged for the non-teaching staff who meet the required salary criteria.	Students' Health Home, Free Studentship, Government Scholarships like "Kanyashree", "Yubasree", "Vivekananda Merit Cum Means", "Post Matric Scholarship for Minority", 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 robust mechanism to conduct both internal and external audits on an annual basis. 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 up to 2017-18. No major objections were raised by auditors so far. Till the time of preparing this report the audit for 2018-19 could not be conducted but the process was underway.

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	Nil	Yes	Governing Body, Principal, IQAC
Administrative	No	Nil	Yes	Governing Body

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

(1) As such, there is no formal parent-teacher association. But, Parent-Teacher Meetings are conducted frequently to exchange views and opinions regarding the

progress of 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 counseling 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 of support staff with the principal and IQAC. (2) Frequent training programmes for upgrading technological knowledge in respect of student database, college accounts and payroll of the staff both teaching and non-teaching. (3) Encouraging the involvement of support staff in cultural activities.

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

1. Digitisation of student and staff database, establishing a robust mechanism of e-governance 2. Upgradation of library, laboratory, infrastructural upgradation of facilities 3. Regular submission of data for AISHE portal

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Celebration of the Golden Jubilee Year of the college	12/07/2018	01/08/2018	31/08/2018	165
2018	Introduction of a UGC-sponsored Certificate Course on Hardware Networking	12/07/2018	09/09/2018	30/06/2019	149
2018	Constituting committees to prepare AQAR	09/11/2018	01/12/2018	30/06/2019	35
2019	Collection and analysis of students and teachers feedback	11/01/2019	21/01/2019	28/01/2019	404
2019	Processing	11/01/2019	Nil	Nil	2

the
paperwork
for the
recruitment
of two new
substantive
teachers

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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
Special Lecture on the Condition of Women in the Contemporary World	27/09/2018	27/09/2018	55	25
Celebration of the International Women's Day	08/03/2019	08/03/2019	30	20
Students' Seminar on Gender (English): 'Rethinking Greek Mythology in terms of Gender'	21/11/2018	21/11/2018	42	15
A Cultural Program on Women's Empowerment as part of the Golden Jubilee Celebration of the college	25/08/2018	25/08/2018	15	5

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. This year an exhibition was organised on that day, jointly by the NSS unit and the college library. Students prepared posters, slogans and models on various environmental issues. In view of the WHO declaring 2018 to be the year of decisive action against plastic pollution the IQAC collaborated with the

college NSS Unit and the NGO 'We the Common People' to organise an awareness programme about the environmental cost of single-use plastic along with an initiative to plant 50 saplings in and around the college premises on 14th August, 2018. A special display was prepared by the students titled 'Think Environment Initiative

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	7
Ramp/Rails	Yes	7
Rest Rooms	Yes	7
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	16/08/2018	1	Dengue Awareness Programme in the locality	Community health and hygiene	36
2019	1	1	21/02/2019	1	Rally and Cultural Programme involving local children on International Mother Language Day	Community Awareness on Language and Culture	200
2018	1	1	30/08/2018	1	Cultural Programme involving the children of the locality as part of the Golden Jubilee Celebration of the college	Outreach Programme involving local children	35

2018	1	1	19/11/2018	1	Communal Harmony Week	Communal Harmony and National Integration	100
2019	1	1	26/01/2020	1	A Rally and Cultural Programme involving the local community	National Integration	70
2019	1	1	08/06/2019	1	Cultural Programme involving local children on the occasion of Rabindranath Tagore's Birth Anniversary	Nurturing local cultural activities	25
2019	1	1	06/02/2019	1	Blood Donation Camp in the locality conducted by the Students Union and the NSS unit	Social Awareness and Responsibility	200

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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 Students	02/07/2018	1. students would be conscious of the institutional values and would imbibe academic interests 2. They shall respect no smoking zones in the campus 2. Every student shall wear his/her/their identity card while on campus. 3. Students shall be punctual in their timings

		<p>and attendance. 4. They will abide by anti-ragging rules, will refrain from all forms of discriminatory behaviour and 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>
Code of Conduct for Teachers	02/07/2018	<p>1. A teacher should carry out the legitimate academic and administrative decisions taken by the College/University pertaining to his/her/their sphere of responsibility. Teachers and Librarian should wear identity cards while on campus. 2. He/she/they shall not discriminate against any student on the basis of class, caste, religion, race, gender, ethnicity, 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/They will practise and promote a critical, committed and ethical attitude by developing sense of respect for and responsibility towards others. . 6. He/She/They will uphold the Constitution and promote democratic values and practices in the institution.</p>
Code of Conduct for the Governing Body	02/07/2018	<p>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</p>

		Governing body should consult their respective consistencies and raise their needs and grievances.
Code of Conduct for Support Staff	02/07/2018	1. They should be punctual and regular. 2. They should be student friendly and work for the all round development of the students. 3. They will not discriminate among students on the basis of class, caste, religion, race, gender, ethnicity, language or political ideology. 4 All should wear identity cards while on campus.
Code of Conduct for the Principal	02/07/2018	1. The Principal should be impartial and unbiased in his/her/their functioning. 2. She/he/They should treat the staff equally. 3. She/he/they should not discriminate among teachers/office staff/students on the basis of class, caste, religion, gender, ethnicity, language or political ideology. 4. She/he/they 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
A seminar and cultural programme celebrating the cultural diversity of India as part of the celebration of the Communal Harmony Week	25/11/2018	25/11/2018	60
A musical programme celebrating the syncretic culture of Bengal	31/08/2018	31/08/2018	5
A talk on Tagores Humanism as part of	08/05/2019	08/05/2019	42

Rabindra Jayanti
celebration

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

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. The NSS units actively participates in spreading awareness about environment and biodiversity. It involves students and the larger community in its environmental initiatives.

The administration, teachers and students of the college decided to plant 50 saplings in order to commemorate the Golden Jubilee Year of the college. Accordingly saplings were procured from designated distribution centres of the Calcutta Municipal Corporation and the State Forest Department and planted in the locality. Apart from that trees were also planted in the campus on the occasion of the World Environment Day celebration as well as on the Independence Day.

Seminars, talks and exhibitions are arranged regularly to spread awareness about environment and bio-diversity

Bio-degradable and non-degradable waste are separated and disposed off in a hygienic and eco-friendly manner.

Use of plastics is restricted within campus. The canteen does not serve food in plastic packets and students are encouraged not to use single use plastic.

The campus has been declared a No Smoking Zone

The college office and library have been digitised progressively. From payment of fees to admission, registration, circulation of notices, publication of results and merit list are online. 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

Institutional Best Practices: 1. Orientation Programme for teachers and students: Every year the college organizes a series of orientation lectures for the newly admitted students. This year the Choice Based Credit System has been implemented across various disciplines. To abreast all stakeholders regarding the structure and application of the CBCS this year the college expanded the scope of the Orientation Programme to include teachers and office staff as well. Even before the commencement of the Academic Session multiple lectures, seminars and workshops were organised for teachers to lay down different aspects of the CBCS such as syllabus, course structure, course distribution, the process of continuous evaluation etc. Members of the teaching faculty of the college were encouraged to attend workshops and seminars conducted by the university in this regard. Those members of the faculty in their turn took part in the Orientation Programme for Teachers of the institution. Outside experts were also invited. As far as students are concerned it has been an established practice of the institution that at the beginning of the Academic Session the principal, departmental heads and teachers address newly admitted students. 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 however, the special objective was to familiarise students with the new system.

In order to facilitate the process the Orientation Programme was conducted in phases - after the initial, centralised orientation, respective department organised separate meetings with students to provide them with more subject specific guidance. 2. Systematic feed back system for teachers and students:

The college has instituted a robust mechanism of feedback for students. A detailed questionnaire involving academic, administrative and infrastructural aspects of the institution are circulated among students of the final year/semester. Complete transparency is maintained in the process. The feedback thus collected is analysed and the outcomes are included in chalking out future course of action. Regular feedback is collected from teachers as well. The inputs and opinions of parents are sought through regular conduction of parent-teacher meetings. 3. Community Outreach: 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. Particularly this being the Golden Jubilee Year of the college the IQAC along with the

Organising Committee of the Golden Jubilee celebration that included representatives from teachers, office staff and students decided to commemorate this occasion by engaging the local community in various social and cultural activities. A cultural programme was organised involving children of the locality. The head masters/head mistresses and students of local schools were invited in different workshops as well as the gala celebration of Golden Jubilee. Students of the college conducted a major cleanliness drive in the locality. 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 extension activities organised by the college is mentioned below: a. Organising blood donation camp and health camp on the occasion of the college social b. Conducting environmental awareness campaign in the locality including tree plantation, cleaning of the local market, drive against the use of single-use-plastic c. Organizing and conducting door to door awareness drive on Dengue and other Vector borne diseases in the neighborhoods.

4. Library Orientation Programme: At the beginning of each Academic Session the central library conducts a special awareness programme for the newly admitted students in which students get acquainted with the functioning of the library. They are also familiarised with books and other resources available with the library. Reading sessions, book discussions are organised with students. The library collaborates with the British Council Library and the American Library to conduct co-curricular programmes. Library use and reading habit is encouraged and incentivised among students by conferring annual awards for Best Reader. 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 list of books to be displayed and b) The book fair committee decides the dates and venue of the book fair. The book fair is held in the central library. The book fair is a platform for the students to showcase their reading habit and to promote the use of library. The book fair is a platform for the students to showcase their reading habit and to promote the use of library. The book fair is a platform for the students to showcase their reading habit and to promote the use of library.

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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/wp-content/uploads/2021/12/Best-Practice-2018-19.pdf>

7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness: Maintaining gender equality gender justice and gender diversity is an integral part of the institutional vision. For the effective implementation of this vision it is important to ensure that girl students do not just take admission but are also able to continue their education without hindrance and in an environment that is both open and equitable. To follow this up steps are taken to identify areas of concern and ways to address them. Quarterly attendance reports are analysed by the departments and persistent absence of any student, but specifically girl students is followed up. Teachers communicate with the students, both

informally and formally to try and get girl students back in the college. The drop out rates too are analysed to see if girls are forced to leave their studies due to any compulsion. In such cases the teachers as well as the administration try to intervene and counsel the parents to ensure that girls are able to continue with their studies. The institution takes a proactive role in ensuring girl students receive financial assistance to continue with their studies. The college has received appreciation in its implementation of the Kanyasree Project of the Government of West Bengal. Apart from that girl students are prioritised in considering eligibility for the Students Aid Fund of the college. The institution maintains a policy of zero tolerance about sexual harassment. Grievance Redressal Cell and the Gender Cell of the college conducts regular workshops and awareness programmes sensitising students about gender justice, nature of harassment and the legal recourses available to them. Special lectures and talks are arranged on various gender-related topics. The Grievance Redressal Cell has taken different measures to facilitate the process of filing complaints of sexual harassment including regular canvassing among students, installing a complaints box and ensuring complete anonymity and procedural transparency. Workshops on various gender related issues and gender sensitisation programmes are organised for the teachers and other staff as well. Every year on the occasion of the International Womens Day eminent scholars and activists are invited to deliver lectures on different aspects of gender politics. The NSS units of the college also conducts programmes in the locality on womens education and providing girl children with equal opportunity.

Provide the weblink of the institution

<http://www.sirgurudasmahavidyalaya.com/wp-content/uploads/2021/12/Institutional-Distinctiveness-2018-19.pdf>

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: Keeping in view the newly implemented CBCS and the need for continuous evaluation the college intends to undertake a massive digitisation of its academic data and resources. The IQAC in consultation with the Department of Computer Science has chalked out a detailed plan that includes creation of a digital question bank, a digital database for results and a digital feedback system. The college also plans to encourage teachers to develop more e-content and make them accessible to students. The future academic plans also include conducting more state, national and international seminars and workshops, organising value-added activities such as programmes and workshops on coding, web-designing etc, more departmental seminars and workshops, particularly in literature departments such as Bengali and English initiating series of lectures around different aspects of contemporary literary and cultural studies, emphasis on students seminars, more interdepartmental and interdisciplinary collaboration etc. ii) Administrative Plan: The institution intends to carry out extensive infrastructural development both in terms of new construction and necessary renovation. The future infrastructural plans include construction of departmental cubicles, complete overhauling of the computer science laboratory, building new seating arrangement for the library, refurbishment of ICT infrastructure etc. Complete digitisation of the college office too is an integral part of the administrative plan for the coming Academic Year. Already a substantial part of the administrative work including admission, publication of merit list, fees receipt is partly digital. In the coming Academic Year the institution intends to make these processes fully digital.