



Yearly Status Report - 2019-2020

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/2021/12/AOAR-2018-19.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/2021/12/Academic-Calendar-2019-20.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		
Orientation Programme for the newly admitted students	01-Jul-2019 2	500
Library Induction Programme	08-Aug-2019 3	230
Teachers submitted self-appraisal reports	12-Jul-2019 1	40
One Day Workshop titled 'A Discussion on the Revised Assessment and Accreditation Framework of NAAC'	10-Jan-2020 1	55
One-Day Workshop on Self-Defense	29-Feb-2020 1	76
Three-Day State Level Workshop titled 'Innovative Use of Information Technology in Teaching-Learning'	06-Jun-2020 3	120
Gender Sensitisation Workshop by the in collaboration with the ICC	23-Aug-2019 1	150
Special Programme on Climate Friendly Commutation	25-Sep-2019 1	60
One-Day Webinar on Recent Trends of Covid	30-Jun-2020 1	45
Online survey with students in order to assess their access to digital learning during the Covid pandemic	13-May-2020 1	85
View File		

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
Sir Gurudas Mahavidyalaya	Bidhayak Elaka Unnayan Prkalpa	State Government	2020 365	500000

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)	
Recruitment of two new substantive teachers in the Department of Bengali	
Facilitating the conduction of departmental lectures and seminars	
Ensuring the smooth transition of the teaching-learning process into the online mode in the absence of physical classes during the Covid pandemic	
Conducting workshops and seminars, specially related to NAAC and new modalities of teaching-learning	
Gender sensitisation workshop for teachers and students	
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
Enhanced and targeted financial support for students	Done
Organising students' seminars, science exhibitions, projects	Done
Constituting mechanisms for inter-departmental collaboration	Done
New recruitment against substantive posts	Done
Creation of a digital database of students as well as for sharing learning material and evaluation data	Done
Constituting the ICC in accordance with	Done

the POSH Act	
Facilitating conduction of more seminars and workshops, particularly keeping the recommendations of NAAC in view	Done
Ensuring regularity of students' attendance through periodic publication of attendance-data and providing incentives	Done
Upgrading and fully digitising teachers' database	Done
Ensuring extensive use of ICT in teaching-learning	Done
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	04-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	28-Feb-2020
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17. Does the Institution have Management Information System ?	No
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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. In 2018-19 it was extended to include B.A. and B. Sc as well. Since last year itself the college has instituted mechanisms to familiarise students with the modalities of the CBCS including workshops with newly admitted students.

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 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. 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. Initiatives have been taken to prepare digital portals to make the syllabus as well as study material digitally available to students. This initiative turned out to be particularly useful during the Covid pandemic when the physical library and other learning infrastructure were no longer available to a large section 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
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 !!!		
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	BA Honours	01/07/2019
BA	BA General	01/07/2019
BCom	B. Com Honours	01/07/2019
BCom	B. Com General	01/07/2019
BSc	B. Sc. Honours	01/07/2019
BSc	B. Sc. General	01/07/2019

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
BA	Honours in Bengali	102
BA	Honours in Education	91
BA	Honours in English	127
BA	Honours in History	79
BA	Honours in Political Science	78
BA	BA General	575
BSc	Honours in Computer Science	19
BSc	Honours in Mathematics	17
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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
<p>Given the pandemic situation this year, feedback was sought online from students. The standard feedback form was turned into a Google Form and distributed among students through Google Classroom. However, the number of respondents were low compared to previous years as many students could not be reached. This year total number of respondents were 202. On twenty different counts response was sought from 202 outgoing students of final year out of which 42 belonged to different BA Honours disciplines, 37 in BA General, 47 in B. Com Honours, 61 in B.Com General and 15 from various science departments (both honours and general). Their detailed responses were recorded and analysed. 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</p>

university syllabus. However, teachers feel that reference books and resources could be increased and diversified. They also expressed need for more support to continue with their research activities. This year particularly teachers insisted on the availability of infrastructure to conduct online classes including sufficient data, more convenient digital platforms to conduct classes, more digitisation of resources and study material. Parents feedback: parents feedback are usually sought through regular parent-teacher meetings, both departmental as well as institutional. However, the new semester that started in January 2020 had to face disruption due to Covid pandemic. As a result the principal and teachers conducted online meetings with parents in order to reassure them of the continuation of teaching-learning and to familiarise them with the mechanism of online classes. Parents expressed their satisfaction with the outreach effort as well as with overall teaching, learning and evaluation process.

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
BCom	Accountancy Honours	200	300	167
BCom	General	257	400	177
BA	Bengali Honours	82	120	51
BA	English Honours	82	130	74
BA	History Honours	42	71	42
BA	Political Science Honours	57	85	32
BA	Education Honours	62	88	40
BA	General	300	694	300
BSc	Computer Science Honours	27	40	12
BSc	Mathematics Honours	26	44	8

[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 teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1997	Nil	15	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
45	43	36	3	1	10

[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)

In view of the CBCS the mentoring system which was only available to the students of 1st year has now been expanded to 2nd and 3rd year students as well. 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. For B.A. and B.Sc. students of 2nd Year and for B.Com, students of both 2nd and 3rd Years were mentored through project groups assigned to individual teachers who guided students in the chosen areas of 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 ambience of the institution. In the later part of 2019-20 Academic Session this mentor-mentee system was specially helpful in ensuring uninterrupted conduction of teaching and learning. Mentors were in regular contact with their respective groups of mentees. Through mentors online surveys could be conducted among students to ascertain their access to online mode of learning. Mentors again were instrumental in collecting students feedback.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1997	15	1:133

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
16	15	1	2	9

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	Date of declaration of
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			semester-end/ year-end examination	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. Since last year the Choice Based Credit System has been implemented across disciplines. 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. In view of the Covid pandemic this year all components of internal evaluation including Internal Examination, tutorials and viva-voce were conducted online. Accordingly the Examination Committee chalked out a schedule and ensured the availability of the required infrastructure.

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	10	9	90
MTMA	BSc	Mathematics	4	4	100
BSC	BSc	General	10	10	100
BCMG	BCom	General	68	62	91.18
ACFA	BCom	Honours	70	69	98.57
BAG	BA	General	102	40	39.22
HISA	BA	History	8	8	100
EDCA	BA	Education	13	10	76.92
ENGA	BA	English	7	7	100
BNGA	BA	Bengali	27	25	92.59

[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/1w0bLw7p5yhMMAxnDOFwyt1jd66V_UUGp?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 !!!				
No file uploaded.				

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	Name	Sponsored By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
No Data Entered/Not Applicable !!!					
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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
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	English	1	0
International	Mathematics	2	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
Commerce	1
Mathematics	2
English	6
Chemistry	2
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 Quasi-Newton Method for Unconstrained Optimi	Suvra Kanti Chakraborty and G. Panda	Afrika Mathematica	2019	2	Department of Mathematics, Indian Institute	2

zation Problem					of Technology Kharagpur, Kharagpur, India	
A statistical inference in an epidemic model with combinational drug treatment: HIV as a case study	Shubhankar Saha, Xianbing Cao, Priti Kumar Roy	Results in Applied Mathematics, Elsevier	2019	1	Centre for Mathematical Biology and Ecology, Department of Mathematics, Jadavpur University, Kolkata, 700032, India	1
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
View File						

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 !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	7	3	Nil	Nil
Attended/Seminars/Workshops	3	6	6	6
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
Relief Work in	NSS and Students	15	60

Amphan affected areas	Union		
rally and cultural programme on International Mother Language Day	NSS	35	200
Communal Harmony Week	NSS	20	175
Health Camp in the locality	NSS and Students Union	15	45
Campus Cleaning Drive	NSS	6	40
programme on Climate Friendly Commutation	NSS	4	55
gender sensitisation programme	ICC	5	150
Cleanliness drive in the locality	NSS	5	20
Awareness programme about ragging	NSS and Anti-Ragging Committee	3	78
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 !!!			
No file uploaded.			

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

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

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
Academic	Content Developer	Directorate of Distance Education, Rabindra Bharati University	14/12/2019	14/12/2019	Smt Dipannita Sanyal
Academic	Research Adviser	Kazi Nazrul University, Assansol	01/07/2019	30/06/2020	Dr Shinjini Basu
Academic	Teaching (PG)	Lady Brabourne College	01/07/2019	31/10/2019	Dr Shinjini Basu
Academic	Teaching (PG)	Netaji Subhas Open University	09/02/2020	09/02/2020	Dr Shinjini Basu
Academic	Content Developer	Netaji Subhas Open University	16/08/2019	29/09/2019	Dr Shinjini Basu
Academic	Teaching (UG)	Netaji Subhas Open University	01/10/2019	31/03/2020	Smt Tanusree Pakrashi
Academic	Teaching (UG)	Netaji Subhas Open University	01/10/2019	31/03/2020	Smt Ishita Dey
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
800000	1000894

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments	Newly Added

purchased (Greater than 1-0 lakh) during the current year	
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
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	12.03	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14755	1391305	440	100857	15195	1492162
Reference Books	377	44356	8	5000	385	49356
Digital Database	1	Nil	Nil	Nil	1	Nil
CD & Video	85	Nil	Nil	Nil	85	Nil
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	48	2	1	3	0	1	0	8	10

g									
Added	0	0	0	0	0	0	2	0	0
Total	48	2	1	3	0	1	2	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
400000	425000	1200000	1337015

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 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/>

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	50	97500
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	257	3859400
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 implemetation	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

Null

Null

Null

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
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	Department graduated from	Name of institution joined	Name of programme admitted to
2019	3	B.A. Honours	History	Rabindra Bharati University	M.A.
2019	1	B.A. Honours	English	Kalyani University Distance Education	M.A.
2020	1	B.Sc Honours	Physics	Null	B.Ed
2020	3	B.A. Honours	Education	Rabindra Bharati University	M.A.
2020	1	B.Sc. General	B.Sc.	Globsyn Business School	MBA
2020	1	B.Sc. General	B.Sc.	Heritage Institute of Technology	MCA
2020	3	B.A. Honours	Education	University of Calcutta	M.A.
2019	1	B.A. Honours	Political Science	Rabindra Bharati University	M.A.
2020	1	B.A. Honours	History	Vidyasagar University	M.A.
2020	4	B.A. Honours	English	Netaji Subhas Open University	M.A.
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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
No Data Entered/Not Applicable !!!	

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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
Online Celebration of World Environment Day	Institutional	70
Online Celebration of Rabindra Jayanti	Institutional	42
Rally and Cultural Programme on International Mother Language Day	Institutional	235
College Social	Institutional	500
Teachers day	Institutional	48
Football Tournament Organised by the Education Directorate, Government of West Bengal	District	15
Inter-College Football Tournament	University	15
Annual Sports	Institutional	125

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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 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 Students' Union is actively involved in organising various social awareness programmes. This year, collaborating with the NSS Unit of the college the Students' Union organised a health camp in the locality, undertook a cleaning drive as well.

When Cyclone Amphan struck Kolkata and surrounding districts of North and South 24 Parganas, the Students' Union, along with the NSS took active part in relief and rescue work. Students took relief material to different areas of Sundarbans, helping out local communities there. During the Covid Pandemic the Students' Union served as liaison between the administration and students, helping to reach out to students to ensure the continuation of teaching-learning.

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. 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 biannually 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. Towards the end of this Academic Session the Covid pandemic forced an indefinite closure of the college campus. All academic and administrative work had to be shifted online. This unprecedented situation necessitated further decentralisation of the management along with rapid digitisation of data and resources. Recommended by the IQAC the principal established a task force to install mechanisms for the smooth transition into the online mode. In its turn the task force developed working groups consisting of teachers, office staff and when necessary external experts to conduct

various administrative and academic functions in the digital mode.

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
Teaching and Learning	The IQAC has taken the following measures to facilitate the process of teaching-learning: 1) Conducting special remedial classes as per the needs of the students. 2) Encouragement of more library orientated activities for the students. 3) More focus upon Group learning among the students. 4) Emphasis upon ICT, upgradation of science laboratories. 5) Conducting regular online classes using different methods of interactive interface to make the experience of teaching-learning interesting and engaging, specially when physical classes were suspended due to Covid.
Curriculum Development	The college is affiliated with the University of Calcutta and it follows 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. The college has organised special orientation discussion with the students to make them aware of the new pattern.
Examination and Evaluation	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.
Library, ICT and Physical Infrastructure / Instrumentation	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. 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.

Industry Interaction / Collaboration

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 noncorporate.

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.

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. This year two teachers, one Associate Professor and one Assistant Professor

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

E-governance area	Details
<p>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 online. Respective departments digitally preserved their examination and evaluation-related data on their departmental drives.</p>
<p>Planning and Development</p>	<p>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>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>Finance and Accounts</p>	<p>For employees' salaries, e-claims are prepared and submitted in the HRMS portal.</p>
<p>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</p>

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.

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)
2019	Workshop on Banglar Uccha Siksha Portal	Workshop on Banglar Uccha Siksha Portal	11/09/2019	12/09/2019	2	2
2019	One-Day Seminar on the New CAS Rules	Not Applicable	17/09/2019	17/09/2019	11	3
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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
Faculty Development Programme	1	29/06/2020	08/07/2020	10
Short Term Course	1	16/10/2019	16/11/2019	28
Refresher Course	1	07/11/2019	20/11/2019	20
Orientation Programme	1	07/01/2020	27/01/2020	20
Orientation Programme	1	04/02/2020	24/02/2020	20

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	2	Nil	Nil

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 audit for 2019-20 could not be conducted but the process is 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 nonteaching. (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
2019	Library Induction Programme	19/07/2019	08/08/2019	10/08/2019	150
2019	Gender Sensitisation Workshop	19/07/2019	23/08/2019	23/08/2019	155
2020	A Workshop on the Revised Assessment and Accreditation Framework of NAAC	15/11/2019	10/01/2020	10/01/2020	65
2020	Conduction of online classes in view of the Covid pandemic	18/03/2020	25/03/2020	30/06/2020	Nil
2020	Recommendation of names for Internal Complaints Committee	03/01/2020	Nil	Nil	5

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		community					
2019	1	1	17/08/2019	1	Cleanliness Drive in the locality	Community health and hygiene	25
2019	1	1	17/09/2019	1	Health Camp in the Locality	Community health and hygiene	60
2019	1	1	19/11/2019	7	Communal Harmony Week	Communal harmony and national integration	195
2020	1	1	26/01/2020	1	Rally in the locality and cultural programme with local children	national integration	154
2020	1	1	21/02/2020	1	rally and cultural programme on International Mother Language Day	community awareness of language and culture	235
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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	01/07/2019	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 and attendance. 4. They will abide by anti-ragging rules, will

		<p>refrain from all forms of discriminatory behaviour and bullying of fellow students</p> <p>5. Students shall behave with respect and courtesy towards all.</p> <p>6. Use of mobile phone is restricted during class hour.</p>
Code of Conduct for Teachers	01/07/2019	<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.</p> <p>2. He/she/they shall not discriminate against any student on the basis of class, caste, religion, race, gender, ethnicity, language or political ideology.</p> <p>3. A teacher shall not make use of institutional resources or facilities for personal purpose.</p> <p>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.</p> <p>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	01/07/2019	<p>1. Members of the Governing body should be unbiased and impartial in their decision making.</p> <p>2. Teacher representatives and non teaching staff representatives of the Governing body should consult their respective consistencies and raise</p>

		their needs and grievances.
Code of Conduct for Support Staff	01/07/2019	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	01/07/2019	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	25/11/2019	25/11/2019	40
Observation of International Mother Language Day	21/02/2020	21/02/2020	235
An online talk on the universal values of love and communal harmony in Tagores writing as part of the celebration of	08/06/2020	08/06/2020	42

Rabindranath
Tagores Birth
Anniversary

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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. 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.

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

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. This year too on the College Foundation Day on 21st August, 2019 a sapling was planted in the college premises along with a few more saplings in the locality.

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 e-prospectus of the College available on the official website. The Academic Calendar too is available in the digital mode. 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

1. Orientation Programme for teachers and students: 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. This year however, the special objective was also to familiarise students with the Choice Based Credit System. In order to facilitate the process, the Orientation Programme was conducted in phases - after the initial, centralised orientation, respective departments organised separate meetings with students to provide them with more subject specific guidance. Reflecting the policy of zero-tolerance towards ragging and sexual harassment special orientation programmes were organised, for both teachers and students by the Anti-Ragging Committee and the Internal Complaints Committee respectively. 2. Systematic feedback 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.

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. As the Amphan cyclone struck Kolkata and surrounding areas on 16 May, 2020, massive relief and rescue efforts were needed. The Students' Union as well as the NSS volunteers participated in the relief work and they conducted relief camps in affected areas of Sundarbans. 4.

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 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. 5. Digitisation of Data and Resources: The college has started the process of creating a comprehensive data bank of students that would include their basic information, registration, fees, result-related data. The college has also initiated a process of creating a digital archive of study material, both textual as well as audio-visual, question papers and other academic resources. Much of it are made available online either through the college website or through Google Classroom.

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-2019-20.pdf>

7.3 – Institutional Distinctiveness

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

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. By the end of this Academic Year an added concern was to ensure that in the wake of the Covid pandemic students from economically weak and socially marginalised communities are able to continue with their studies, specially to acclimatise them with the digital mode of learning. The institute took several measures regarding both of these concerns. An integral part of the teaching learning process is continuous internal assessment, both through daily feedback after class as well as systematized Internal Assessment and tutorial and project work. The college has undertaken the task of digitizing all result-related data of all the students - their scores in internal evaluation as well as in tutorial and end-semester examinations are preserved. They are made available to respective departments where these results are analysed. As a result, the department can track the progress of individual students and can identify their strength as well as weaknesses. Once areas of concern are identified, the following steps are taken to redress them: 1. The college arranges remedial classes for the weak students on a regular basis. Special classes are allotted outside the normal routine. 2. Small tutorial groups are created with the purpose of identifying individual obstacles and error of the students and to resolve them under personalised care. 3. The college tries to contact and collaborate with the student's parents in order to make a two-way communication possible for the wellbeing of the students. Since the month of March, 2020 as educational institutions went into lock down due to the Covid pandemic the college kept track of students to see whether anyone is unable to attend classes. In such a situation, the

college administrative, departments or individual teachers intervened immediately, reached out to the concerned student and the family and provided all possible help, academic as well as financial to help the student continue with her studies. Students from deprived classes were exempted from paying their semester fees they were also provided with financial assistance as and when required to ensure that no student was left out. We can not claim that ours was a complete success however, due to the concerted effort of the administration and teachers many more students who would have otherwise fallen off the grid could continue with their education.

Provide the weblink of the institution

<http://www.sirgurudasmahavidyalaya.com/wp-content/uploads/2021/12/Institutional-Distinctiveness-2019-20.pdf>

8.Future Plans of Actions for Next Academic Year

Future plans of the college for the next academic year always entails Academic Plans and Administrative Plans. However, one major concern for the coming Academic Year is the pandemic situation and its potential impact on all aspects of higher education. While chalking out the future plan for the institution the IQAC had to consider the possibility that due to the Covid pandemic both academic and administrative functions will require major overhauling. i) Academic Plan: Considering much of the teaching-learning for the next Academic Session will take place online or in a blended mode the IQAC set in motion certain mechanisms to ramp up the already ongoing process of digitisation of data and resources. A committee has been formed that includes the Coordinator of IQAC, the head of the Department of Computer Science, other teacher members and an external expert to structuralise the digital database of results, digital feedback system, obtaining newer and more user-friendly platforms for conducting classes, creating a centralized digital attendance system to record the attendance of both teachers and students, arrange for facilities such as live-streaming of class lectures and seminars etc. 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.