

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specially identified by the institutional IQAC at the beginning of the academic year. The IQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

GUSHKARA MAHAVIDYALAYA

1.2 Address Line 1

P.O. GUSHKARA

Address Line 2

P.S. AUSGRAM

City/Town

GUSHKARA

State

WEST BENGAL

Pin Code

713128

Institution e-mail address

guskaramahavidyalaya@gmail.com

Contact Nos.

03452 – 255 105

Name of the Head of the Institution

Dr. Swapan Kumar Pan

Tel. No. with STD Code

Nil

Mobile

9474489962

Name of the IQAC Co-ordinator **Prof. Tarak Nath Datta**

Mobile **9474918503**

IQAC e-mail address **iqac.gushkaramahavidyalaya@gmail.com**

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

1.4 **NAAC Executive Committee No. & Date**
(For example EC/32/A&A/143 dated 3.5.2004.
This EC No. is available in the right corner-bottom
Of your institution's Accreditation Certificate) **354/March 31, 2007**

1.5 Website Address **www.guskaramahavidyalaya.org**

Web-link of the AQAR **www.guskaramahavidyalaya.org/AQAR2011-12.doc**

For ex. <http://www.ladykeanecollege.college.edu.in/AQAR2012-13.doc>

1.6 Accreditation details.

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1 st Cycle	B+	-	2007	March, 2012
2.	2 nd Cycle				
3.	3 rd Cycle				
4.	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY **12/12/2007**

1.8 **AQAR for the year (for example 2010-11)** **2011-12**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12.10.2011)

- i. AQAR 2011-12 on 30.12.2015_____ (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

Regulatory Agency approved Institution Yes No

(AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant in aid + Self Financing Totally Self-financing

1.11 Type of Faculty / Programme

Arts Science Commerce Law PEI(Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

THE UNIVERSITY OF BURDWAN

1.13 Special status conferred by Central/State Government – UGC/CSIR/DST/BDT/ICMR etc.

Autonomy by State/Central Govt./University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

Yes

DST-FIST

NO

UGC-Innovative PG Programmes

NO

Any other (Specify)

NO

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

03

2.2 No. of Administrative/Technical Staff

01

2.3 No. of Students

01

2.4 No. of Management representatives

-

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/Industrialists

Nil

2.8 No. of other External Experts

01

2.9 Total No. of Members

08

No. of IQAC meetings held

03

2.10 No. of meetings with various stakeholders

No.

02

Faculty

03

Non-Teaching Staff

02

Students

Alumni

01

Others

01

2.11 Has IQAC received any funding from UGC during the year ?

Yes

No

If yes, mention the amount

2.12 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conference/Workshops/Symposia organized by the IQAC

Total Nos.

Nil

International

National

State

Institution Level

(ii) Themes

2.13 Significant Activities and contributions made by IQAC

The IQAC plays an active role to help to run the Institution smoothly so that the mission of this Mahavidyalaya situated in a backward and SC/ST dominated area can be fulfilled to a great extent. The cell of this college met regularly and chalk-out important action plan. Most of the major committees of the college are well represented in the IQAC. During the academic session 2011-12 the cell was actively involved and contributed to the following activities:

- Since the college faced hardship due to non-filling up of a number of full-time Teaching posts. IQAC advised the college authority to engage sufficient number of guest faculty with necessary UGC qualification. It was accepted by the authority.
- IQAC suggested increasing the intake capacity of various departments. The application of students in this respect was forwarded to the B.U.
- To renovate the college ground. Steps are taken to renovate the same.
- IQAC strongly suggested maintaining all round discipline in the campus.

2.14 Plan of Action by IQAC/Outcome

The Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year*

Plan of Action	Achievement
<ul style="list-style-type: none">• To held regular and sufficient classes.• Increase the intake capacity of various departments.• To start Green Audit.	<ul style="list-style-type: none">• Steps are taken to recruit a number of guest faculty• The University of Burdwan has increased the intake capacity of the college by 10% on the plea of the college authority.• Yet to be implemented.

*Attach the Academic Calender of the year as Annexure. **(See Annexure -1)**

2.15 Whether the AQAR was placed in Statutory Body Yes No
 Management Syndicate Any other Body

Provide the details of the action taken

The Governing Body of this college in its resolution vide item no. 16.(a)(i) dt. 12.06.2015 approved the AQAR 2011-12 and recommended the same for sending to the NAAC. The G.B. approved the statement made by the Principal regarding the activities done during the period 2011-12 as stated in the report. In the G.B. resolution stress was given on sending the AQAR regularly and in time to the appropriate authority.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of Programmes added during the year	Number of Self-financing Programmes	Number of Value Added/Career Oriented Programmes
Ph.D.				
PG				
UG	16	-	-	-
PG Diploma				
Advance Diploma				
Diploma				
Certificate				
Others				
Total	16	-	-	-

Interdisciplinary	ENVS and Compulsory Bengali and English			
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option/Open options: **Elective option**
 (ii) Pattern of Programme:

Pattern	Number of Programmes
Semester	-
Trimester	-
Annual	06

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback: Online Manual Co-operating Schools for PEI

***Please provide an analysis of the feedback in the Annexure. (See Annexure -2)**

1.4 Whether there is any revision/update of regulation of syllabi, if yes, mention their salient aspects.

Revision / Update of Regulation of syllabi is done by the Affiliating University, The University of Burdwan.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
28	21	05	01 (Principal)	01 (Librarian)

2.2 No. of permanent faculty with Ph.D.

13

2.3 No. of Faculty Positions Recruited(R) and Vacant (V) During the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	16	-	-	-	-	-	1	-	17

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

04

-

2.5 Faculty participation in conferences and symposia:

No. of faculty	International level	National level	State level
Attended	03	23	05
Presented papers	02	11	01
Resource Persons	-	-	02

2.6 Innovating processes adopted by the Institution in Teaching and Learning:

Traditionally, chalk and talk method is most practiced and most accepted method of teaching and learning in our Institution. Presently, teachers are using some innovative methods also. Some of these methods are mentioned below:

- Use of charts and maps.
- Fields study.
- Nature study.
- Project based dissertation work.
- Popular lecture series.
- Lecture by invited guest faculty in NSS programmes.
- Demonstration using models, pictures etc.
- Visit to historical places.
- Article review.
- Simulations.
- Experimental learning to reinforce the fundamentals of the subjects.
- Educational excursions.

2.7 Total No. of actual teaching days during this academic year:

255

2.8 Examination/Evaluation Reforms initiated by the Institution (for example: Open Book Exam., Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development As member of Board of Study/Faculty/Curriculum Development Workshop.

01

2.10 Average percentage of attendance of students.

65 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A.	569	-	2.28	31	-	38
B. Sc.	14	-	7.14	28	-	-
B. Com.	12	-	8.33	25	-	8.33

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC in its meeting with faculty members advises them to prepare Annual Plan at the beginning of each session. The IQAC also prepare the report of the academic performance of the college so that the Principal can act on it. The IQAC encourages teachers to participate in various professional skill development and training programmes like Orientation Programme, Refresher Course, Workshop, Summer/Winter school. Etc. The college encourages research, publication, paper presentation, attending workshops, conference and symposia. Senior faculties and administrative heads prepare future plan of the Institution for quality assurance and enhancement.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher Courses	05
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Oriented Programmes	05
Faculty Exchange Programmes	-
Staff training conducted by the University	-
Staff training conducted by other Institutions	-
Summer / Winter schools, Workshops etc.	07
Others	01

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of positions filled during the year	Number of positions filled temporarily
Administrative Staff	35	14	-	-
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 A research cell/sub committee has been set up in the college for monitoring and promoting research activities of the college. Regular meeting of the research committee with IQAC are held.

- Faculty members are encouraged to submit minor/major research projects to UGC. UGC's call of research proposal is circulated among teachers. Internet facility is available in all the departments of the college. Research proposals can also be sent to DST/CSIR etc.
- The college authority is requested to provide necessary infrastructural facilities for carrying out the research work.
- Faculty members are encouraged to pursue Ph.D. programme.
- They are encouraged to organize and attend seminars/lecturers/workshops and move the UGC/Govt. for financial assistance.
- Teachers are advised to submit research papers/review articles in various national/international journals. Teachers and students are encouraged to publish dept. wall magazines.
- Participation in faculty development programmes i.e. Refresher Courses, Orientation Programmes, Workshops, Short term courses etc. is encouraged. Teachers participating in these courses are granted duty leave.
- Within the curriculum, 3rd year students are required to do a project work on ENVS. Faculties supervise this project work. Students are also encouraged to attend seminars and publish original essays in the college magazines, departmental wall magazines etc.

3.2 Details regarding major projects.

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects.

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	02	01
Outlay in Rs. Lakhs	Rs. 70,000/-	-	Rs. 2,44,500/-	-

3.4 Details of research publications

	International	National	Others
Peer Review Journals	06	02	-
Non-Peer Review Journals	-	-	-
e-Journals	01	-	-
Conference proceedings	-	-	-

3.5 Details of Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations.

Name of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects				
Minor Projects	2011-13 - (2)	UGC	Rs. 2,44,500/-	Rs. 2,02,650/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/College				
Students research projects (other than compulsory by the University)				
Any other (Specify)				
Total	2	UGC	2,44,500/-	2,02,650/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Department receiving funds from: **N.A.**

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For Colleges: Autonomy CPE

INSPIRE CE DBT Star Schme

Any other (Specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
Organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons

09

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkage created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year:

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialized	Applied	
	Granted	

3.17 No. of research awards/recognitions received by faculty and research fellows of the Institute in the year

Total	International	National	State	University	Dist.	College
01	-	-	-	01	-	-

3.18 No. of faculty from the Institution who are Ph.D. Guides

01

and students registered under them

02

3.19 No. of Ph. D. awarded by faculty from the Institution: **Nil**

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): **N.A.**

JRF

SRF

Project Fellows

Any other

3.21 No. of students participated in NSS events:

University level	<input type="text" value="07"/>	State Level	<input type="text"/>
National Level	<input type="text"/>	International Level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="51"/>	State Level	<input type="text"/>
National Level	<input type="text"/>	International Level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="02"/>	State Level	<input type="text"/>
National Level	<input type="text"/>	International Level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="09"/>	State Level	<input type="text"/>
National Level	<input type="text"/>	International Level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text" value="04"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

College NCC Unit organized and participated in the following programmes:

- **Blood Donation Camp**
- **Anti Drug Campaign**
- **Plastic free campaign**
- **14 cadets participated in a seminar on AIDS in Panagarh.**

College NSS Unit did Blood Donation motivation camp during the year.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.76 Acres	-	-	7.76 Acres
Class room	23 Nos.	-	-	23 Nos.
Laboratories	11 Nos.	-	-	11 Nos.
Seminar Halls	-	-	-	-
No. of important equipments purchase (≥ 1-0 lakh) during the current year	1541	53	UGC & State Govt.	1594
Value of the equipment purchased during the year (Rs. In Lakhs)	-	20,02,361/-	-	-
Others –	07	-	-	07

4.2 Computerization of Administrative and Library:

Computerization of Administration is an ongoing process. The college has initiated online admission of students. At present all quotations are invited through official website of the college. The college is shifting to e-tendering soon. The office and accounts work of making annual accounts, financial statements, collections from students, P.F. A/c, current and arrear bills, Income tax calculations have been computerized. Sufficient nos. of computers have been installed in the office, departments and in the library. Establishing an internet database and college database is being planned.

Automotion of the library has been initiated. The library is partly computerized having two computers with various software application, E-mail facilities, and printing options. There is also a photocopier and a LCD projector in the Library. SOUL software is at present being used in the Library. There is a proposal to shift from SOUL to KOHA, an open-source library management software.

4.3 Library services:

	Existing		Newly created		Total	
	No.	Value (approx.)	No.	Value	No.	Value (approx.)
Text Books	7891	15,38,096/-	426	83,035/-	8317	16,21,131/-
Reference Books	22000	48,63,983/-	610	1,34,865/-	22610	49,98,848/-
e-Book	-	-	-	-	-	-
Journals	03	16,150/-	-	-	03	16,150/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	22	Free	01	Free	23	Free
Others (specify) Newspaper, Magazine etc.	07	1357/-	01	516/-	08	1,873/-

4.4. Technology upgradation (overall):

	Total Computers	Computer Labs.	Internet	Browsing Centres	Computer centres	Office	Departments	others
Existing	15	05	10	-	-	03	04	03
Added	15	05	-	-	-	01	08	01
Total	30	10	10	-	-	04	12	04

4.5 Computer, Internet access, Training to Teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Separate computers are provided to all departments.
- Computer lab. Set up for Commerce and Math. Hons. Students.
- Common internet facility is available for staff and students

4.6 Amount spent on maintenance in lakhs:

i) ICT	.41,675/-
ii) Campus Infrastructure and facilities	6,67,569/-
iii) Equipments	.6,262/-
iv) Others	
Total :	7,15,506/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services.

As suggested by the IQAC the college has set up an anti-ragging cell and sexual harassment prevention cell. College has re-constituted the disciplinary sub-committee. Discussions are regularly held on the functioning and problems of the said units. IQAC give their opinion in appropriate forum.

5.2 Efforts made by the institution for tracking the progression.

The IQAC has requested the HoD's of different departments to keep a chronological record of progression of performance of the students.

5.3 (a) Total Number of Students

UG	PG	Ph. D.	Others
3373	-	-	-

(b) No. of students outside the State

Nil

(c) No. of International Students

Nil

Men

No.	%
2045	60.63

Women

No.	%
1328	39.37

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2362	673	102	152	5	3294	2403	734	109	123	04	3373

Demand Ratio – **1 : 3.1**

Dropout % : **11.12**

5.4 Details of student support mechanism for coaching for competitive examination (if any)

UGC approved 'coaching classes for Entry-in-Services' unit try to train current as well as ex-students of this locality to make them employable in various services like banking, school service commission, public service commission, railways and other competitive examinations.

No. of students beneficiaries

806

5.5 No. of students qualified in these examinations: **No mechanism to collect information yet.**

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

The college has one unit of Career Counseling Cell financed by the UGC during XIIth Plan period. One of the objectives of this unit is to help the students coming from economically and educationally backward classes in the region.

No. of students benefited

5.7 Details of campus placement:

<i>On Campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Not known

5.8 Details of gender sensitization programmes

- **Popular lectures were delivered on Women related issues such as: importance of female education, health awareness etc.**
- **Women study centre of our college has organized seminars on Empowerment of Women through Self-help groups: Muslim women and Law during the year**

5.9 Students Activities:

5.9.1 No. of students participated in Sports, Games and other events.

State/University level National level International level

No. of students participated in cultural events

State/University level National level International level

5.9.2 No. of medals/awards won by students in Sports, Games and other events.

Sports: State/University level National level International level

Cultural: State/University level National level International level

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from Institution	361	2,07,820/-
Financial support from Government	1117	2,77,500/-*
Financial support from other sources	57	1,69,800/-
Number of students who received International/ National recognitions	03	--

*Excluding grant to SC, St & OBC students which are directly transferred to their bank accounts

5.11 Student organized/initiatives:

Fairs: State/University level National level International level

Exhibition: State/University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

We received four major grievances from the students. These grievances were related to the poor condition of the roof of the Physics laboratory, the unsecured state of 'R' block and Rakhahari Baksi Mancha, the unhygienic ambiance in the girls' common room and about the poor condition of the play ground. These complaints had been sent to the Principal of the college for taking necessary steps.

Some students particularly the students of the Zoology and Chemistry department had massive complaint regarding the noise made by the generators. The college authority replaced the old generator with a soundless green generator. The general complaints regarding the non-functioning of fans and lights in the classrooms, poor conditions of benches etc. are tried to be solved on a regular basis. The college authority provided two more electronic water purifiers to supply drinking water.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

The vision of the college is to emerge as one of the leading academic Institution in the region where knowledge and skill complement each other and competence leads to confidence among the prime beneficiaries, that is, the students. Bringing the fruits of higher education to an agrarian belt has been a primary aim of the college since its inception in 1965. A sizable section of the students of the college are first generation learners belonging to SC, ST, Other backward classes (OBC), and Minority Communities.

6.2 Does the Institution has a management Information System

Databank on students profile is maintained with the help of a software (MSS). The same one is used for maintaining staff profile also.

6.3 Quality improvement strategies adopted by the Institution for each of the following:

6.3.1 Curriculum Development

The college follows the syllabus and curriculum of Burdwan University. Hence, there is little opportunity for independent curricular planning. The teachers of each department meet from time to time to discuss strategies for effective implementation of syllabus.

6.3.2 Teaching and Learning

Through the process of teaching and learning the college seeks to promote innovative thinking and creativity. Emphasis is placed on making this process interesting and effective through the use of modern technology. The college runs efficient laboratories and a well-equipped library to cater to the needs of the students. The departments organize and host seminars and lectures by invited resource persons to enhance the academic potentialities of teachers and students. Besides, quiz contests and cultural events are organized to encourage the students to develop their knowledge and abilities. Academic depts. like Bengali, Sanskrit, Geography, History, English, Philosophy organized cultural programmes in their respective departments.

6.3.3 Examination and Evaluation

- **Continuous evaluation of students is done through regular class tests.**
- **Each year test examination is held. Students need to qualify it to appear in University exams.**
- **The answer scripts of such tests are kept to show the students to enable them to improve their skills.**

6.3.4 Research and Development

Most of the teachers have completed their Doctoral Research.

Many of them have undertaken UGC sponsored minor research projects.

Teachers participate regularly in seminars and conferences and publish their research papers in reputed academic journals and volumes.

Necessary infrastructural support is provided by the college for research work.

One teacher of our college is supervising to research scholars.

6.3.5 Library, ICT and physical infrastructure/instrumentation

Library: The college libraries (Day section and Morning section) are well equipped and cater to the needs of the students. At the libraries students can access a wide range of books and journals. The process of computerization is going on. Five Science departments separately run departmental seminar libraries for honours students. There is also the provision of book bank facility for needy and meritorious students. Students are also allowed to avail overnight issue of books.

Physical Infrastructure/instrumentation: The college campus, an area covering 7.7 acres, includes, apart from offices and classrooms, an open-air auditorium, several playgrounds, two galleries, eight staff quarters, two hostels and a cheap canteen. The college has a well organized Multi-gym also. There is a computer laboratory for the students.

6.3.6 Human Resource Management

The human resources of the college are managed democratically. The students' union which is elected annually as per University Statute plays an active role in looking after the affairs of the students. The Teachers' Council guides the teachers and work to facilitate general betterment of the college. The members of the non-teaching staff play an equally important role in the functioning of the Institution. Above all, there is a Governing Body that manages and develops the total human resource of the college

6.3.7 Faculty and Staff recruitment

Faculty and Teaching staff are recruited transparently as per UGC and State Government norms. Faculty members are selected by the West Bengal College Service Commission. Contractual, Part-time and Guest teachers are recruited by respective expert committee which includes a University expert a subject expert, Principal and one teacher representative to the Governing Body.

6.3.8 Industry Interaction/Collaboration

Location of the college has almost no opportunity to do the same.

6.3.9 Admission of Students

Students are admitted to various courses, both Honours and General, strictly on the basis of merit point. This process follows the Government and University rules and regulations regarding reservation and other issues. The college website and the prospectus provide relevant data and information relating to the institution, the course offered and the admission process. Counseling of students is done to enable them to make right choice of subjects.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Loan facility from Employees Co-operative society of the Mahavidyalaya.
Non teaching	<ul style="list-style-type: none"> • Cheap canteen facility • Residential Quarters • Guest House • Festival advance and Bonus on festive occasions • Provision for Provident Fund
Students	<ul style="list-style-type: none"> • Cheap canteen • Free studentship • Career counseling cell and Remedial Unit. • Prizes for different competition • Hostel accommodation • Multi-Gym

6.5 Total corpus fund generated

Rs. 5,887/-

6.6 Whether annual financial audit has been done

Yes

No

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

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

6.8 Does the University Autonomous College declares results within 30 days: **N.A.**

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

- Meets regularly
- Raises Fund
- Provide expertise, advice and guidance
- Participate in all important college functions

6.12 Activities and support from the Parent – Teachers Association

- Regular meeting take place.
- Provide feedback of their wards.
- Regular exchange of views regarding campus and environment.
- Give suggestion for all-out development of the college.

6.13 Development programmes for support staff

- Technical advice for upkeep and maintenance of computer and lab.
- Equipments are imparted through internal and external guidance.

6.14 Initiatives taken by the Institution to make the campus eco-friendly

- Plastic free campus has been ensured.
- Sufficient trees have been planted for maintaining green environment.
- Stress has been given for the all-round cleanliness of the college campus including office, Lab., classrooms and libraries.
- Efforts are being made to recycle waste water.

Criterion – VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the Institution. Give details.

The college authority has decided to introduce updated computers with latest software in all the departments and office. Efforts are also being made to make the admission process of students hassle-free and transparent by introducing computers in the office. Website of the college has also been installed. In the library new library management software is being installed.

- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

- Major repair work of college building, boundary wall, hostels and roof of physics laboratory has been undertaken.
- Renovation of drainage facility.
- Steps have been taken to recruit sufficient number of guest lecturers.

- 7.3 Give two Best Practices of the Institution (*please see the format in the NAAC Self-study Manuals*)

See Annexure - 3

****Provide the details in annexure (annexure need to be numbered as i, ii, iii)***

- 7.4 Contribution to environmental awareness /protection

One of the primary aims of the college is to make students aware of environmental issues and to motivate them to promote ecological harmony and sustainable development. To generate environmental awareness among the students regular programmes including seminar and PR lectures are being organized by the NSS and NCC units of the college. The Dept. of Botany has developed a medicinal plant garden. The college campus has been declared a plastic free zone.

- 7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the Institution wishes to add (for ex. SWOT analysis)

See Annexure - 4

8. Plans of Institution for next year

- a. To provide all the departments with sufficient number of computers and printer.
- b. To provide all the departments with Internet connection.
- c. To purchase additional reference books and journals for the departments.
- d. To continue Remedial Coaching for weaker and backward students of our college.
- e. Career Counseling of the students should be introduced with the help of internal and external faculty members, faculty members from other institutions and in charges from renowned placement service organization.
- f. To continue 'Entry in Service' coaching for both ex and the present students of the college.
- g. To construct a seminar hall at the second floor of the main building.
- h. To utilize the "Soul Software" at College Library properly.

DR. PRABAL GIRI

Name _____

Prabal Giri

Signature of the Co-Ordinator, IQAC

DR. SWAPAN KUMAR PAN

Name _____

Swapan

Signature of the Chairperson, IQAC

Annexure -1

Academic Calendar : Session - 2011-2012

MONTH	EVENTS
JULY'11	Continuation of Admission Process; Commencement of 1 st , 2 nd and 3 rd year classes; Final Part-II Exams.
AUGUST'11	Celebration of Foundation Day; Celebration of Independence Day; Continuation of Admission Process; Continuation of classes; Counselling for 1 st year admission.
SEPTEMBER'11	Celebration of Teachers' Day, Nabi Dibas; Class Tests; B.U. registration; Continuation of classes, Annual Cultural Competition.
OCTOBER'11	Local or long field excursion; Continuation of classes; Cultural Competition; Puja Vacation starts; Puja Vacation ends.
NOVEMBER'11	Continuation of classes; Local or long field excursion; College Social.
DECEMBER'11	Continuation of classes; Class Tests; Student's Union Election; Winter Vacation starts.
JANUARY'12	Winter Vacation ends; Continuation of classes; College Sports; Celebration of Netaji's Birthday; Celebration of Republic Day; NSS Camp & Seminars organised by NSS; Part III Test Exam;
FEBRUARY'12	Publication of Part III Test Result; Guardian & Teachers Meeting of 3 rd year students; Filling up of Part III B.U. Forms; Continuation of classes; Celebration of International Day of Mother Tongue; Part I and Part II Test Exam.; Publication of Part I Test Result.
MARCH'12	Guardian & Teachers Meeting of 1 st year students; Filling up of Part I B.U. Forms; Continuation of classes; Publication of Part II Test Result.
APRIL'12	Part III Final Exam.(Envs.); Guardian & Teachers Meeting of 2 nd year students; Filling up of Part II B.U. Forms; Continuation of classes; Final PartIII Practical Exams.
MAY'12	Celebration of Rabindranath Tagore's Birthday; Summer Recess starts; Part I(General) Final Exam.; Final Part I Practical Exam., Spot Evaluation of B.U. starts.
JUNE'12	Final Part I Practical Exam.; Part II(General) Final Exam.; Spot Evaluation of B.U.; Summer Recess ends; Admission Process starts.

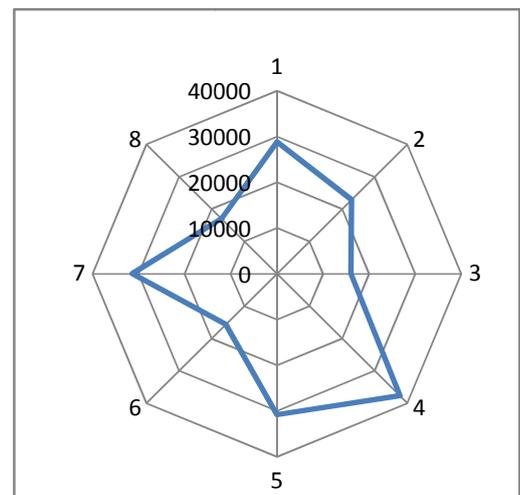
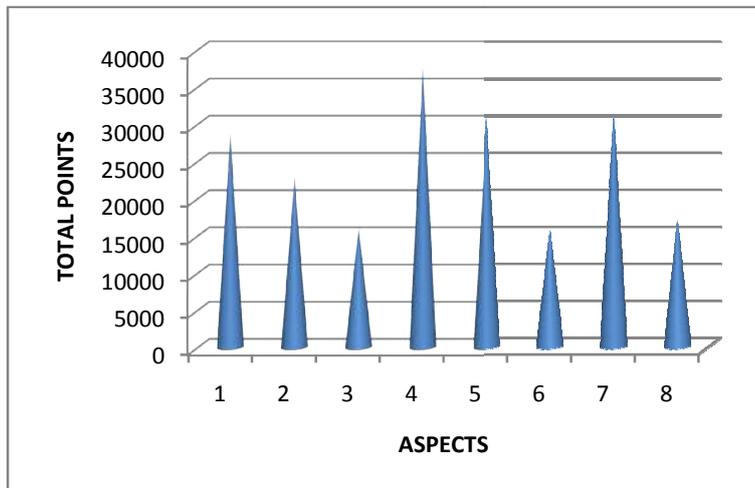
Annexure – 2

ANALYSIS OF FEEDBACK FROM STAKEHOLDERS

To ensure education of the highest quality and to become more productive to the society, Gushkara Mahavidyalaya periodically takes feedback from alumni, guardian and students through questionnaire. During the academic session 2011-12 (July to June) 500 filled in questionnaire covering 8 common criteria were received from them. There were five rankings: Excellent, Good, Average, Poor and Very Poor. The results are given below:

2011-12

Sl.No.	Aspect	Excellent	Point	Good	Point	Average	Point	Poor	Point	Very Poor	POINT	Total	Point
1	Subject choice	7	665	187	14773	252	12348	51	969	11	49.5	508	28805
2	Office assistance	0	361	51	4029	347	17003	69	1311	33	148.5	500	22853
3	Cultural development	13	1235	34	2686	153	7497	227	4313	73	328.5	500	16060
4	Classroom teaching & knowledge acquiring	198	18810	174	13746	97	4753	21	399	10	45	500	37753
5	Student teacher relation	23	2185	251	19829	158	7742	53	1007	15	67.5	500	30831
6	Community development & interaction	0	0	18	1422	196	9604	231	4389	55	247.5	500	15663
7	Infrastructural facilities	19	1805	271	21409	143	7007	61	1159	6	27	500	31407
8	Career guidance	2	190	31	2449	207	10143	211	4009	49	220.5	500	17012



Best Practice: 1

1. **Title of the Practice:**

Making higher education accessible to underprivileged sections.

2. **Goal:**

Our goal is to create an equal society by spreading higher education among underprivileged sections such as women and individuals belonging to SC/ST/OBC and minority communities. This aim is guided by the principle that in a democratic nation like India education aims to be inclusive. In fact this idea has been the basis of many educational policies adopted by the UGC and the State Government.

3. **The Context:**

Gushkara Mahavidyalaya was established to cater to the educational needs of the people of the Burdwan Sadar North sub-division. The college is situated in a region that is predominantly rural and agricultural. The majority of our students (60%) are 1st generation learners coming from SC/ST/OBC and minority communities. 42% of the students are female. Keeping these local needs in mind, the College has adopted some strategies for widening access to higher education.

4. **The Practice:**

Some of the strategies adopted to widen access to higher education for a wide range of rural students from underprivileged communities are mentioned below.

- **Reservation of seats for admission of SC/ST/OBC students:**

The College follows the government policy regarding reservation for SC/ST/OBC students.

- **Relaxation of cut-off marks percentage for admission of SC/ST students:**

The College follows the norms prescribed by The University of Burdwan.

- **UGC sponsored Remedial Coaching Classes for SC, ST, OBC (Non Creamy Layer) and Minority students:**

Remedial coaching classes for SC, ST, OBC and minority students are taken regularly to improve their academic skills.

- **Hostels for SC/ST boys and girl students :**

One of our hostels (Vivekananda chhatrabas) is exclusively for SC/ST boys. We provide accommodation for girl students at our Nibedita chhatrinibas.

- **Scholarships for SC/ST/OBC and female students :**

Most of our SC/ST/OBC students receive stipend from the Government. Female students also receive financial assistance as per Government norms.

- **Communicative English classes:**

Since most of our students belong to economically and educationally weak sections, they usually lack knowledge of English and modern communicative skills. For our students including particularly SC/ST/OBC students we have introduced communicative English classes.

5. **Evidence of Success:**

As a result of the implementation of these strategies, the academic performance of SC/ST/OBC and girls students has improved considerably. By providing hostel accommodation we have addressed the difficulties faced by many of our students who come from remote areas . Through the communicative English classes we have enhanced the English language skills of our students.

6. **Problems Encountered and Resources Required:**

One major problem that we face is lack of awareness among underprivileged students regarding the facilities and opportunities available to them. Besides their financial difficulties often force them to shift their focus from studies to financial concerns. As a result some of them fail to attend classes regularly and to utilize the opportunities offered by the college.

7. **Contact Details:**

Name of the Principal: **Dr. Swapan Kumar Pan**

Name of the Institution: **Gushkara Mahavidyalaya**

City: **Gushkara**

Pin code: **713128**

Accredited Status: **B+**

Work Phone: **(03452-255105)** Fax: **(03452) 257635**

Website: www.guskaramahavidyalaya.org E-mail: guskaramahavidyalaya@gmail.com

Mobile: **9474489962**

Best practice: 2

1. **Title of the Practice: Clean and green campus.**

2. **Goal:**

Our aim is to have a clean and environment-friendly campus that reflects the ethical and educational values of the institution. A clean space is always the basis of a clean and competent mind. It means that we worship our educational institute and thus keep it clean.

3. **The Context:**

In a world that is facing problems such as climate change and pollution, it has become necessary for educational institutions to set an example by having a clean and green campus. Our students who come from educationally weak families need awareness regarding the environment and the importance of cleanliness.

4. **The Practice:**

We maintain a large and beautiful garden and a pond.

Safai Abhijans are undertaken regularly by the NSS Unit of the college.

We have launched a campaign regarding the environmental problems caused by plastic waste. The college campus is a “no plastic zone” where students are encouraged to avoid the usage of plastic bags and other products. Waste bins have been kept at various places in the college to avoid accumulation of garbage at undesirable places.

Cleaning of bathrooms for students and staff is done regularly.

We recently organized a UGC sponsored National seminar on “Green Chemistry” to spread awareness among students and staff regarding environment-friendly science and technology.

5. **Evidence of Success:**

Our campus itself is the best evidence of our efforts to spread awareness regarding cleanliness and the environment. Our clean campus has encouraged a lot of people particularly our students and those who live in nearby areas to maintain cleanliness and adopt environment-friendly habits.

6. **Problems Encountered and Resources Required:**

Lack of awareness among the students regarding the environmental problems currently faced globally is a major problem that we trying to resolve. Since the college is close to a National Highway, it has to deal with the problem of air and sound pollution caused by the traffic.

7. **Contact Details:**

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SWOT ANALYSIS

STRENGTH

- i.** Our teachers represent the greatest source of our strength .They are highly qualified and truly committed to their responsibilities. Many of our permanent full-time faculty members have been university toppers and rank holders .17 out of 30 teachers have completed Doctoral Research. Many of them have undertaken UGC-sponsored minor research projects. They participate regularly in international, national and state level seminars and conferences and publish their research paper in reputed academic journal and volumes. The college has employed large numbers of highly qualified part-time teachers (Government approved) and guest teacher to ensure that the academic needs of the students are addressed through regular classes.
- ii.** In our college a bond of mutual respect and collaboration connects our teachers with their students. The teachers are always accessible to the students and keen to address their academic needs.
- iii.** The college has developed infrastructural strength during the five decades of its existence. The college campus, an area covering 7.7 acres, includes, apart from offices and class rooms, two major libraries (for the morning section and the day section), some departmental libraries, several laboratories, a conference hall, an open air auditorium, several play grounds, a stadium, two hostels (one Vivekananda chhatrabas for SC/ST boys and Nibedita chhatrinibas for girls), a multi-gym and a canteen.
- iv.** Through education the college successfully generates values such as social and environmental awareness, discipline and co-operation. Our college has been free from disruptive student agitations.
- iv.** We have been spreading high quality education among a diverse population including women and underprivileged groups.60% of our students come from SC/ST/OBC and Minority communities.42% of our students are female. The students of our college reflect the diversity of the population of this region.
- v.** Our college has taken a number of steps to enable our students to enhance their academic skills and other forms of competence. Recently we have introduced communicative English classes to develop their knowledge of English. Through the

career counseling cell and through regular remedial coaching, we try to improve their capabilities.

WEAKNESSES

- i. The majority of our students are 1st generation learners belonging to economically backward families.
- ii. The students sometimes show indifference towards subjects which are not conventional.
- iii. The students of our pass courses lack enthusiasm for attending classes.

OPPORTUNITIES

- i. The college has gained a valuable opportunity to educate and empower a section of the population that is largely underprivileged
- ii. The college can develop agro-based research that focuses on the needs of the local population.

THREATS

- i. Our greatest challenge is to provide education for a large number of economically backward students in effective and meaningful ways.
- ii. We aim to preserve our commitment to our vision of a clean, green and peaceful academic atmosphere.
- iii. WE intend to further increase our research output.
- iv. We need to introduce certain practices that are beneficial for the students. These include, for example campus recruitment and collaboration with industry.

