

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. MHC0GN 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)

1.5 Website Address

Web-link of the AQAR

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

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

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 2012-13 on 30.12.2015_____ (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

04

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

09

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 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 2013-14 the cell was actively involved and contributed to the following activities:

- It was decided to complete and furnish the seminar hall of the college to organize college functions from the academic session 2014-15. IQAC is happy to note that the hall is going to be completed and furnished soon.
- The college is going to celebrate its golden jubilee celebration during the year 2014-15. It is planned to construct a new college gate which is long overdue.
- To equip further the college library with sufficient text and reference books.
- The IQAC is of the opinion that college laboratories should procure additional equipments from college fund also.

2.15 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 complete the seminar hall, to complete the new college gate and to protect the girls hostel • To initiate academic audit. • To start departmental staffrooms • Try to introduce green audit. 	<ul style="list-style-type: none"> • Apart from outside funding the college authority was also convinced to spend around seven lakhs to complete the seminar hall and to construct the college gate. The girls hostel was further protected with the installation of grills, other iron works etc.

	<ul style="list-style-type: none"> Academic audit is going to be introduced soon. Additional books and equipments have been purchased. The concept of green audit is yet to be implemented.
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*Attach the Academic Calendar of the year as Annexure. **(See Annexure -1)**

2.16 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)(iii) dt. 12.06.2015 approved the AQAR 2013-14 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 2013-14 as stated in the report.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.3 No. of Faculty Positions Recruited(R) and Vacant (V) During the year	-	16	-	-	-	-	-	1	-	17
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2.4 No. of Guest and Visiting faculty and Temporary faculty	25	03	-
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2.5 Faculty participation in conferences and symposia:

No. of faculty	International level	National level	State level
Attended	02	26	01
Presented papers	01	24	02
Resource Persons	-	01	-

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

<p>Traditionally, chalk and talk method is most practiced and most accepted method of teaching and learning in our Institution. Some new methods as mentioned below is being followed now:</p> <ul style="list-style-type: none"> ➤ Use of charts and maps, models, pictures. ➤ Fields study mainly by Geography Dept. ➤ Nature study mainly by Botany, Zoology and Geography Dept. ➤ Project based dissertation work including ENVS. ➤ Popular lecture series started. ➤ Lecture by invited guest faculty in NSS & NCC programmes. ➤ Visit to historical places by Bengali & History Depts. ➤ Article review. ➤ Simulations. ➤ Educational excursions by various depts.
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2.7 Total No. of actual teaching days during this academic year:	232
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2.8 Examination/Evaluation Reforms initiated by the Institution (for example: Open Book Exam., Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	Nil
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2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development As member of Board of Study/Faculty/Curriculum Development Workshop.

		01
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2.10 Average percentage of attendance of students.

60 %

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.	685	-	1.61	25.84	-	32.41
B.Sc.	35	-	8.57	62.86	-	-
B.Com.	09	-	-	66.66	-	-

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	04
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Oriented Programmes	01
Faculty Exchange Programmes	-
Staff training conducted by the University	-
Staff training conducted by other Institutions	-
Summer / Winter schools, Workshops etc.	05
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 The research cell/sub committee of the college is monitoring and promoting research activities of the college. Regular meetings 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. It is happy to note that one of the teachers in the dept. of Physical Education has completed her MRP during the year.
- Teachers are encouraged to organize and attend seminars/lecturers/workshops and move the UGC/Govt. for financial assistance.
- They are encouraged 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. are 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	01	-	01
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details of research publications

	International	National	Others
Peer Review Journals	04	02	-
Non-Peer Review Journals	-	03	-
e-Journals	-	01	-
Conference proceedings	-	02	-

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	-	-	-	-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/College				
Students research projects (other than compulsory by the University)				
Any other (Specify)				
Total	-	-	-	-

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 **N.A.** CPE DBT Star Schme
 INSPIRE CE Any other (Specify)

Nil

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 **07**

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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph.D. Guides
and students registered under them

01

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 **10** State Level
National Level International Level

3.22 No. of students participated in NCC events:

University level **62** State Level **21**
National Level **01** International Level

3.23 No. of Awards won in NSS:

University level State Level
National Level International Level

3.24 No. of Awards won in NCC:

University level **20** State Level **02**
National Level International Level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	03	NSS	01	Any other <input type="text"/>

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

NCC and NSS units (1 & 2) of our college have performed some noble activities to realize institutional social responsibility (ISR) by sensitizing students and faculty on ISR having outreach programmes and their impacts. The college aimed at encouraging volunteers to reach the larger community of Gushkara and surrounding areas through social awareness programmes, transmission of values attitudes and beliefs. Some of the major activities taken by the above units towards ISR during the year mentioned hereunder:

- i. Blood Donation Camp
- ii. Blood donation motivation camp
- iii. Pre-schooling children programme
- iv. Free coaching of disadvantaged group
- v. Thalassaemia detection camp and awareness programme
- vi. Dengue awareness campaigning
- vii. AIDs education
- viii. Cleaning of surrounding areas
- ix. Plantation of trees in adopted villages, etc.

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	1730	03	UGC	1733
Value of the equipment purchased during the year (Rs. In Lakhs)		52,298/-		
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 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.

Automotion of the library has been initiated. The library is partly computerized having two computers with various software applications, 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	8416	16,46,705/-	52	3,925/-	8468	16,50,630/-
Reference Books	22762	50,49,435	152	21,830/-	22914	50,71,265/-
e-Book						
Journals	06	18,000/-	-	-	06	18,000/-
e-Journals						
Digital Database						
CD & Video	25	Free	-	-	25	Free
Others (specify) Newspaper, Magazine etc.	08	1,873/-	-	-	08	1,873/-

4.4. Technology upgradation (overall):

	Total Computers	Computer Labs.	Internet	Browsing Centres	Computer centres	Office	Departments	others
Existing	45	16	10	-	-	05	15	09
Added	12	07	-	-	-	03	02	-
Total	57	23	10	-	-	08	17	09

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

- Internet facility is being provided to all the departments.
- Wi-Fi access facilities are available in the college campus.

4.6 Amount spent on maintenance in lakhs:

i) ICT	.36,136/-
ii) Campus Infrastructure and facilities	2,91,546/-
iii) Equipments	.46,922/-
iv) Others	
Total:	3,74,604/-

Criterion – V

5. Student Support and Progression

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

College has duly formed disciplinary sub-committee to look after any sort of indiscipline that may harm regular teaching learning process. IQAC discusses with the members of the cell alongwith anti ragging cell and sexual harassment prevention cell to prevent untoward incidents in the campus. IQAC allows zero-tolerance in this respect.

5.2 Efforts made by the institution for tracking the progression.

IQAC regularly discusses about the general trend of progression of students. Academic committee of our college also emphasis on the issues of the implementing a process of tracking the development of our students.

5.3 (a) Total Number of Students

UG	PG	Ph. D.	Others
3769	-	-	-

(b) No. of students outside the State

Nil

(c) No. of International Students

Nil

Men

No.	%
2159	57.28

Women

No.	%
1610	42.72

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2329	695	116	128	5	3273	2484	929	131	219	6	3769

Demand Ratio – **1:4.8**

Dropout % : **17%**

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

UGC approved coaching classes for 'Entry in Services' is working in the college this unit tries to train current and ex-students to help them get employment opportunities in various services.

No. of students beneficiaries

650

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

300

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

- Women study centre of our college observe International Women's Day.
- Popular lectures were delivered to arrest suicidal tendencies among girls students, to help them to tackle the social hazards that a woman faces in her day-to-day life.
- Women study of our college has organized seminars on 'awareness about sexual harassment' and 'self-defense mechanism for women'.

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	425	1,71,060/-
Financial support from Government	1456	12,57,950/-*
Financial support from other sources	42	2,97,000/-
Number of students who received International/ National recognitions	--	--

*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 09

5.13 Major grievances of students (if any) redressed:

Two important grievances received from the students during the period were relating to the persistence poor state of roof condition of Physics laboratory and the recurring problem associated with unsecured R Block and RB Mancha. Final decisions have already taken and it is learned that the work is going to be started soon. Students are also not very happy regarding the number of tables and chairs in the classrooms. They are very aggrieved regarding the poor condition of girls' common room also. We are happy to report that a lady attendant for the common room has been provided by the authority. The complaint regarding clean drinking water has been solved by providing one more water purifier.

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 and 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 for a while 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.

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 two 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

From this academic session the University of Burdwan introduced the process of full online admission system of Hons. Students. As a result the college was fortunate enough to get some meritorious students from outside the catchment area of the Mahavidyalaya. General course students are as usual selected strictly on the basis of merit point prepared by the college admission sub-committee.

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• Maternity leave as per Govt. order
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. 8,030/-

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	Yes	B.U.	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.
- They are allowed to use all departmental computers as per their need.

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 purchase 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 using more 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.

- A major part of repair work of Physics laboratory has been completed.
- The seminar hall of the college have been made operational during the year.
- The main gate of the college has been renovated.
- Sufficient number of books and laboratory equipments have been purchased during this year.
- Additional number of the guest faculty have been recruited for the conduct of sufficient theory and practical classes for the students.

- 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 seminars and lectures by Peer persons are 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 introduce 360° feedback system for all types of stakeholders.
- b. To purchase additional books and updated journal for the library to cope with the changes introduced in the syllabi of different department,
- c. To increase infrastructural facilities including separate staffrooms for the Arts and Commerce Depts.
- d. To organize regular seminars by the Depts.
- e. Try to develop multi disciplinary study centres.

DR. PRODYOT KUMAR DUTTA

Name _____

Pradyot Kumar Dutta

Signature of the Co-Ordinator, IQAC

DR. SWAPAN KUMAR PAN

Name _____

Swapan

Signature of the Chairperson, IQAC

Annexure -1

Academic Calender : Session - 2013-2014

MONTH	EVENTS
JULY'13	Continuation of Admission Process; Commencement of 2 nd and 3 rd year classes; College closed for Panchayat Election(from 13.07.2013 to 19.07.2013); Final Part-II Practical Exams.
AUGUST'13	Commencement of 1 st year classes; Celebration of Foundation Day; Celebration of Independence Day; Continuation of Admission Process.
SEPTEMBER'13	Celebration of Teachers' Day; Class Tests; B.U. registration; Continuation of classes; College closed for Municipality Election(from 18.09.2013 to 24.09.2013).
OCTOBER'13	Local or long field excursion; Continuation of classes; Puja Vacation starts.
NOVEMBER'13	Puja Vacation ends; Continuation of classes; Local or long field excursion; Cultural Competition.
DECEMBER'13	Continuation of classes; Class Tests; Celebration of Nabi Debos; College Social.
JANUARY'14	Continuation of classes; Student's Union Election; College Sports; NSS Camp & Seminars organised by NSS; Celebration of Netaji's Birthday; Celebration of Republic Day.
FEBRUARY'14	Part III and Part I Test Exam.; 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.
MARCH'14	Part II Test Exam.; Publication of Part I Test Result; Guardian & Teachers Meeting of 1 st year students; Filling up of Part I B.U. Forms; Continuation of classes.
APRIL'14	Part III Final Exam.(Envs.); Publication of Part II Test Result; Guardian & Teachers Meeting of 2 nd year students; Filling up of Part II B.U. Forms; Continuation of classes; College closed for Lok Sabha Election.
MAY'14	College reopens on 3 rd May; Final Part III Practical Exams.; Summer Recess starts.
JUNE'14	Spot Evaluation of B.U.; Summer Recess ends; Part I(General) Final Exam.; Admission Process starts.

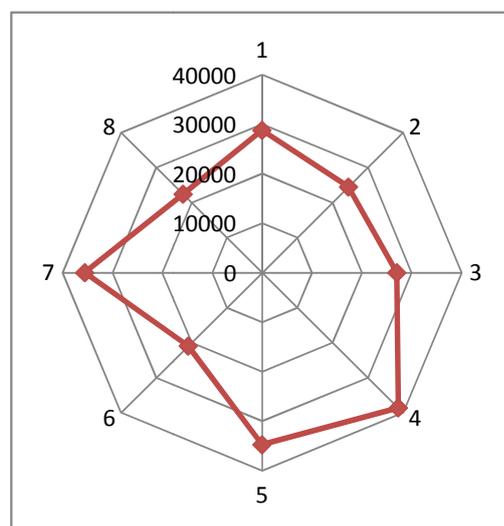
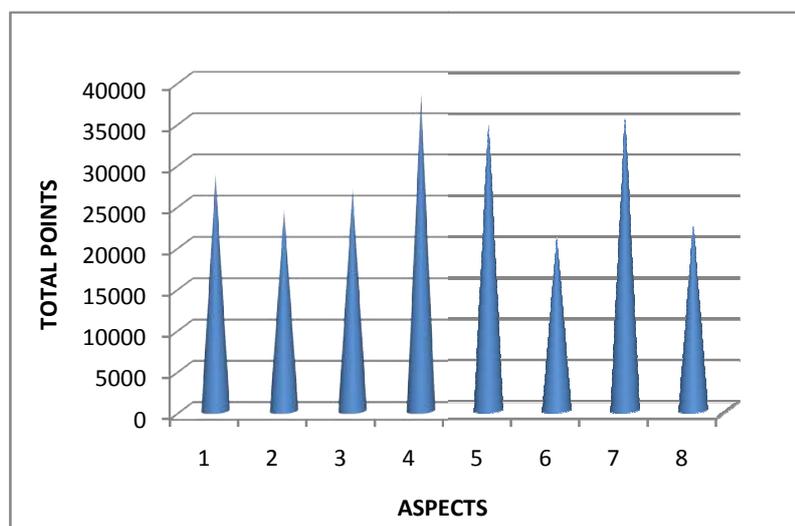
Annexure – 2

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 2013-14 (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:

2013-14

Sl.No.	Aspect	Excellent	Point	Good	Point	Average	Point	Poor	Point	Very Poor	POINT	Total	Point
1	Subject choice	8	760	208	16432	212	10388	58	1102	14	63	500	28745
2	Office assistance	4	380	49	3871	399	19551	31	589	17	76.5	500	24468
3	Cultural development	64	6080	107	8453	220	10780	82	1558	27	122	500	26993
4	Classroom teaching & knowledge acquiring	261	24795	120	9480	76	3724	28	532	15	67.5	500	38599
5	Student teacher relation	59	5605	315	24885	70	3430	38	722	18	81	500	34723
6	Community development & interaction	0	0	68	5372	254	12446	159	3021	19	85.5	500	20925
7	Infrastructural facilities	30	2850	346	27334	100	4900	22	418	2	9	500	35511
8	Career guidance	25	2375	90	7110	209	10241	129	2451	47	212	500	22389



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.

