

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)

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 2013-14 on 30.12.2015_____ (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

10

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

02

2.7 No. of Employers/Industrialists

Nil

2.8 No. of other External Experts

01

2.9 Total No. of Members

16

2.10 No. of IQAC meetings held

05

2.11 No. of meetings with various stakeholders No.

02

Faculty

04

Non-Teaching Staff Students

02

Alumni

02

Others

01

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.

Nil

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 2014-15 the cell was actively involved and contributed to the following activities:

- Commemoration of year long golden jubilee celebration of Gushkara Mahavidyalaya, organizing a number of seminars and bringing out a commemorative volume with ISBN No.
- Preparing and checking all files and documents of 12 teachers whose CAS are long overdue.
- Preparing Self Study Report for the 2nd cycle of NAAC re-accreditation.

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">• Organizing educational fair and seminars• Preparation for writings self study report and AQAR• Taking steps for total computerization of office and library• Preparing files for CAS of 12 teachers.	<ul style="list-style-type: none">• Four departmental seminars were organized between 31.03.2015 and 29.04.2015 involving seven departments out of UGC Plan Block Grant.• UGC sponsored National Seminar on "Recent Development in Green Chemistry" was organized by the Dept. of Chemistry on 22.02.2015

	<ul style="list-style-type: none"> • A two day Science Fair was organized on 6th and 7th February, 2015 as a part of Bangiyo Bigyan Utsav. • The process of re-accreditation (2nd cycle) and preparation of SSR began • The writing process was carried out by the members of NAAC and help by all. • Govt. grants, claims, staff salaries are now being processed using COSA software. • Shifting to COHA from SOUL software in the Library is being taken up. • For the promotion of teaching staff their self appraisal report was checked thoroughly by IQAC.
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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)(iv) dt. 12.06.2015 approved the AQAR 2014-15 and recommended the same for sending to the NAAC.

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*
(On all aspects)

Alumni Parents Employers Students

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
32	24	05	01 (Principal)	02 (Librarian)

2.2 No. of permanent faculty with Ph.D.

14

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
3	13	-	-	-	-	1	-	-	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

44

03

-

2.5 Faculty participation in conferences and symposia:

No. of faculty	International level	National level	State level
Attended	04	34	09
Presented papers	04	19	02
Resource Persons	-	-	-

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. Some new methods as mentioned below is being followed now:

- Use of charts and maps, models, pictures.
- Fields study by Geography Dept.
- Nature study by Botany, Zoology and Geography Dept.
- Project based dissertation work including ENVS paper.
- 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.
- Very recent out institution has given emphasis to ICT based teaching and learning in various departments. Teachers are using Laptops, LCD projectors etc. so that teaching become easily comprehensible to students. Some departments are using softwares and web based information to keep the students updated.

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

238

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.

		04
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2.10 Average percentage of attendance of students.

70 %

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.	722	-	2.08	22.57	-	25.34
B.Sc.	22	-	13.63	59.09	-	-
B.Com.	03	-	-	-	-	-

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	10
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	02

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 Research cell/sub committee of our college monitors research activities in 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.
- Three members of the teaching staff have been awarded with MRP during the session 2014-15.
- 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 advised to submit research papers/review articles in various national/international journals. Teachers and students are suggested to contribute to departmental 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.
- Faculties supervise ENVS projects of 3rd year students. Students are also encouraged to attend seminars and publish original essays in 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	-	-	03	-
Outlay in Rs. Lakhs	-	-	5,25,000/-	-

3.4 Details of research publications

	International	National	Others
Peer Review Journals	13	02	-
Non-Peer Review Journals	-	02	-
e-Journals	01	01	-
Conference proceedings	-	02	03

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	2015-17	UGC	5,25,000/-	3,97,500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/College				
Students research projects (other than compulsory by the University)				
Any other (Specify)				
Total	-	-	5,25,000/-	3,97,000/-

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)

3.10 Revenue generated through consultancy

3.11 No. of conferences
Organized by the Institution

Level	International	National	State	University	College
Number	--	01	01	--	08
Sponsoring agencies	--	UGC	DST	--	UGC

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

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
02	-	-	-	02	-	-

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

02

01

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 **11** State Level
National Level International Level

3.22 No. of students participated in NCC events:

University level **52** State Level **11**
National Level **14** International Level

3.23 No. of Awards won in NSS:

University level **06** State Level
National Level International Level

3.24 No. of Awards won in NCC:

University level **01** State Level **02**
National Level **05** International Level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	04	NSS	06	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 believes. Some of the major activities taken by the above units towards ISR 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 tress 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	-	1 No.	UGC & College	1 No.
No. of important equipments purchase (≥ 1-0 lakh) during the current year	1733	5	UGC	1738
Value of the equipment purchased during the year (Rs. In Lakhs)		97,179/-		
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.

Automation 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. COHA software is being introduced in place of SOUL software.

4.3 Library services:

	Existing		Newly created		Total	
	No.	Value(approx)	No.	Value	No.	Value(approx)
Text Books	8468	16,50,630/-	141	38,162/-	8609	16,88,792/-
Reference Books	22914	50,71,265/-	382	1,49,799/-	23296	52,21,064/-
e-Book						
Journals	06	18,000/-	01	3,200/-	07	21,200/-
e-Journals						
Digital Database						
CD & Video	25	Free	01	Free	26	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	57	23	10	-	-	08	17	09
Added	01	-	-	-	-	01	-	-
Total	58	23	10	-	-	09	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 has been provided to all the departments.
- The college has started online admission process and publication of merit list online

4.6 Amount spent on maintenance in lakhs:

i) ICT	.63,550/-
ii) Campus Infrastructure and facilities	2,29,499/-
iii) Equipments	.2,805/-
iv) Others	
Total:	2,95,854/-

Criterion – V

5. Student Support and Progression

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

To facilitate inclusive education, IQAC emphasizes on the need for regular attendance in the classes, increasing issuance of library books, uplifting the hostel and campus life of students etc. IQAC has observed that there is a great demand for making our campus free Wi-Fi zone. But because of financial constraint we are, at present not in a position to provide this opportunity to all the students. However our college is generous enough to the online form fill up of students including the entire online processing of W. B. State Govt. funded “Kanyashree” Project related

5.2 Efforts made by the institution for tracking the progression.

As desired earlier we are trying to establish a mechanism of tracking the student progression in a more general and holistic way.

5.3 (a) Total Number of Students

UG	PG	Ph. D.	Others
3934	-	-	-

(b) No. of students outside the State

Nil

(c) No. of International Students

Nil

Men	No.	%
	2232	56.73

Women	No.	%
	1702	43.27

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2484	929	131	219	6	3769	2386	965	160	415	8	3934

Demand Ratio – 1: **4.2**

Dropout % : **10.46%**

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

300

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

- International women's day was observed by women study centre of our college
- Popular lectures were delivered to inspire the girls students to fight against depression
- Women study centre organized seminars on 'beti bachao, beti padhao', and 'domestic violence against women' during this 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	525	2,08,740/-
Financial support from Government	1820	81,900/-*
Financial support from other sources	10	48,600/-
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

5.13 Major grievances of students (if any) redressed:

In the academic year 2014-15 alongwith some general grievances like non-functioning of light and fans in the classrooms insufficient number of benches etc. we received two major complaints from the students – the first one regarding the R block of the college building, the ground floor of which inundated during heavy monsoon and the second one regarding the non-availability of emergency power supply during loadshedding in few classrooms. We send these complaints to the principal for taking appropriate actions.

In this year the college authority tried to redress four major grievances of earlier years. After getting repeated complaints from the students regarding the poor conditions of Physics laboratory roof the college authority repaired it. The complaint of the students regarding insufficient number of water purifiers have been solved to some extent by providing another water purifier in 2014-15. Also the toilets of the students have been renovated. The complaint regarding the Gym had been redressed by repairing some broken instrument and providing some modern fitness instruments. The 'R block' and 'RB Mancha, have been well protected with boundary wall and iron gate.

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 given to the students to enable them to check their defects.

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.

Two teachers of our college are acting as research guides.

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, one seminar hall, 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. • Cheap canteen facility • Residential Quarters • Guest House • Festival advance and Bonus on festive occasions • Provision for Provident Fund • Maternity leave as per Govt. order
Non teaching	
Students	

6.5 Total corpus fund generated

Rs. 7,254/-

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

Gushkara Mahavidyalaya Alumni (GMA) association serves and unites Mahavidyalaya's wide spread alumni based of more than 5000 ex-students. The association seeks to create a stronger alumnus through events, services and various membership programmes. They try to help the college authority in various ways. They also help to raise crucial fund raising. Recently GMA actively took part and contributed in the Golden Jubilee Year celebration of the Mahavidyalaya.

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 is given for upkeeping and maintenance of computer and lab. equipments. They also enjoy all the welfare scheme meant for teachers and the staff.

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. Website of the college is functioning well. 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.

- The seminar hall of the Mahavidyalaya is fully functional with adequate facilities and is being properly utilized.
- To celebrate the golden jubilee year of the Mahavidyalaya a new gate has been constructed.
- Continuation of Academic Audit by the University of Burdwan is being ensured.
- A number of seminars both National and International have been organized during the year on the advice of IQAC

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 Peer lectures by experts 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. Two seminars on 'Green Chemistry' and 'Proper use of Ground and Surface water' were organized during the year to create awareness.

7.5 Whether environmental audit was conducted?

Yes

No

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

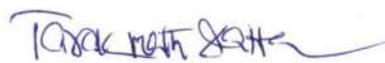
See Annexure - 4

8. Plans of Institution for next year

- a. Introduction of eco-friendly and barrier free infrastructure facility like ramp etc.
- b. Organizing ICT training for each employee of the college.
- c. To strengthen the Counseling Cell and starting motivation campaign to the students.
- d. To strengthen internal academic audit cell.
- e. To utilize COHA software at college library more efficiently.
- f. To organize popular seminars.
- g. To prepare and sent AQAR regularly.

TARAK NATH DATTA

Name _____



Signature of the Co-Ordinator, IQAC

DR. SWAPAN KUMAR PAN

Name _____



Signature of the Chairperson, IQAC

Annexure -1

Academic Calender : Session - 2014-2015

MONTH	EVENTS
JULY'14	Continuation of Admission Process; Final Part-I(G) Exam.; Final Part-II(G) Exams.; Final Part I Practical Exam.; Preparation for Golden Jubilee Programme; Commencement of 1 st and 3 rd year classes; SI of Food Exam.
AUGUST'14	Final Part-II(G) Exams.; Final Part-II Practical Exams.; Commencement of 2 nd year classes; Celebration of Golden Jubilee of our college; Celebration of Independence Day; Continuation of Admission Process.
SEPTEMBER'14	Counselling for 1 st year admission; Celebration of Teachers' Day; Class Tests; B.U. registration; Continuation of classes; Puja Vacation starts.
OCTOBER'14	Puja Vacation ends; Local or long field excursion; Continuation of classes.
NOVEMBER'14	Continuation of classes; Local or long field excursion; Cultural Competition.
DECEMBER'14	Continuation of classes; Class Tests; Celebration of Nabi Dibas; College Social.
JANUARY'15	Continuation of classes; Student's Union Election; College Sports; NSS Camp & Seminars organised by NSS; Celebration of Netaji's Birthday; Celebration of Republic Day; Installation of COSA software.
FEBRUARY'15	Part III and Part I Test Exam.; Publication of Part III Test Result; Continuation of classes; Bigyan Mela; Seminar organised by Chemistry Department; Celebration of International Day of Mother Tongue.
MARCH'15	Guardian & Teachers Meeting of 3 rd year students; Filling up of PartIII B.U. Forms; Part II Test Exam.; Publication of Part I Test Result; Continuation of classes; Popular Lecture organised by the Department of Bengali and Commerce.
APRIL'15	Guardian & Teachers Meeting of 1 st year students; Filling up of Part I B.U. Forms; Publication of Part II Test Result; Continuation of classes; Popular Lecture organised by the Department of English and Sanskrit; Popular Lecture organised by the Department of Geography and Botany.
MAY'15	Guardian & Teachers Meeting of 2 nd year students; Filling up of Part II B.U. Forms; Part III Final Exam.(Envs.); Popular Lecture organised by the Department of English and Sanskrit; Spot Evaluation of B.U.; Summer Recess starts.
JUNE'15	Spot Evaluation of B.U.; Summer Recess ends; Part I(General) Final Exam.; Online-Admission Process starts.

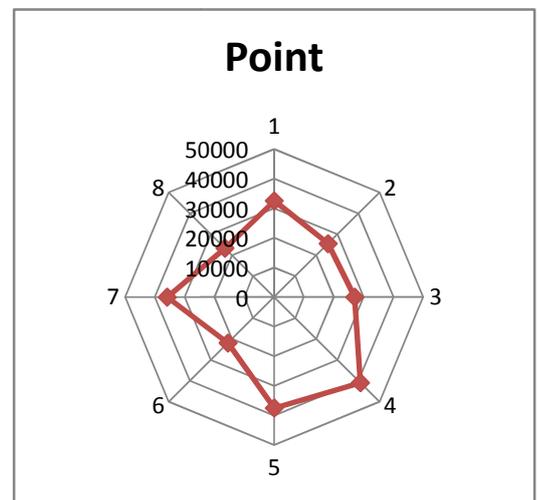
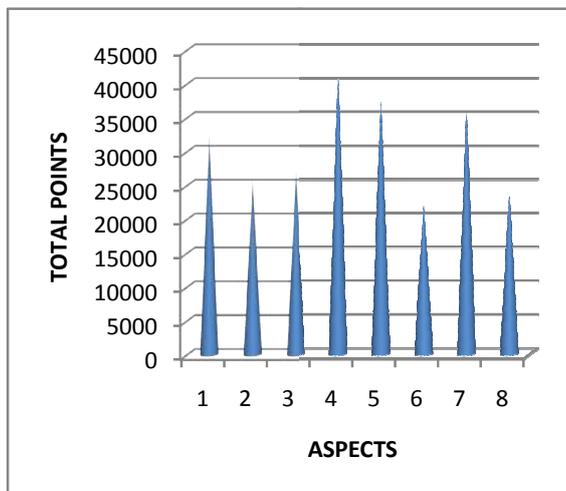
Annexure – 2

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 2014-15 (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:

2014-15

Sl.No.	Aspect	Excellent	Point	Good	Point	Average	Point	Poor	Point	Very Poor	POINT	Total	Point
1	Subject choice	22	2090	302	23858	108	5292	68	1292	0	0	500	32532
2	Office assistance	7	665	56	4424	409	20041	21	399	7	31.5	500	25561
3	Cultural development	64	6080	107	8453	220	10780	82	1558	27	122	500	26993
4	Classroom teaching & knowledge acquiring	287	27265	124	9796	71	3479	18	342	0	0	500	40882
5	Student teacher relation	79	7505	331	26149	72	3528	12	228	6	27	500	37437
6	Community development & interaction	2	190	73	5767	269	13181	144	2736	12	54	500	21928
7	Infrastructural facilities	32	3040	354	27966	92	4508	22	418	0	0	500	35932
8	Career guidance	29	2755	101	7979	205	10045	128	2432	37	167	500	23378



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.