

## **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 <sup>st</sup> Cycle	<b>B<sup>+</sup></b>	-	<b>2007</b>	<b>March, 2012</b>
2.	2 <sup>nd</sup> Cycle				
3.	3 <sup>rd</sup> Cycle				
4.	4 <sup>th</sup> 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 \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University  State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous College of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

Grant in aid + Self Financing  Totally Self-financing

1.11 Type of Faculty / Programme

Arts  Science  Commerce  Law  PEI(Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

**THE UNIVERSITY OF BURDWAN**

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

Autonomy by State/Central Govt./University

**NO**

University with Potential for Excellence

**NO**

UGC-CPE

**NO**

DST Star Scheme

**NO**

UGC-CE

**NO**

UGC-Special Assistance Programme

**Yes**

DST-FIST

**NO**

UGC-Innovative PG Programmes

**NO**

Any other (Specify)

**NO**

UGC-COP Programmes

**NO**

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

**03**

2.2 No. of Administrative/Technical Staff

**01**

2.3 No. of Students

**01**

2.4 No. of Management representatives

**-**

2.5 No. of Alumni

**01**

2.6 No. of any other stakeholder and  
community representatives

**01**

2.7 No. of Employers/Industrialists

**Nil**

2.8 No. of other External Experts

**01**

2.9 Total No. of Members

**08**

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 2012-13 the cell was actively involved and contributed to the following activities:

- Sufficient number of guest faculty with necessary qualification recruited.
- On the plea of IQAC and college authority the University of Burdwan increase intake capacity further by 10% of present capacity.
- IQAC suggested leveling the college ground with earth filling, it was done.
- IQAC suggested constructing a new gate for the main building. Steps are being taken to do the same.

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"><li>• To complete the 2<sup>nd</sup> floor of Nazrul Block and the gallery on the playground.</li><li>• To purchase additional books and equipments.</li><li>• To initiate Academic Audit.</li></ul>	<ul style="list-style-type: none"><li>• Special assistance from UGC of Rs. 50,00,000/-, and Rs.18,80,000/- for Sports facility received. Matching college grants were given to materialize the plan of action.</li><li>• Sufficient books for the library from college fund was purchased.</li><li>• Installation of green generator and</li></ul>

	introduction of Academic Audit is yet to start.
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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)(ii) dt. 12.06.2015 approved the AQAR 2012-13 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 2012-13 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	<b>16</b>	-	-	-
PG Diploma				
Advance Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>16</b>	-	-	-

Interdisciplinary	<b>ENVS and Compulsory Bengali and English</b>			
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	<b>06</b>

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
<b>28</b>	<b>21</b>	<b>05</b>	<b>01 (Principal)</b>	<b>01 (Librarian)</b>

2.2 No. of permanent faculty with Ph.D.

**13**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	<b>16</b>	-	-	-	-	-	<b>1</b>	-	<b>17</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty

**23**

**04**

**-**

2.5 Faculty participation in conferences and symposia:

No. of faculty	International level	National level	State level
Attended	<b>01</b>	<b>08</b>	<b>01</b>
Presented papers	<b>01</b>	<b>06</b>	-
Resource Persons	-	-	-

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"> <li>➤ Use of charts and maps, models, pictures.</li> <li>➤ Fields study mainly by Geography Dept.</li> <li>➤ Nature study mainly by Botany, Zoology and Geography Dept.</li> <li>➤ Project based dissertation work including ENVS.</li> <li>➤ Popular lecture series started.</li> <li>➤ Lecture by invited guest faculty in NSS &amp; NCC programmes.</li> <li>➤ Visit to historical places by Bengali &amp; History Depts.</li> <li>➤ Article review.</li> <li>➤ Simulations.</li> <li>➤ Educational excursions by various depts.</li> </ul>
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2.7 Total No. of actual teaching days during this academic year:

**255**

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

**Nil**

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

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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>B.A.</b>	<b>602</b>	-	<b>2.82</b>	<b>27.07</b>	-	<b>45</b>
<b>B.Sc.</b>	<b>25</b>	-	<b>8</b>	<b>56</b>	-	-
<b>B.Com.</b>	<b>12</b>	-	-	<b>50</b>	-	<b>16.33</b>

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	<b>01</b>
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Oriented Programmes	-
Faculty Exchange Programmes	-
Staff training conducted by the University	-
Staff training conducted by other Institutions	-
Summer / Winter schools, <b>Workshops</b> etc.	<b>03</b>
Others	-

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	<b>35</b>	<b>14</b>	-	-
Technical Staff	<b>01</b>	-	-	-

**Criterion – III**

**3. Research, Consultancy and Extension**

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

- Faculty members are encouraged to submit minor/major research projects to UGC. UGC's call of research proposal is circulated among teachers. Internet facility is available in all the departments of the college. Research proposals can also be sent to DST/CSIR etc.
- The college authority is requested to provide necessary infrastructural facilities for carrying out the research work.
- Faculty members are encouraged to pursue Ph.D. programme.
- They are encouraged to organize and attend seminars/lecturers/workshops and move the UGC/Govt. for financial assistance.
- Teachers are advised to submit research papers/review articles in various national/international journals. Teachers and students are encouraged to publish dept. wall magazines.
- Participation in faculty development programmes i.e. Refresher Courses, Orientation Programmes, Workshops, Short term courses etc. is encouraged. Teachers participating in these courses are granted duty leave.
- Within the curriculum, 3<sup>rd</sup> 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	-	<b>01</b>	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details of research publications

	International	National	Others
Peer Review Journals	<b>04</b>	<b>03</b>	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details of Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Name of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects				
Minor Projects	-	-	-	-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/College				
Students research projects (other than compulsory by the University)				
Any other (Specify)				
<b>Total</b>	-	-	-	-

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	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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
<b>01</b>	-	-	-	<b>01</b>	-	-

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 **55** State Level **05**  
National Level **03** International Level

3.23 No. of Awards won in NSS:

University level **04** State Level   
National Level  International Level

3.24 No. of Awards won in NCC:

University level **03** State Level **01**  
National Level **01** International Level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

**College NCC Unit participated in the following programmes:**

- **Anti Dowry and illicit trafficking**
- **Thalassaemia Special camp**
- **Blood Donation Camp**
- **Participation in various seminars**

**College NSS Unit organized the following programme.**

- **Pre-schooling of children programme**
- **Adult Education programme**
- **Cleaning of important roads of the Town including health centre, adopted villages and BDO Office, Ausgram-1.**

**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	<b>7.76 Acres</b>	-	-	<b>7.76 Acres</b>
Class room	<b>23 Nos.</b>	-	-	<b>23 Nos.</b>
Laboratories	<b>11 Nos.</b>	-	-	<b>11 Nos.</b>
Seminar Halls	-	-	-	-
No. of important equipments purchase (≥ 1-0 lakh) during the current year	<b>1594</b>	<b>136</b>	<b>UGC &amp; College</b>	<b>1730</b>
Value of the equipment purchased during the year (Rs. In Lakhs)		<b>36,94,004/-</b>		
Others –	<b>07</b>	-	-	<b>07</b>

#### 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	<b>8317</b>	<b>16,21,131/-</b>	<b>99</b>	<b>25,574/-</b>	<b>8416</b>	<b>16,46,705/-</b>
Reference Books	<b>22610</b>	<b>49,98,848/-</b>	<b>152</b>	<b>50,587/-</b>	<b>22762</b>	<b>50,49,435</b>
e-Book	-	-				
Journals	<b>03</b>	<b>16,150/-</b>	<b>03</b>	<b>1,850/-</b>	<b>06</b>	<b>18,000/-</b>
e-Journals	-	-				
Digital Database	-	-				
CD & Video	<b>23</b>	<b>Free</b>	<b>02</b>	<b>Free</b>	<b>25</b>	<b>Free</b>
Others (specify) Newspaper, Magazine etc.	<b>08</b>	<b>1,873/-</b>	-	-	<b>08</b>	<b>1,873/-</b>

#### 4.4. Technology upgradation (overall):

	Total Computers	Computer Labs.	Internet	Browsing Centres	Computer centres	Office	Departments	others
Existing	<b>30</b>	<b>10</b>	<b>10</b>	-	-	<b>04</b>	<b>12</b>	<b>04</b>
Added	<b>15</b>	<b>06</b>	-	-	-	<b>01</b>	<b>03</b>	<b>05</b>
Total	<b>45</b>	<b>16</b>	<b>10</b>	-	-	<b>05</b>	<b>15</b>	<b>09</b>

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

- Computer lab. with additional number of computers with internet facility has been setup for commerce and mathematics practicals.
- Internet access has been extended to all the depts. Including teaching and library
- There is a plan to impart basic computer knowledge to the 1<sup>st</sup> year students by the faculty members.

4.6 Amount spent on maintenance in lakhs:

i) ICT	<b>.27,314/-</b>
ii) Campus Infrastructure and facilities	<b>16,12,159/-</b>
iii) Equipments	<b>.28,952/-</b>
iv) Others	
<b>Total:</b>	<b>16,68,425/-</b>

**Criterion – V**

**5. Student Support and Progression**

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

**IQAC regularly** meets with the members of the Students' union to raise the awareness on student support facilities that are available in our college. Obtainable support services are informed by notification in central as well as departmental notice boards.

5.2 Efforts made by the institution for tracking the progression.

The IQAC has found that different departments including college office is yet to establish any sort of mechanism to track the academic progression of the students.

5.3 (a) Total Number of Students

UG	PG	Ph. D.	Others
<b>3273</b>	-	-	-

(b) No. of students outside the State

Nil

(c) No. of International Students

Nil

Men

No.	%
1857	56.74

Women

No.	%
1416	43.26

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2403	734	109	123	04	3373	2329	695	116	128	5	3273

Demand Ratio – 1 : 3.2

Dropout % : 16.84

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 try to train current and ex-students to help them get employment opportunities in various services.**

No. of students beneficiaries

752

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

230

5.7 Details of campus placement:

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

5.8 Details of gender sensitization programmes

- **Popular lectures were delivered on gender equality, women and law.**
- **Women study centre of our college has organized seminars on education: A Platform of women empowerment, view of Swami Vivekananda on women empowerment – making of the Nation.**

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	<b>624</b>	<b>3,28,510/-</b>
Financial support from Government	<b>1201</b>	<b>4,10,750/-*</b>
Financial support from other sources	<b>81</b>	<b>4,99,8000/-</b>
Number of students who received International/ <b>National recognitions</b>	<b>02</b>	--

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

5.11 Student organized/initiatives:

Fairs: State/University level  National level  International level

Exhibition: State/University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

**We received three major grievances from the students regarding poor condition of Physics Dept. Lab., Unsecured state of R. Block and R.B. Mancha and unhygienic condition of Girls' Common Room.**

**These complaints were sent to the college authority. The students also complaint about the poor condition of playgrounds. Steps have been taken to increase the height of the boundary wall. The playground of the college is also being renovated.**

## 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 preserved and shown to the interested students to enable them to improve their skills.**

### 6.3.4 Research and Development

**Most of the teachers have completed their Doctoral Research.**

**Two teachers are continuing with their UGC sponsored Minor Research Projects.**

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

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

**One teacher of our college is working as Ph.D. guide.**

### 6.3.5 Library, ICT and physical infrastructure/instrumentation

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

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

### 6.3.6 Human Resource Management

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

### 6.3.7 Faculty and Staff recruitment

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

### 6.3.8 Industry Interaction/Collaboration

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

### 6.3.9 Admission of Students

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

### 6.4 Welfare schemes for

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

6.5 Total corpus fund generated

Rs. 8,372/-

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teachers Association

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

#### 6.13 Development programmes for support staff

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

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

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

### Criterion – VII

#### 7. Innovations and Best Practices

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

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

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

- Major repair work of Physics laboratory has been undertaken.
- Steps have been taken to recruit sufficient number of guest lecturers.
- Filling up new soil on the playground
- The height of the boundary wall of the college has been increased.

- 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 Peer lectures are being organized by the NSS and NCC units of the college. The Dept. of Botany has developed a medicinal plant garden. The college campus has been declared a plastic free zone.

7.5 Whether environmental audit was conducted? Yes  No

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

**See Annexure - 4**

**8. Plans of Institution for next year**

- a. To make the college campus clean, plastic free and secured.
- b. To complete the college seminar hall.
- c. To improve the toilet facilities.
- d. Regular blood donation camp to be organized.
- e. To procure additional equipments for Science Depts.
- f. To supply all the depts. with green board.
- g. To introduce noise free green generator
- h. To construct new classroom at the 2<sup>nd</sup> floor of Nazrul block.
- i. To purchase additional LCD projectors and photocopier machines.

**DR. PRABAL GIRI**

Name \_\_\_\_\_

*Prabal Giri*

Signature of the Co-Ordinator, IQAC

**DR. SWAPAN KUMAR PAN**

Name \_\_\_\_\_

*Swapan*

Signature of the Chairperson, IQAC

Annexure -1

Academic Calender : Session - 2012-2013

<b>MONTH</b>	<b>EVENTS</b>
<b>JULY'12</b>	Continuation of Admission Process; Commencement of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year classes; Final Part-II Practical Exams., School Service Commission's Examination.
<b>AUGUST'12</b>	Celebration of Foundation Day; Celebration of Independence Day; Continuation of Admission Process; Continuation of classes; Counselling for 1 <sup>st</sup> year admission.
<b>SEPTEMBER'12</b>	Celebration of Teachers' Day; Class Tests; B.U. registration; Continuation of classes.
<b>OCTOBER'12</b>	Local or long field excursion; Continuation of classes; Cultural Competition; Celebration of Nabi Dibas, Puja Vacation starts.
<b>NOVEMBER'12</b>	Puja Vacation ends; Continuation of classes; Local or long field excursion; Celebration of Nabi Debas; College Social.
<b>DECEMBER'12</b>	Continuation of classes; Class Tests; Student's Union Election; Winter Vacation starts.
<b>JANUARY'13</b>	Winter Vacation ends; Continuation of classes; College Sports; Celebration of Netaji's Birthday; Celebration of Republic Day; Part III Test Exam., Governing Body Election.
<b>FEBRUARY'13</b>	Publication of Part III Test Result; Guardian & Teachers Meeting of 3 <sup>rd</sup> year students; Filling up of Part III B.U. Forms; Continuation of classes; Celebration of International Day of Mother Tongue; Part I and Part II Test Exam.; Publication of Part I Test Result.
<b>MARCH'13</b>	Guardian & Teachers Meeting of 1 <sup>st</sup> year students; Filling up of Part I B.U. Forms; Continuation of classes; Publication of Part II Test Result, Primary TET Examination.
<b>APRIL'13</b>	Part III Final Exam.(Envs.); Guardian & Teachers Meeting of 2 <sup>nd</sup> year students; Filling up of Part II B.U. Forms; Continuation of classes; Final PartIII Practical Exams.
<b>MAY'13</b>	Part I(General) Final Exam.; Final Part I Practical Exam.; Summer Recess starts; Part II(General) Final Exam.
<b>JUNE'13</b>	Final Part II Practical Exam.; Spot Evaluation of B.U.; Summer Recess ends; Centrally Online-Admission Process starts.

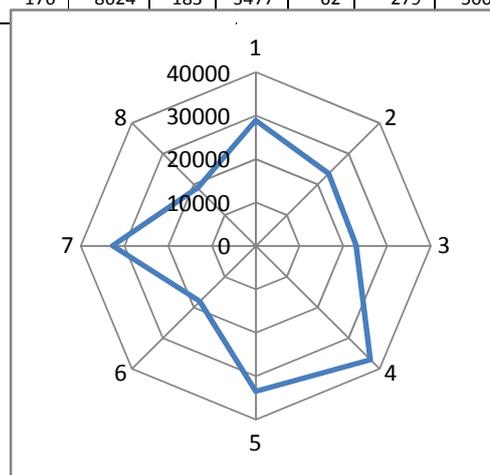
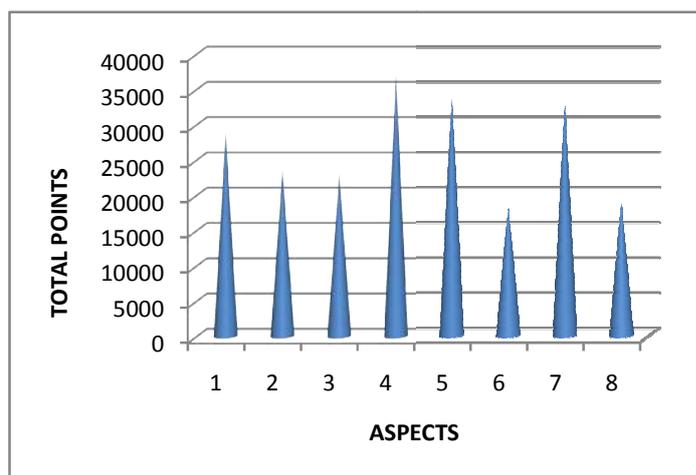
## Annexure – 2

### 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 2012-13 (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:

#### 2012-13

Sl.No.	Aspect	Excellent	Point	Good	Point	Average	Point	Poor	Point	Very Poor	POINT	Total	Point
1	Subject choice	3	285	193	15247	260	12740	30	570	14	63	500	28905
2	Office assistance	0	361	49	3871	371	18179	53	1007	27	122	500	23540
3	Cultural development	50	4750	76	6004	201	9849	107	2033	66	297	500	22933
4	Classroom teaching & knowledge acquiring	243	23085	103	8137	106	5194	31	589	17	76.5	500	37082
5	Student teacher relation	48	4560	289	22831	107	5243	41	779	15	67.5	500	33481
6	Community development & interaction	0	0	49	3871	207	10143	202	3838	42	189	500	18041
7	Infrastructural facilities	21	1995	298	23542	127	6223	48	912	6	27	500	32699
8	Career guidance	12	1140	67	5293	176	8624	183	3477	62	279	500	18813



**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 1<sup>st</sup> 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](http://www.guskaramahavidyalaya.org) E-mail: [guskaramahavidyalaya@gmail.com](mailto: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:**

Name of the Principal: **Dr. Swapan Kumar Pan**  
Name of the Institution: **Gushkara Mahavidyalaya**  
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Website: [www.guskaramahavidyalaya.org](http://www.guskaramahavidyalaya.org) E-mail: [guskaramahavidyalaya@gmail.com](mailto:guskaramahavidyalaya@gmail.com)  
Mobile: **9474489962**

**ANNEXURE – 4**

**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 Ist 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.