

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, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR 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. GUSHKARA

City/Town

GUSHKARA

State

WEST BENGAL

Pin Code

713128

Institution e-mail address

guskaramahavidyalaya@gmail.com

Contact Nos.

03452-255105

Name of the Head of the Institution:

Dr. SWAPAN KUMAR PAN

Tel. No. with STD Code:

03452-255105

Mobile:

94744 89962

Name of the IQAC Co-ordinator:

PROF.TARAKNATH DATTA

Mobile:

94749 18503

IQAC e-mail address:

iqac.gushkaramahavidyalaya@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBC0GN 13425

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)*

EC(SC)/18/A&A/129.2

1.5 Website address:

www.guskaramahavidyalaya.org

Web-link of the AQAR:

www.guskaramahavidyalaya.org/AQAR 2015-16.doc

For ex. <http://www.ladykeanecollege.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	31 March 2012
2	2 nd Cycle	A	3.04	2016	04/11/21
3	3 rd Cycle	-	-	-	--
4	4 th Cycle	-	-	-	

1.7 Date of Establishment of IQAC: DD/MM/YYYY

12/12/2007

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

2015-16

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 _____ (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

(e.g. 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/DBT/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*)

Nil

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and

2

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held **04**

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/Conferences/ Workshops/Symposia organized by the IQAC - Nil

Total Nos. Nil International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC met regularly and chalked out an action plan. Seven senior Teachers are members of IQAC. Important activities:- Preparation of CAS of 12 Teachers; Steps taken to hold Spl. Classes; Preparation of SSR for 2nd cycle of NAAC reaccreditation.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC at the beginning of the year towards quality enhancement and the outcome was achieved by the end of the year *

Plan of Action	Achievements
SSR Report 14-15 Spl. Camp & seminar by NSS unit Construction of 2 nd floor of 'T' Block	Sent to NAAC Dec,2015 Spl Camp and two seminars held Constructed

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body **Yes** No

Management Syndicate Any other body

Provide the details of the action taken

The Governing Body of College in its meeting resolution vide item no 9 dated 17/02/17 approved the AQAR 2015-16 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
PhD	-	-	-	-
PG	-	-	-	-
UG	16	-	-	-
PG Diploma	-	-	-	-
Advanced 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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	06

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents **Employees** **Students**

Mode of feedback : Online **Manual** Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

It is done by the affiliating university, The University of Burdwan

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	24	05	01	02

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
-	14	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

42

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	01	15	10
Presented papers	01	09	05
Resource Persons	-	-	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Chalk and Talk method supplemented by use of charts, maps, models, pictures etc.
Field study by Dept. of Geography. Nature study by Dept. of Botany, Zoology and Geography. Project based dissertation work including ENVIS paper. Popular Lecture, Lecture by invited guest faculty. Visit to historical places. Article reviews. Simulations. Excursions. ICT based teaching and learning.

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

245

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, 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

02

2.10 Average percentage of attendance of students

60

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	945	-	1	22.75	16.72	40.42
B.SC.	57	-	21.05	40.35	1.75	63.16
B.COM.	07	-	-	28.57	-	28.57

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes: The IQAC in its meeting with members of faculty urges them to prepare proper annual plan for the dept. every year and place the same to the G. B .It also encourages the teachers to attend FDPs and bring major and minor projects. All are encouraged to publish regularly in reputed journals. They are reminded that in any institution, students are the main stakeholders and all activities should be directed towards their improvement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	06
Others	02

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent 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 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution.

Regular meetings of the Research Sub-committee with IQAC are held. Teachers are encouraged to submit proposals for MRPs regularly to the UGC and other bodies. At present there are four ongoing MRPs in the college. One teacher has successfully completed post doc as Raman Research Fellow. At present a number of regular teachers are doing PHD work over and above their regular assignment in the college. NCC and NSS units of the college are engaged with extension activities throughout the year.

3.2 Details regarding major projects: Nil.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects.

	Completed	Ongoing	Sanctioned	Submitted
Number		3		
Outlay in Rs. Lakhs		525000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	-	-
Non-Peer Review Journals	-	02	13
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on 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 organisations

Nature 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 <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	5,25,000/-	3,97,500/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges – Nil. Autonomy CPE DBT Star Scheme
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					02
Sponsoring agencies					B.U

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

3.13 No. of collaborations: **Nil** International National Any other

3.14 No. of linkages 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

National : Nil	Applied		
	Granted		
International : Nil	Applied		
	Granted		
Commercialised : Nil	Applied		
	Granted		

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year: **Nil**

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="94"/>	State level	<input type="text" value="06"/>
National level	<input type="text" value="17"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="10"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="07"/>	State level	<input type="text"/>
National level	<input type="text" value="01"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="04"/>	NSS	<input type="text" value="01"/>
		Any other	<input type="text"/>

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

- NCC and NSS units of the college are engaged in extension activities throughout the year. Regular camps are held both by the college NSS and NCC units. NSS organises special camps on a regular basis. NCC cadets regularly participate in outstation camps every year. There is a adopted village of NSS. A number of NCC students participate in Republic Day and other parades. During the year 2015-16 a number of activities as noted below were organised.
- Blood donation camp, Thalassaemia awareness camps, Dengue awareness and detection camp, AIDS education, Overall cleaning of surrounding areas, Plantation of trees 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 acre			7.76 acre
Class rooms	23	4	UGC.GOV College	27
Laboratories	11			11
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	1738	180	UGC,GOVT College	1918
Value of the equipment purchased during the year (Rs. in Lakhs)	97179	472790	Do	569969
Others	7			

4.2 Computerization of administration and library

Admission, Form fill up, Fees collection, Tendering, Income tax computation, Maintaining of accounts, PF accounts, Arrear Bills etc. in the office are fully computerised. Library is Semi computerised. KOHA software has been installed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8609	1688792	488	98349	9097	1787141
Reference Books	23296	5221064	685	131185	23981	5352249
e-Books			NLIST	5000	NLIST	5000
Journals	7	21200			7	21200
e-Journals			NLIST	5000	NLIST	5000
Digital Database			KOHA	10000*	1	10000*
CD & Video	26	Free	1	Free	27	Free
Others (specify)**	08	1873	5	1500	13	3373

* Installation charge

**Newspaper ,Magazine Gazette

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	58	23	10			9	17	9
Added	2		3				1	1
Total	60	23	13			9	18	10

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

All departments, office and library are connected by Internet. Department of chemistry conducts Computer Awareness Programme regularly for the students

4.6 Amount spent on maintenance in lakhs:

i) ICT	73,903/-
ii) Campus Infrastructure and facilities	1,98,881/-
iii) Equipments	
iv) Others	
Total :	2,72,784/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC Gushkara Mahavidyalaya is of the opinion that students are the main stakeholders of any education system. Therefore all bodies of the institution have been clearly directed to orient their activities in such a way that students are benefitted the most.

5.2 Efforts made by the institution for tracking the progression

We are trying to establish a mechanism to track students' progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3916			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	2011	51.35		1905	48.65

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2386	965	160	415	08	3934	1965	1004	179	765	3	3916

Demand ratio: **1:4.5**

Dropout %: **12.38**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

As present there is no such institutionalised mechanism

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

There is a Career Counselling Cell in the college

No. of students benefitted

5.7 Details of campus placement; NIL

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Student Placed	Number of Students Placed
Nil	Nil		No Record Yet

5.8 Details of gender sensitization programmes

Women's Study Centre, Sexual Harassment Prevention Cell and Seminar Sub-Committee organise regular seminars on women's issues.

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	337	1,86,010/-
Financial support from government	627	1,36,41,500/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / 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: Some students reported that there are a number of class rooms having no provision for emergency power supply. A few girl students complained that they are not getting emoluments guaranteed by the KANYASRI scheme facility of the State Govt. These matters were reported to the Principal. It is learnt that necessary steps are being taken to solve the problem. So far as the Kanyashree scheme is concerned, the matter has been forwarded to the local BDO office.

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 the leading academic institution in the region where knowledge and skills complement each other and competence leads to confidence among the prime beneficiaries that is the students. Bringing the fruits of higher education to the students of this agrarian belt comprising first generation learners, students of reserved categories and minorities is the mission of the institution.

6.2 Does the Institution has a Management Information System

There is no such system at present.

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

6.3.1 Curriculum Development

The College follows the curriculum of the University of Burdwan. Teachers of many departments actively participate in the curriculum development process.

6.3.2 Teaching and Learning

Through the use of modern teaching aids, well equipped laboratories and library, the institution tries to promote innovative thinking and creativity. Seminars, invited lectures, educational tours, and cultural programmes encourage the students to develop their skills and knowledge.

6.3.3 Examination and Evaluation

Regular performance tests, annual tests, assignments, and showing of answer scripts help the students to prepare for the big event.

6.3.4 Research and Development

The active Research Sub-committee helps the teachers in this regard. Most of the teachers are Ph.D. holders. They are eligible to act as Research Guide. There are a no of MRPs. being conducted by faculty members.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college Library is well equipped .There are nearly 32000 titles. KOHA software is being used. Most of the departments have their own seminar libraries.. ICT is being used progressively. The college campus covering an area of 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 fair priced canteen. The College has a well organised Multigym.

6.3.6 Human Resource Management

The Governing Body, Teachers' Council, Students' Union and Non - teaching Unions are all democratically constituted and run efficiently as per the relevant laws and statutes.

6.3.7 Faculty and Staff recruitment

Faculty and Teaching staff are recruited as per UGC and State Govt norms. WBCSC empanels teacher candidates. Contractual, Part-time and Guests teachers are recruited by respective expert committees which includes university experts, Principal and representative of the concerned department.

6.3.8 Industry Interaction / Collaboration

There is no such interaction and collaboration at present.

6.3.9 Admission of Students

Students are admitted strictly on the basis of merit. Govt, University rules and reservation policies are strictly followed. The college website and the Prospectus provides data and information relating to the Prospectus provide relevant data and information relating to the institution, the courses offered and the admission process. Counselling of students is done to enable them to make right choice of subjects.

6.4 Welfare schemes for

Teaching	Loan facility, quarter, guest house, P.F, fair priced canteen, Advance on occasions etc
Non teaching	Do
Students	Fair priced canteen, free studentship, counselling, hostel, Multigym facility etc.

6.5 Total corpus fund generated

Rs. 3,734/-

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?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

There is an active Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

Regular meetings take place where views are freely exchanged and feedbacks are taken into account

6.13 Development programmes for support staff

Occasional training programmes are arranged for them.

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

Ours is a plastic free campus. There is a well maintained garden. Regular cleaning of the campus is done by the NSS volunteers.

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.

Computers with the latest software's have been installed in the office as well as in the departments. Koha software has been installed in the library. Departments are now using LCD projectors. Creation of separate departmental staff rooms have established close intra-departmental teacher student relationship.

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

All Preparation has been made for second cycle of NAAC re-accreditation. Regular organisation of special Camps by the NSS units is being ensured. Construction of 2nd floor of the Tarasankar Block is near completion. Ramp facility has been introduced. More seminars are being organised.

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

1. Education to the underprivileged sections of the locality
2. Clean and Green campus

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

7.4 Contribution to environmental awareness / protection

1. Regular seminars on the topic are being organised.
2. There is a medicinal plant garden in the Mahavidyalaya.
3. Ours is a plastic free campus

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (For example SWOC Analysis)

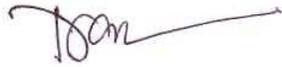
See annexure 4

8. Plans of institution for next year

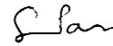
To introduce two new subjects- Nutrition and Music from the academic session 2016-17. To fill up all vacant teaching and non-teaching posts. To hold regular seminars. To equip departmental staff rooms.

Name: Prof. Taraknath Datta

Name: Dr. Swapan Kumar Pan



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

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Annexure- 1

ACADEMIC CALENDER: SESSION 2015-16

MONTH	HOLIDAY (excluding Sunday)	SUNDAY	EVENTS
JULY 2015	18/7	5/7, 12/7, 19/7, 26/7.	1 st year class to start w.e.f 13/7/15. Part-I Examination to continue ,Part-II Exam to start, Preparation for closing Ceremony of Golden Jubilee
AUG	15/8,19/8	2/8, 9/8,16/8, 23/8, 30/8.	Pt II Exam to continue, 2 nd year class to start, CAS of 12 Teachers, Concluding ceremony of Golden Jubilee Celebration
SEPT	5/9,,18/9,25-26/9.	6/9,13/9,20/9, 27/9.	3rd year classes to start w.e.f 1/9/15, Celebration of Teachers Day, Nabinbaran by SU, Class tests, Excursions by Departments
OCT	2/10,12/10,19/10-31/10.	4/10, 11/10, 18/10, 25/10.	Regular classes to continue, Excursions by Departments, Puja Vacation to start w.e.f. 19/10/15
NOV	1/11 to 14/11, 20/11, 25/11	1/11, 8/11, 15/11, 22/11, 29/11.	Excursions by Botany and Geography Dept. Cultural competition, continuation of classes.
DEC 2015	23 to 26/12, 30/12, 31/12.	6/12, 13/12, 20/12,27/12.	Continuation of classes, To send AQARs and SSR to NAAC, Class tests to start.
JAN 2016	1/1, 12/1, 15/1, 22-23/1, 26/1.	3/1, 10/1,17/1, 24/1, 31/1.	Continuation of classes, College Sports, Pt III Test Exam, Spl classes for 1 st and 2 nd year. Annual Social.
FEB	8/2,13/2	7/2, 14/2, 21/2, 28/2.	Pt III Test, Pt II Test, Observation of Matribhasha Divas and Seminar.
MARCH	7/3,23-25/3	6/3,13/3,20/3, 27/3.	Pt I Test ,NSS Camp and Workshop, Guardian- teachers meeting, Pt III Final Exam, Spl Classes.
APRIL	13-14/4	3/4,10/4,17/4, 24/4,	3 rd year spot evaluation, Spl. Classes, Guardian- teachers meeting
MAY	7/5, 12 to 31/5	1/5, 8/5, 15/5, 22/ 5, 29/5.	Spl Classes, Summer Recess begins wef 12/5, Guardian-teachers meeting, Part-I Exam. to start.
JUNE 2016	1 to 4/6.	5/6, 12/6, 19/6, 26/6	Pt- I(G) Exam start. Spl. Classes, Online Admission process starts.

Annexure –II

Analysis of Feedback from stakeholders.

By using 3 feedback forms IQAC gets suggestions from the main stakeholders within the campus i. e. the students and employees - both teaching and non-teaching.

FEEDBACK FORM NO -1

(FORM USED BY THE STUDENTS FOR ASSESSMENT OF TEACHERS AND FACILITIES OFFERED BY THE INSTITUTION)

During the period 2015-16 (April-March) a total No. of 210 students covering all streams deposited the questionnaire (Form-1) and some startling facts came to light.

FINDINGS:

- 1) 71.4 % students stated that they understand the lectures delivered. That is nearly 29% failed to do so (Q.N-2 & 3). The fact was discussed in the Academic subcommittee meeting. This is perhaps due to the language used by the teachers. It was suggested that as far as practicable both English and Bengali be used in the class room.
- 2) It is heartening to note that nearly 84% students are comfortable enough to raise questions in the class room. (Q.N-4) IQAC is of the opinion that there is scope for improvement in this area.
- 3) 77.8% students use Library (Q.N.-8). It is hoped that after the installation of KOHA software the percentage will be near 100%. 33% students complained that they do not get the required book from the library. HODs are requested to prepare booklist containing more student demanded text and reference books.
- 4) More than 50% students answered that they get required study materials (Q.N-11) from the teachers.
- 5) 86% students answered that teachers are available for consultation and counselling.(Q.N.-13)
- 6) The general behaviour of the teachers are more or less friendly.(Q.N.-14)
- 7) Students opined that Practical classes are more or less useful.

FEEDBACK FORM NO -2

(FORM USED TO MEASURE JOB SATISFACTION IN THE WORK PLACE)

The last assessment was done on 27.09.2016)

The form containing questionnaire was distributed among the employees –both teaching and non-teaching. Sample size: 50 Sample received: 40

Major findings:

- 1) 57.5% replied that the job was like a hobby to them.
- 2) No one considered the job unpleasant.
- 3) 90% seemed to be workaholic.
- 4) 37.5% are bored with the job.
- 5) 75% are satisfied with the present job.
- 6) 22.5% are disappointed with the job.

FEEDBACK FORM NO -3

(FORM USED TO ASSES STUDENTS OPINION REGARDING COLLEGE ADMINISTRATION/ OFFICE/LIBRARY AT THE TIME OF FORM FILLUP/ON 5TH SEPTEMBER / FRESHERS WELCOME)

The last three occasions when questionnaire was used are given below:-

DATE	DEPARTMENT	OCCASION
02/03/2016	GEOGRAPHY	FAREWELL OF 3 rd YEAR STUDENTS
27/09/2016	ENGLISH	TEACHERS' DAY (5 th Sept)
29/09/2016	PHYSICAL EDUCATION	DO.

Major findings: {Students' opinion (in percentage)e regarding college admn.etc.}

	GEOGRAPHY	ENGLISH	PH.EDN
SAMPLE SIZE	30	36	45

STUDENTS' OPINION REGARDING:

(in percentage)

1. Student friendly college admn.	80	86	90
2. Indifferent college admn.	14	14	13
3. Library service (average)	50	50	22
4. Office service	40	33	50
5. Least interesting area-office	90	67	9
Classroom	15	14	22

Comment: Library needs introduction of open access system. Hours should be extended. More permanent office staff in the college is needed. More and more Govt. projects are being implemented through college system without any extra staff. Again university related students' work like registration, form fill up etc are being imposed on the college office. This is hampering student related college services which is reflected in the study.



Gushkara Mahavidyalaya
Assessment of Teachers by Students : Standard Form

I am a student of _____ Hons./Gen. Yr. of Session 200 -200 of Gushkara Mahavidyalaya.

1. Do you understand the topics which are taught in the class room?
Yes Partially No

2. Are the expressions/languages used in the class room ^{clear} perceivable to you?
Yes Partially No

3. Do you raise questions during or after a theoretical or practical class?
Yes Occasionally No

4. ^{Do} Are the answers from your teachers satisfy you?
Yes Partially No

5. Do the teachers inspire you to go through the text books before reading any readymade note(s)?
Yes Occasionally No

6. Do you get adequate help from your teachers regarding information on traditional text books, new arrivals, recent research and developments in the subjects?
Yes Partially No

7. Do your teachers give you enough opportunity to discuss about your academic or personal problems/discomforts?
Yes Occasionally No

8. Is there any teacher(s) whose behaviour/attitude towards you or sense of values with respect to some particular events are not acceptable to you?
Yes No

9. Do your teachers honour your opinion regarding development of teaching learning process?
Yes Occasionally Never

10. Are you satisfied with the overall academic performance of the teachers?
Yes Partially Not at all

YOUR REMARKS (WRITE FEW SENTENCES EITHER IN BENGALI OR IN ENGLISH):

[Handwritten signature]





Form No-2 Job Satisfaction

How do you feel about your present job

(বর্তমান পেশা সম্পর্কে আপনার মতামত)

Tick your choice (টিক দাও)

Sl. No.	Particulars	Strongly agree সম্পূর্ণ একমত	Agree একমত	Undecided মতামত হীন	Disagree ভিন্নমত	Strongly disagree সম্পূর্ণ ভিন্নমত
1.	My job is like a hobby to me. কাজ আমার কাছে শখের মত					
2.	I consider my job rather unpleasant কাজকে কিছুটা অপ্ৰীতিকর বা বিরক্তিকর বলে মনে হয় আমার					
3.	I enjoy my work more than my leisure time অবসর সময়ের চেয়ে কাজকে আমি বেশী পছন্দ করি					
4.	I am often bored with my job কাজকে আমার কখনও কখনও ক্রান্তিকর মনে হয়					
5.	I feel fairly well satisfied with my present job আমার বর্তমান কাজ - পেশা বেশ তৃপ্তিদায়ক					
6.	Most of the time I have to force myself to go to work অধিকাংশ সময়েই আমাকে জোর করে কাজে যেতে হয়					
7.	I am satisfied with my job for the time being এই কাজে আপাততঃ আমি সন্তুষ্ট					
8.	I am disappointed that I ever look this job এই কাজ নেওয়ার জন্য আমি হতাশ					
9.	Each day of work seems like it will never end মনে হয় দিনের কাজ আমার কখনও শেষ হবে না					
10.	It seems that my friends are more interested in their work মনে হয় আমার বন্ধুরা তাদের কাজে বেশী উৎসাহী					



Signature of the Employee

Form No- 3

GUSKARA MAHAVIDYALAYA

Student Exit Questionnaire regarding Administration/Office/Library
(প্রশাসন / অফিস / লাইব্রেরী বিভাগ সম্পর্কে ছাত্রছাত্রীদের মতামত পত্র)

I am a student of BA/B.Sc/B.Com. _____ Yr. Hons/Gen. of session 200____
of Guskara Mahavidyalaya
আমি গুসকরা মহাবিদ্যালয়ের বি এ/ বি এস সি/ বি কম. সাম্মানিক / সাধারণ বিভাগের একজন ছাত্র/ছাত্রী।

Sl. No.	Question(s)	Answer(s)
1.	The College Administration is কলেজ প্রশাসন	Student friendly/indifferent ছাত্রদরদী / উদাসীন
2.	Access to the Principal is অধ্যক্ষের কাছে যাওয়া	Easy/difficult সহজ / সহজ নয়
3.	The College campus is maintained মহাবিদ্যালয় পরিসরের রক্ষণাবেক্ষন	Properly/Not properly সুষ্ঠ / সুষ্ঠ নয়
4.	The Service of the College Office মহাবিদ্যালয় অফিসের পরিষেবা	Satisfactory/Average/Poor সন্তোষজনক / মোটামুটি / খারাপ
5.	Library support service লাইব্রেরী সহায়ক পরিষেবা	Satisfactory/Average/Poor সন্তোষজনক / মোটামুটি / খারাপ
6.	Various notices are served বিভিন্ন নোটিশ দেওয়া হয়	Regularly/Irregularly নিয়মিত / অনিয়মিত
7.	Getting necessary library books are লাইব্রেরী থেকে প্রয়োজনীয় বই পাওয়া	Easy/Difficult সহজ / কঠিন
8.	The process of paying college fee is কলেজের ফি প্রদান	Easy/Time consuming সহজে / সময়সাপেক্ষ
9.	The least interesting area of the college is কলেজের সবচেয়ে কম আকর্ষণীয় জায়গা	Classroom/Office/Library শ্রেণীকক্ষ / অফিস / লাইব্রেরী
10.	My days in the college are/were কলেজের আমার দিনগুলি (ছিল)	Pleasant/Boring আনন্দদায়ক / ব্লাস্তিকর

Annexure - 3

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.

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 49% 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 facilitated 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.

- **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 them 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. By holding the communicative English classes the language skills of our students have been enhanced.

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, economic difficulties often forces them to shift their focus from studies to pecuniary concerns. As a result some of them fail to attend classes regularly and to utilize the opportunities offered by the college.

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 locations.

Cleaning of bathrooms for students and staff is done regularly.

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.

Annuxure – 4

SWOC 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 are university toppers and rank holders. A number of 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 a large numbers of highly qualified part-time (Government approved) and guest teachers 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 the teachers with their students. The teachers are always accessible to the students and keen to address their academic needs.
- iii.** The college has developed its 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 central libraries (for the morning section and the day section), departmental libraries, several laboratories, a conference hall, an open air auditorium, several play grounds, a stadium, two hostels (Vivekananda Chhatrabas for SC/ST boys and Nibedita Chhatrinibas for girls), a multigym and a canteen.
- iv.** Through value based education the college tries to generate environmental awareness, discipline and co-operation. Our college is mostly free from disruptive student agitations.
- iv.** We are trying to spread quality education. 60% of our students come from SC/ST/OBC and Minority communities. 49% of our students are girls. 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 students to enhance their academic skills and other forms of competence. 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 general courses often 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.

CHALLENGES

- 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.

Annexure - 5

MINUTES OF THE IQAC MEETINGS HELD DURING THE YEAR 2015-16 AND COMPLIANCE TO THE DECISIONS

Minutes of the meeting held on 8th Aug 2015 at 2.25 in Room No 23.

The meeting started with Principal Dr. S.K.Pan on the chair.

Proceedings of the last meeting dated 12.06.2015 read and confirmed.

It is noted that the DPI W.B nominee and concerned subject experts of concerned teachers whose promotion under CAS are due have been informed of the CAS meeting.

The screening committee meeting will be held at University guest house B.U. on 24.08.2015 and the CAS of the following teachers will be considered:- Dr, Bhol Nath Sarkar, Dr. Kalyan Kumar Rana, Dr. Prabal Giri, Dr. Sudipta Roy, Dr. Madhumita Bhattacharya, and Dr. Kanika Saha.

The CAS of the following teachers will be considered on 26/8/2015:- Prof. Mukul Biswas, Dr. Manisha Mondal, Prof Aynul Haque, Prof. Saroj Sarkar, Prof. Sabina Begum and Prof Monimala Mondal.

The coordinator IQAC Prof Taraknath Datta is requested to be present at B.U. guest house- Tarabag on 24.8.16 and 26.8.16 to help the process of CAS of teachers.

The meeting ends with thanks to the chair.

Prof. T.N.Datta
Coordinator
IQAC

Dr. S.K.Pan
Principal
Gushkara Mahavidyalaya

COMPLIANCE TO THE DECISION TAKEN ON 8/8/2015

As per Resolution of the IQAC dated 8/8/15, the screening process for the CAS of 12 teachers took place on 24.8.15 and 26.8.15

Minutes of the meeting held on 26th Nov 2015 at 2:00 p.m. in the staff room.

The meeting started with principal Dr. S. K. Pan on the chair.

Proceedings of the last meeting dated 8.8.2015 read and confirmed.

Noted with pleasure that CAS meeting of 12 teachers of the Mahavidyalaya has been completed on 24 and 26 August.2016. The necessary papers have been sent to the office of the DPI W.B for necessary action. Principal Dr. Pan is requested to contact with the BIKASH BHAVAN so that fixation memos are received as early as possible.

Since annual tests are going to be held during the 1st week of January all HOD's are directed to take appropriate action so that regular and special classes are held regularly. It is noted with concern that this year due to late holding of final examinations by the university, most of the classes has started on and from 1st Sept. 2015.

For 2nd cycle of NAAC visit in the Mahavidyalaya it is resolved to send SSR and AQAR to the concerned authority within December2015.

Prof. T.N.Datta
Coordinator
IQAC

Dr. S.K.Pan
Principal
Gushkara Mahavidyalaya

COMPLIANCE TO THE DECISION TAKEN ON 26/11/2015.

The CAS papers of the 12 teachers were sent to the DPI office and Principal Dr, Pan visited the office of DPI, Govt of West Bengal, situated at Bikash Bhavan, Salt Lake.

All departments started taking special classes to cover the remaining part of unfinished syllabi.

AQAR for the Years 2011-12, 2012-13, 2013-14 and 2014-15 were sent to the NAAC. Similarly SSR was sent on 31.12.2015 for the 2nd cycle of NAAC reaccreditation.

Minutes of the meeting held on 5th Feb 2016 at 2.45 p.m. in the staff room.

The meeting started with Prof Taraknath Datta TIC and IQAC coordinator on the chair.

Resolved to strengthen different sub-committees by inclusion of additional members so that effective meetings are held regularly. Conveners of all sub-committees specially Purchase & Tender, Library, NSS, NCC, Cultural, Games and Sports and Academic are requested to keep their resolution books updated.

Noted that SSR and AQARs have been sent to the office of NAAC within December 2015. All concerned are now requested to take appropriate actions following NAAC guidelines.

Teachers Council is requested to nominate six teachers to conduct ensuing test examinations.

The meeting ends with thanks to the chair.

Prof. T.N.Datta
TIC & Coordinator
IQAC

Compliance to the decision taken on 5/2/2016

Different advisory sub-committee of the college were reconstituted with an eye to impending NAAC visit.

Six teachers were selected to act as supervisors for the ensuing Part - III, Part - I and Part - II Test Examinations 2016.

Minutes of the meeting held on 18 June 2016 at 2.45 pm in room no 23.

It is learnt that NAAC Peer Team is most likely to visit the Mahavidyalaya during mid-September. The college Governing Body is requested to paint the whole college building as early as possible. HOD's of all departments are requested to keep proper records of departmental activities from the date of last NAAC visit. They are directed to send departmental update data to the coordinator IQAC for proper checking. Arts teaching departments are requested to revamp their departmental libraries. NCC unit of the college is requested to update its files. The Finance and Building committees are directed to sanction the construction of proposed 2nd floor of 'T' Block of the college. Addl. rooms are needed to accommodate Music and Nutrition departments which are being introduced from the academic session 2016-17.

It is noted with pleasure that NSS Units of the college have successfully conducted NSS special camp between 18/3 and 24/3/16. Two important seminars were held during the Special Camp. The units are directed to hold another camp in the 1st week of September.

As a matter of policy it is decided that second round of counselling for 1st year students will be held to fill up vacant Honours seats, if any.

The meeting ends with thanks to the chair.

Prof. T.N.Datta
Coordinator
IQAC

Dr. S.K.Pan
Principal
Gushkara Mahavidyalaya

Compliance to the decision taken on 18/06/2016

As suggested in the IQAC meeting the following steps were taken:-

Painting of the whole college building started and ICI Company was selected to do the job.

Construction of second floor of the 'T' Block of the college started,

All departments revamped the departmental libraries.

All departments prepared their own departmental and personal profiles.