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

GURUDAS COLLEGE

1.2 Address Line 1

1/1, SUREN SARKAR ROAD

Address Line 2

NARIKELDANGA

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700054

Institution e-mail address

principal@gurudascollege.edu.in

Contact Nos.

+913323703841, +913323536653

Name of the Head of the Institution:

DR. MAUSUMI CHATTERJEE

Tel. No. with STD Code:

+913325556488

Mobile:

+91 9830302408

Name of the IQAC Co-ordinator: TRIPARNA MAJUMDER

Mobile: +91 9830597192

IQAC e-mail address: iqac.gurudas@gmail.com

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

1.4 **NAAC Executive Committee No. & Date:**   EC/55/RAR/080 dated MARCH 27, 2011
    (*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: http//gurudascollege.edu.in

Web-link of the AQAR: http://gurudascollege.edu.in/iqac

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	1st Cycle	B+	2.78	2004	2004-09
2	2nd Cycle	B	2.87	2011	2011-16
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   21/01/2004

1.8 **AQAR for the year** (*for example 2010-11*)   2016-17

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 2010-11 submitted to NAAC on 23-04-2013
  ii. AQAR 2011-12 submitted to NAAC on 05-04-2014
  iii. AQAR 2012-13 submitted to NAAC on 02-12-2016
  iv. AQAR 2013-14 submitted to NAAC on 02-12-2016
  v. AQAR 2014-15 submitted to NAAC on 31-05-2017
  vi. AQAR 2015-16 submitted to NAAC on 27-12-2018

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 [√]   Total Self-financing [ ]

1.11 Type of Faculty/Programme

 Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (PhysEdu) [ ]

 TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

 Others (Specify)   [.]

1.12 Name of the Affiliating University *(for the Colleges)*   [UNIVERSITY OF CALCUTTA]

1.13 Special status conferred by Central/ State Government - UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   NA

University with Potential for Excellence   NA   UGC-CPE   Not Applied

DST Star Scheme   Not Applied   UGC-CE   NA

UGC-Special Assistance Programme   NA   DST-FIST   NA

UGC-Innovative PG programmes   -   Any other (*Specify*)   -

UGC-COP Programmes   -

2. IQAC Composition and Activities

2.1 No. of Teachers   12

2.2 No. of Administrative/Technical staff   03

2.3 No. of students   02

2.4 No. of Management representatives   04

2.5 No. of Alumni   -

2. 6 No. of any other stakeholder and   01

Community representatives

2.7 No. of Employers/ Industrialists   -

2.8 No. of other External Experts   02

2.9 Total No. of members   24

2.10 No. of IQAC meetings held   05

2.11 No. of meetings with various stakeholders: No. 12   Faculty 04

Non-Teaching Staff   Students 04   Alumni 02   Others 02

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

Total Nos. 13   International   National 04   State 01   Institution Level 08

(ii) Themes

- Seminar on Thalassaemia Awareness
- Lecture on National Science Day
- Lecture on Biodiversity and Conservation
- Several talks under National Young Leaders Program
- Seminar on Hospitality Management, Hotel Management and Tourism
- Seminar on Montessori Teachers' Training
- Seminar on Robotics.
- Workshop on preparation for various competitive examinations.
- UGC sponsored National seminar on "Media, Politics and Economics in Post Globalization India
- UGC sponsored National seminar on "Chemistry in Human Life-Current Aspects".
- UGC sponsored National seminar on UGC sponsored National seminar on "Recent Advances in Biological Sciences".
- UGC sponsored National seminar on "Differential Equations and Lie Groups".
- UGC sponsored state level seminar on "Depth of Classicality in Sanskrit".

2.14 Significant Activities and contributions made by IQAC

The activities and contributions made by IQAC include

- Close monitoring of quality sustenance and quality enhancement measures.
- Review of academic performance of students.
- Invited Talk by Dr. Kanad Das, Scientist 'D' & In-Charge Cryptogamic Unit (Headquarters), Botanical Survey of India (BSI) on "*Diversity and Conservation of wild Himalayan Mushroom*".
- Invited Talk by Dr. Mili Sarkar, Former Associate Professor of Dept. of Chemistry, Gurudas College on "*Nucleophilic Substitution at a Saturated Carbon*"
- Quiz and Extempore competition on 'Parliament'
- Skill Development Course in Collaboration with Excell Mediskill Pvt Limited.
- Campus Interview by Tata Consultancy Services
- Campus Interview by ICICI Prudential
- Campus Interview by Centurian Financial Company Ltd.
- Routine activities like student assessment of teachers, preparation of AQAR etc.

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	Achievements

• **Curricular Aspects:**
• Innovative Pedagogy
• Talks Extension Lectures Seminars and Workshops
• Plan to introduce PG Course in Bengali
• **Teaching learning and evaluation:**
• Special Coaching for weak learners.
• Remedial classes
• Student Evaluation of Teachers
• Academic Audit of teachers seeking CAS benefit
• Other regular activities like
	• PG Course in Bengali introduced
	• Going beyond the conventional chalk and talk method we organized learner centric student's seminars, projects, field trips, excursion etc. Following seminars and workshops are held
	• A seminar on Thalassaemia Awareness was organized in collaboration with The Inner Wheel Club of Jodhpur Park, District 329 on 16th November, 2016
	  ➢ Speakers: Dr. Paban Kumar Chaudhuri, Medical Officer, Thalasaemia Control Unit, State Thalassaemia Control Programme, West Bengal, Haematology Department, Calcutta School of Tropical Medicine, Kolkata.
	  ➢ Ms. Madhumita Samanta, Counsellor of

Teaching Plan, Teaching Plan Implementation reports, excursions etc.

- promotion under CAS
- **Research Consultancy and Extension**
- Publication of college research journal "ESHONA".
- New and ongoing research projects
- Infrastructural support to the study centre of Netaji Open Subhas Open University
- Student Projects
- Extension activities by NSS volunteers.
- **Infrastructure and Learning Resources**
- Procurement of more learning resources.
- Laboratory up gradation
- Library Day Celebration to spread reading habits amongst students
- Technological Up-gradation
- Routine Maintenance and repair works
- Resource Mobilization under RUSA
- **Student Support and Progression**
  - Counselling and placement services
  - Campus Interview

Thalasaemia Control Unit, State Thalassaemia Control Programme, West Bengal, Haematology Department, Calcutta School of Tropical Medicine, Kolkata.

- Talk on History of the International Mother Language day (Bhasha Diwas) On 21st Feb, 2016 by Prof. Aritri Samanta, Dept. of History
- Lecture on National Science Day by Dr. Uma Shankar Pal, Dept. of Zoology.
- Lecture on Biodiversity and Conservation On 24th March, 2017 by Dr. Soumyendra Nath Ghosh, Senior Research Officer, West Bengal Biodiversity Board and Dr. Anirban Roy, Senior Research Officer, West Bengal Biodiversity Board.
- Several talks were organised under National Young Leaders Program organised by Nehru Yuva Kendra Kolkata, Ministry of Youth Affairs & Sports, Govt. of India in collaboration with NSS Unit of Gurudas College, Kolkata - 54 was held on 25th March, 2017 in Gurudas College campus. Interactive sessions with the students were held.
- Details of UGC seminars:
  - 'Media, Politics and Economics in Post Globalization India' on 22nd & 23rd September, 2016 (National Level).
  - Depth of Classicality in Sanskrit held on 2nd December, 2016 (State Level).
  - "Chemistry in Human Life- Current Aspects" on 9th and 10th December 2016 (National Level)
  - "Recent Advances in Biological Sciences" On 17th and 18th February 2017 (National Level)
  - "Differential Equations and Lie Groups" 10th - 12th Nov, 2016. (National Level)
- Invited Lectures
  - A talk on Diversity and "*Conservation of Wild Himalayan Mushroom*" presented by Dr.

- Scholarship for needy and meritorious students - Skill development course **Governance Leadership and Management:** - Decentralized governance and student participation in decision making - Regular meetings of Governing Body, Teachers' Council, Academic Sub-Committee and IQAC. - Man Power Planning **Innovations and Best Practices:** - Library Day Celebration - Student Project	Kanad Das, Scientist 'D' & In-Charge Cryptogamic Unit (Headquarters), Botanical Survey of India (BSI). ➢ **A** lecture on "*Nucleophilic Substitution at a Saturated Carbon*" by Dr. Mili Sarkar, Former Associate Professor of Dept. of Chemistry, Gurudas College on 11th Nov, 2016. - Quiz and Extempore competition on 'Parliament' was held on 26th March, 2017 in collaboration with NSS unit of Gurudas College. - GTX academics seminar on Hospitality Management, Hotel Management and Tourism on 02.09.16. - Seminar by Global Technical Institute on Montessori Training on 9.9.16 - Seminar on Robotics on 26.9.16 by OAASA - Workshop on preparation for competitive examination held on 21.11.16. - Skill development course in collaboration with Excell Mediskill Private limited. - Campus interview by ✓ TCS on 23.3.17 - six selected ✓ ICICI Prudential - selected none ✓ Centurion Financial Company Limited-Selected for GD - 4. - For slow and weak learners special classes were taken. Remedial classes were organized for those in need of special care. - Outgoing students asses their teachers in a specially designed feedback form and the same is communicated to teachers by the Principal. - Academic audit (i.e. classes allotted and classes taken) was done for teachers seeking promotion under CAS. - As in previous years, IQAC collected Teaching

	Plans, Teaching Plan Implantation Report (TPIR).
	• Organized Parent-Teachers Meetings etc.
	• Regular Meetings of the Teachers' Council, the Governing body and the IQAC were held.

Attach the Academic Calendar of the year as Annexure. (**Annexure II**)

2.15 Whether the AQAR was placed in statutory body Yes √   No ☐

Management √   Syndicate ☐   Any other body √

Provide the details of the action taken

- • Review of corrective measures by the Principal in consultation with Heads of Departments.
- • Detailed discussion of AQAR by Governing Body and Teachers' Council

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	-	01	-	-
UG	20	-	04	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	20	01	04	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of Programmes
Semester	01
Trister	-
Annual	61

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

Mode of feedback: Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure. **(Annexure III)**

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

> The college is affiliated to the University of Calcutta and follows the syllabus prescribed by the University. We try to revise/update syllabus as per university directives.

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

> Post graduation in Bengali.

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
62	47	13	01	01

2.2 No. of permanent faculty with Ph.D.

35

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
17	02	-	-	-	-	-	00	17	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

12		-		14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	27	12
Presented papers	12	18	01
Resource Persons	03	01	03

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

- Parent-Teacher meetings where teachers interact with guardians in the presence of the Principal.
- Interactive sessions on new and challenging topics.
- Students' Seminars.
- Student projects.
- Interactive classroom teaching through PowerPoint.
- Publication of students' magazine "ANWESHANA".
- Publication of college bulletin "WINDOWS".
- Publication of Research Journal with ISSN number entitled "ESHONA".
- Regular monitoring of attendance and academic performance of students.
- Hands on project exposure.
- Excursions /Educational Tours.

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

221

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

Defence of papers by students

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

0	0	0

2.10 Average percentage of attendance of students

75

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.Sc	351	-	18.2	32.5	26.8	77.5
B.A	359	-	0.5	25.3	37.1	62.9
B.Com	397	-	0.3	8.8	30.2	39.3

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

The IQAC evaluates the teaching learning process in the following manner
- Feedback from students
- Feedback from guardians.
- Teaching Plan by each individual teacher and Implementation Report at the end of the session.
- Student evaluation of teachers.
- Evaluation of academic performance of students by Academic Sub-committee, Teachers' Council and Governing Body.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	02
UGC – Faculty Improvement Programme	02
HRD Programmes	-
Orientation Programmes	01
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	05
Others	-

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	15	05	-	-
Technical Staff	19	03	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The college has a research cell which encourages young teachers to undertake research and provide seed money for participation in seminar and conferences, grant leaves as per University of Calcutta statutes to undertake research. Leave is also granted for participating in Refresher Courses (RF) and Orientation Program (OP). Teachers are encouraged to pursue Ph.D and M.Phil programme. They are also encouraged to publish original research articles in `ESHONA', college research journal which has ISSN.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01		01
Outlay in Rs. Lakhs	14.858	6.51		14.858

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04		05	04
Outlay in Rs. Lakhs	1.6+2.15+2.5+2.2 = 8.45		1.7+1.7+2.75+1.5+4.5 = 12.15	1.6+2.15+2.5+2.2 = 8.45

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	12	02
Non-Peer Review Journals	-	-	-
e-Journals	02	05	02
Conference proceedings	02	10	-

3.5 Details on Impact factor of publications:

Range [1.1-6]   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	2013-16 2015-18	DST IUAC	14,85,800 +6,51,000 = 2136800	4,06,408 +2,17,000 = 6,23,408
Minor Projects	2014-16 2014-16 2014-16 2014-16 2016-18 2016-18 2016-18 2016-18 2016-18	UGC	1,60,000 +2,15,000 +2,50,000 +2,20,000 +1,70,000 +1,70,000 +2,75,000 +1,50,000 +4,50,000 = 20,60,000	35,000 +35,000 +1,45,000 +1,20,000 +2,25,000 +1,12,500 +3,40,000 =10,12,500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [06]   Chapters in Edited Books [05]

ii) Without ISBN No. [01]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [DST (WB), UGC, IUAC]

3.10 Revenue generated through consultancy   [78,000]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	04	01	-	08
Sponsoring agencies	-	-	-	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons | 07 |

3.13 No. of collaborations   International [ ]   National [11]   Any other [ ]

3.14 No. of linkages created during this year [02]

3.15 Total budget for research for current year in lakhs:

From Funding agency [DST (WB), UGC, IUAC]   From Management of University/College [0.2]

Total [42.17]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

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

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

[01]

[-]

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

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

JRF [ ]   SRF [01]   Project Fellows [01]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level [26]   State level [05]

National level [04]   International level [ ]

3.22 No. of students participated in NCC events:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS:

University level [04]   State level [04]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC [ ]   NSS [04]   Any other [04]

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

The following initiatives were taken:
- Poster presentation, graffiti, quiz, music and dance program to promote environmental consciousness among students.
- Cultural program for street children.
- Campus cleaning drive.
- Debate on the occasion of Anti-Corruption Day on 4th Nov, 2016. Damoder Valley Corporation and Indian Overseas Bank acted as collaborators.
- NSS volunteers helped the Higher Education Department at the meeting convened by Hon'ble Chief Minister Mamata Bandhyopadhya and Hon'ble Higher Education Minister Shri Partha Chatterjee on 3rd of Jan, 2017.
- West Bengal State Republic Day Camp was organized at Gurudas College form 4th Jan to 12th Jan, 2017. 155 Volunteers from different colleges took part in this camp. Among the dignitaries present were Dr. Ramaprasad Bhattacharya, Jt. DPI and Dr. Gautam Kundu, Principal, Vidyasagar College.
- On 28th March Youth Parliament and Quiz were organized.
- Manisha Gupta was awarded the best volunteer by Higher Education Dept.
- The following were observed to sensitize youth about international and national issues:
  - International Peace Day (September 15)
  - National Blood Donation Day (September 22)
  - NSS Day (September 24)
  - Communal Harmony Day which coincides with the birth anniversary of The Father of the Nation, Mahatma Gandhi (October 2)

- ➢ World Human Rights Day (December 10)
- ➢ International Vernacular Day (February 21)

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	2.33 acres (142 kathas)	-	-	-
Class rooms	24	1+1*	RUSA	30.93 Lacs
Laboratories	25	-	-	-
Seminar Halls	02	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	11.82	-	-	-
Others	-	-	-	-

 * Classroom cum Laboratory

4.2 Computerization of administration and library

Existing version of Koha (3.18.03)has been upgraded to version 3.22.10 in Ubuntu 14.04 version. Library has 16 computers (working), scanners, printers etc where new services have been rendered regularly.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	40662	9261110	1422	668483	42084	9929593
Reference Books	905	549973	70	34484	975	584457
e-Books*	1000000	5000	1000000	5900	2000000	5900
Journals	23	39465	-	-	18	30115
e-Journals*	6000	-	-	-	6000	-
Digital Database	-	-	-	-	-	-
CD & Video	65	9418	-	-	65	9418
Others (specify)	-	-	-	-	-	-

* e-Books and e-Journals are accessible through-List consortium with fixed charge of Rs. 5900/-per year.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	150	4	18	22	-	30	120	-
Added	-	-	-	-	-	-	-	-
Total	150	4	18	22	-	30	120	-

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

- Office management, including student database, admission, fees collection, transfer, issue of certificates have been computerised.
- Internet facility is available in the Principal's room, Staff room, Library and the different departments.
- Digitization is in progress in all academic sectors.

4.6 Amount spent on maintenance in lakhs:

i) ICT   13.98

ii) Campus Infrastructure and facilities   119.06

iii) Equipments   11.82

iv) Others   170.18

                                    Total: 315.04

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The students of this college are the main stakeholders. Keeping their interest in mind IQAC has taken the following steps:
> * Financial assistance to needy students.
> * Career guidance and interactive sessions with recruitment agencies.
> * Outstanding performance award for students.
> * Seminar library for Honours students with special emphasis on competitive exam.
> * Emphasis on personality and skill development.
> * Free internet facility and photocopying facility at a concessional rate.

5.2 Efforts made by the institution for tracking the progression

> The following measures have been taken to track the progression of students:
>
> * Tutor-ward system.
> * Parent Teacher Meetings at regular intervals.
> * Progress Report Card for Hons. students.
> * Continuous monitoring of student attendance and academic performance by the attendance subcommittee and result subcommittee respectively.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3737	04	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
2062	55.1

Women

No	%
1679	44.9

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2914	540	25	102	-	3581	3086	510	12	133	-	3741

Demand ratio 0.97   Dropout % 20.2

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

- Soft skills development programme to prepare students for the job market.
- Coaching students for Post-Graduation courses.
- The career counselling has a year-long programme to guide and groom students for the employment market.
- UGC sponsored remedial coaching for entry into services like school service commissions, WBCS and other competitive examination.

No. of students beneficiaries   390

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

- Orientation Program conducted by Mediskill Pvt Limited.
- Seminar on Ethical Hacking and Robotics conducted by OASAA Technologies.
- Seminar on Social Work for the under privileged conducted by Magic Bus Pvt. limited.

No. of students benefitted   39

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	123	19	Data not available because a) Most students opt for higher studies b) They also join the informal sector

5.8 Details of gender sensitization programmes

As per VISHAKA guidelines of the Hon'ble Supreme Court of India, a Gender Sensitization and Action against Sexual Harassment Cell has been formed.

➢ Sensitization Workshop on PC-PNDT Act .
➢ Observence of International Women's Day.
➢ Seminar on Thalassemia Awareness organized in collaboration with The Inner Wheel Club

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	493	3,25,990
Financial support from government	220 (Kanyashree) +331 (SC, ST, OBC) + 449 (Minority)	9,93,000 (SC, ST, OBC) + 22,00,100 (Minority)
Financial support from other sources	01	9000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fair: 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   [04]

5.13 Major grievances of students (if any) redressed:
   The college authority took appropriate steps to redress the following grievances.
   - Better rest room facilities.
   - Regular cleaning of campus
   - Adequate drinking water and portable water facility
   - Renovation of canteen.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Grooming students to be responsible citizens of the country by giving them a holistic education in a dynamic and multi-cultural environment and realize their maximum potential.

• Fostering an environment that is conducive to rational thinking inside as well as outside the classroom.

• Striving for academic excellence and nurturing a secular environment free from bias and prejudice.

• Imparting quality education at an affordable cost so as to create morally upright, socially concerned and physically sound future guardians of the society.

6.2 Does the Institution has a management Information System

Our institution maintains MIS to support its academic programme and administrative operations. Here IT resources are currently provided to all bonafide students of the college as well as teaching faculty and supporting staff. The College seeks to ensure the integrity of IT resources made available to the community to prevent disruption to academic and administrative requirements. The college has a LAN through which students, teachers and supporting staff can access the current data base of students, their academic performance as also other academic query. Users of IT resources of Gurudas College have a responsibility to protect the confidentiality of the information to which they have access. Students and other users are expected to access IT resources to which they have authorization and are required to protect the privacy of passwords to prevent access by unauthorized users. All users are prohibited from using IT resources in a manner that is construed by another as hateful, threatening or harassing. Information Technology resources refer to all computers and communication facilities, service and resources including but not limited to networking devices, e-mail service, wireless devices and any associated peripherals and software that are owned, managed maintained by institution. The Bursar is armed with a dedicated device to access any information regarding financial matter which is also a prudent method of cross verification.

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

6.3.1   Curriculum Development

During the academic session 2016-17 the quality improvement strategies included-

Going beyond the syllabus we make sincere effort to acquaint our students with the latest frontier of knowledge in different disciplines by holding seminars extension lectures and workshops.

6.3.2   Teaching and Learning

The quality improvement strategies in 2016-17 were:

➢ **Details of UGC seminars:**
- "**Media, Politics and Economics in Post Globalization India**" on 22nd & 23rd September, 2016 (National Level)
- "**Depth of Classicality in Sanskrit**" on 2nd December, 2016 (State Level)
- "**Chemistry in Human Life- Current Aspects**" on 9th and 10th December 2016 (National Level)
- "**Recent Advances in Biological Sciences**" on 17th and 18th February 2017 (National Level)
- "**Differential Equations and Lie Groups**" on 10th -12th November, 2016. (National Level)

➢ **Invited Lectures**

- A talk on "*Diversity and Conservation of wild Himalayan mushroom*" presented by Dr. Kanad Das, Scientist 'D' & In-Charge Cryptogamic Unit (Headquarters), Botanical Survey of India (BSI).
- **A** lecture on "*Nucleophilic Substitution at a saturated Carbon*" by Dr. Mili Sarkar, Former Associate Professor of Dept. of Chemistry, Gurudas College.on 11th Nov, 2016.

6.3.3   Examination and Evaluation

As we have already stated in our earlier AQARs, the institute has to follow the University of Calcutta prescribed evaluation and examination methods i.e. mid-term assessment and college test. But we have introduced the system of continuous evaluation of Honours students by   periodic tests.

6.3.4   Research and Development

During 2016-17, the quality improvement strategies have been implimented:

- Publication of annual college research journal `ESHONA' which has been assigned ISSN No. 2349-0985
- Research Cell acts as a nodal agency to coordinate research endeavour.
- Teachers are encouraged to participate in Refresher Courses, Orientation Programme and other subject up gradation activities.
- Study leave is granted as per University of Calcutta statute.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Following services are provided for College Library

- Career guidance books facility
- Several newspaper availability
- Completely automated circulation system through barcode
- Electronic Article Surveillance(EAS) system
- Internet facilities to the users
- Wi-fi enabled College library

6.3.6 Human Resource Management

Human Resource Supply meets Human Resource Demand. Following initiatives were taken:

- Faculties are allotted different duties in 30 odd sub-committees.
- Scanning the college's University results (comparing it with that of University figures) we make necessary changes in the academic lesson plans as also the time table.
- To ensure adequate supply of HR, institutiuon took an initiative to appoint Guest/ Part Time faculties.
- The IQAC in its regular meetings deliberates extensively on the SWOC analysis (at the micro level) for forecasting shortage of HR and its growing demand.
- Institute recognizes that the development of human resources is necessary for efficient and effective working.

6.3.7 Faculty and Staff recruitment

The college has five types of teachers:
- Permanent teachers holding substantive posts
- Part time Permanent Teachers approved by the government.
- Full time contractual teachers approved by the Government
- Full time contractual teachers appointed by the college.
- Guest Faculty

The first three categories of teachers are appointed by the Government. The last two categories of teachers are appointed by a selection board comprising the Principal/ TIC , one GB member, Head of the Department and subject expert.

Administrative staffs are of two types:
- Permanent Staff appointed by the Government
- Contractual and/or Casual staff

Contractual and/or Casual staffs are selected by a duly constituted selection board.

6.3.8 Industry Interaction / Collaboration

- Factory visits by different departments
- Interactive sessions have been conducted by career counselling cell to brighten the career prospects of students

6.3.9   Admission of Students

> To promote transparency in administration, computerized online admission system has been introduced for B.A/B.Sc/B.Com honours and general programme as per the directive of the University of Calcutta. Admission is strictly according to merit list as per University norms.

6.4 Welfare schemes for

Teaching	03
Non teaching	02
Students	02

6.5 Total corpus fund generated

> Bank Interest-22,94,923 + Rental Charges - 44,950 + Sales Proceeds-52,280 = 23,92,153

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	1. Nominee from The Directorate of Public Instruction, Government of West Bengal 2. Subject Expert nominated by University of Calcutta	Yes	1. Governing Body 2. IQAC 3. Academic Sub-committee 4. Teachers' Council
Administrative	-	-	Yes	Governing Body

6.8 Does the University/ Autonomous College declares results within 30 days? NA

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

The Alumni Association takes a keen interest in the development of the college.

- Regular visit of alumni in different occasions conducted by the institution
- Former students are allowed reading facility in the library.
- The Alumni Association organizes annual reunion.

6.12 Activities and support from the Parent – Teacher Association

- Liaison is maintained with parents through periodic progress report cards.
- There is no formal parent teacher association as such. But, each Honours department holds Annual Parent Teacher meetings where students interact with teachers in the presence of the Principal or Teacher in Charge.

6.13 Development programmes for support staff

- The Principal and Governing Body members hold regular meetings with support staff.
- There is a cooperative credit society from where staff can take easy loans.

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

Initiative in this regards were

- Projects assigned to students as part of the CU prescribed Environmental Studies syllabus on such topic as climate change, soil erosion, sustainable development, global warming, energy crisis etc.
- Talks, poster competitions and other programmes organised by the college nature club **Vasudha** to promote environmental consciousness among students.
- Campus cleanliness drive as part of the *Swach Bharat Abhijan*.
- Planting of trees and saplings in and around college campus as part of the afforestation week and Foundation Day.
- Hands on training by faculties of the Botany Department in the college garden.

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.

- Whole day recruitment drive by TCS on 23rd February 2017. Seven students got appointment letter.
- Soft skill development programme in collaboration with Mediskill Pvt. Ltd. under NSDC scheme (Govt. of India)

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

- Talks on gender related issues.
- Talk on India after Polls.
- Seminar on Education in West Bengal: Challenges and Opportunities.
- Seminar on Network Securities.
- Academic audit by IQAC.
- Remedial coaching for slow and weak learners.
- Periodic review of quality sustenance and quality enhancement measures by IQAC.

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

- Library Day Celebration
- Student project

Details provided in Annexure (**Annexure IV**)

7.4 Contribution to environmental awareness / protection

Initiative in this regards were
- Talks, poster competitions and other programmes organised by the college nature club **Vasudha** to promote environmental consciousness among students.
- Planting of trees and saplings in and around college campus as part of the afforestation week and Foundation Day.
- Hands on training by faculties of Botany department in the college premises.
- NSS volunteers took a campus cleaning drive as part of the *Swach Bharat Abhijan*.

7.5 Whether environmental audit was conducted?   Yes √   No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Following initiatives were taken:
- Library day celebration on 24th march 2017.
- Two days Gurudas College Book Fair on 31st March -1st April, 2017.
- Workshop on Cyber Security in collaboration with OASAA Technologies.

8. Plans of institution for next year

- **Curricular Aspects:**
  - Introduction of PG Courses in Physics and Zoology
  - Introduction of Honours in Sociology, Philosophy and Sanskrit
- **Teaching learning and evaluation**:
  - Gurudas Banerjee Memorial Lecture
  - Continuous evaluation of honours students
  - Intensive coaching for slow and weak learners
  - Academic Audit of teachers seeking promotion under CAS
  - Teaching Plan, student projects, student seminars, excursions and other regular features
  - Student assessment of teachers.
- **Research Consultancy and Extension**
  - Publication of college research journal "ESHONA".
  - New and ongoing research projects
  - Infrastructural support to the study centre of Netaji Open Subhas Open University
  - Extension activities by NSS volunteers.
- **Infrastructure and Learning Resources**
  - Procurement of more books , journals and learning resources.
  - Up-gradation of laboratories
  - Library Day Celebration to spread reading habits amongst students
  - Technological Up-gradation
  - Routine Maintenance and repair works
- **Student Support and Progression**
  - Strengthening of counselling and placement services
  - Merit and means scholarship
  - Student participation in decision making
  - Soft skill development program
- **Governance Leadership and Management:**
  - Regular meetings of Governing Body, Academic Sub- Committee and IQAC.
  - Man Power Planning
- **Innovations and Best Practices:**
  - Seminar Library
  - Gurudas Banerjee Memorial Lecture
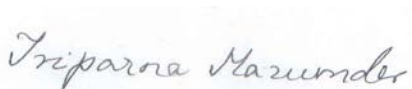
Name *Prof. TRIPARNA MAJUMDER*   Name *Dr. MAUSUMI CHATTERJEE*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure II

Month	1st Week	2nd Week	3rd Week	4th Week	Last Week
Institutional Calendar – Session : 2016-2017					
July 2016	6th - Id-Ul-Fitre	x	x	Classes commence for Part-I	Classes
August	Classes commence for Part-II	Classes	15th Independence Day	25th Janmastami	Classes commence for Part-II
September	Classes	12th Id-Uz-Zoha	Intra-College Cultural competition	Classes	30th Mahalaya
October	2nd-Gandhi's Birthday 7th Autumn Vacation starts	Vacation	Vacation	Vacation	Vacation
November	2nd-Classes resume	9th-Jagadhatri Puja 14th-Guru Nanak's Birthday	Classes	23rd-Netaji's Birthday 24t~C. J. Foundation Day 25th-Majhotsav 26th Republic Day	CU Supplimentary Examination
December	Classes JOSH	13th-Fateh Dewaz Dalram	Classes	25th-Winter recess starts	Recess
January 2017	1st-Holiday Annual sports	College Test Part-III (Hons. & Gen.)	Classes	Classes	Classes
February	1st & 2nd Saraswat Puja	College Test Part-II (Hons. & Gen.)	Classes	Classes	Classes
March	13th Dojbrahdoli	14th Good Friday Ambedkar's Birthday 15th~ Bengali New Year's Day	Classes	Classes	Classes
April	Classes	College Test Part-I (Hons. & Gen.)	Classes	Classes	Classes
May	1st-May Day	8th Rabindra Jayanti Class upto 14th	15th-Summer Recess starts	Recess	Recess
June	Recess	Recess	Recess	Recess	Recess

N.B. - The Calender is subject to change due to reasons beyond control.

March row note: Compulsory Language group Examination 2016 CU (Part-I)

Revised Guidelines of IQAC and submission of AQAR   Page 30

Alumni Feedback

The Alumni Association "Phire Dekha" takes a keen interest in the development of the institution. Former students visit the college during the reunions, Foundation Day Celebrations, seminars, Gurudas Banerjee Memorial Lectures and other occasions. Former students are also allowed reading facilities in the library.

Parent Feedback

Each Honours Department holds Parent Teacher meetings where teachers interact with students and guardians in the presence of the principal. Guardians are informed about the attendance of their ward and their academic performance.
A copy of the guardian feedback form is enclosed.

Employers Feedback

An analysis of feedback from recruitment agencies and employers shows that they want market friendly courses which increase the employability of students.

Student Feedback

Outgoing Part III Honours Students assess teachers, administrative staff and course content of the institution. A student feedback form is enclosed herewith. A random analysis of the students' feedback shows they want:
- Better infrastructural facilities
- State of the art laboratory equipment
- More computer terminals
- Unlimited internet facilities

গুরুদাস কলেজ

কলকাতা — ৭০০ ০৫৪

ফোন নম্বর ঃ ২৩৭০-৩৮৪১ / ২৩৫৩-৬৬৫৩

অভিভাবকদের মতামত

.... বিভাগ

অভিভাবক-শিক্ষক সভার তারিখ ঃ ....

ছাত্র / ছাত্রীর নাম ঃ ....

শ্রেণী ঃ .... ক্রমিক সংখ্যা ঃ ....

ছাত্র / ছাত্রীর সঙ্গে আপনার সম্পর্ক ঃ ....

ঠিকানা ঃ ....

.... ফোন নম্বর ঃ ....

ছাত্র / ছাত্রীর ফলাফল ও উপস্থিতি সম্বন্ধে আপনার মতামত ঃ (আপনার বক্তব্য) ....

....

....

....

কলেজের পঠন-পাঠন সম্বন্ধে আপনার মন্তব্য ঃ ....

....

....

পঠন-পাঠনের মান উন্নত করার জন্য আপনার কি কোন প্রস্তাব আছে ? যদি থাকে তবে তা সংক্ষেপে লিখুন

....

....

....

অভিভাবক হিসাবে আপনার কি আমাদের আর কিছু জানানোর আছে ঃ ....

....

....

তারিখ ঃ ....   অভিভাবক / অভিভাবিকার স্বাক্ষর

Gurudas College

Kolkata – 700 054

Phone No. : 2370-3841 / 2353-6653

Guardians' opinion

Department of ....

Date of Parent-teacher Meeting ....

Name of the Student : ....

Class : .... Roll No. : ....

The Student is my .... (State his / her relationship with you)

Address : ....

.... Phone No. ....

Your comment on the result of your ward and his / her attendance : ....

....

....

Do you have any proposal for the improvement of the academic standard of the College?

If yes, please state your proposal in brief. :

....

....

....

Any other comment you want to make as a guardian : ....

....

....

Date : ....   _____

                                                                              Signature of the Guardian

GURUDAS COLLEGE

Student Feedback

Format 1 (On Course)

Class : 3rd Year Honours   Academic Session :

Department :

Please rate the courses on the following attributes using the 10 point scale shown :

10	9	8	7	6	5	4	3	2	1

Very Good   Very Poor

Course Content	Rating
1. Learning Value (in terms of concepts, knowledge, analytical abilities or broadening perspective) শিক্ষার মূল্য (জ্ঞান, ধারণা, হাতের কাজ, বিশ্লেষণী দক্ষতা এবং আরও বড় পরিপ্রেক্ষিতে)	
2. Applicability in / relevance in real life situation. এখনকার বাস্তব জীবনে এই পাঠ্যসূচির উপযোগিতা	
3. Extent of interest in the subject generated by the course এই পাঠক্রম তোমাকে বিষয় সম্বন্ধে কতখানি আগ্রহী করেছে	
4. Extent of effort required by the student to master the course বিষয়কে জানার জন্য তোমার মধ্যে যে চেষ্টা সঞ্চারিত হয়েছে	
5. Overall rating সার্বিক মূল্যায়ন	

GURUDAS COLLEGE

Students Feedback

Format 2 (On Teachers)

Class : 3rd Year Honours   Academic Session :

Department :

Please rate the courses on the following attributes using the 10 point scale shown :

10	9	8	7	6	5	4	3	2	1

Very Good   Very Poor

	Rating						
	Name of the Teacher	Name of the Teacher	Name of the Teacher	Name of the Teacher	Name of the Teacher	Name of the Teacher	Name of the Teacher
1. Knowledge base of the Teacher (as perceived by you) শিক্ষক/শিক্ষিকার জ্ঞানের পরিধি (তুমি যেমন বুঝেছ)							
2. Communication skills (in terms of articulation and comprehensibility) শিক্ষক/শিক্ষিকার পড়া বোঝানোর দক্ষতা (বিষয়কে স্পষ্ট ও সহজ করে পড়ানোর নিরিখে)							
3. Sincerity/Commitment of the Teacher শিক্ষক/শিক্ষিকার আন্তরিকতা ও দায়বদ্ধতা							
4. Interest generated by the Teacher পাঠ্যবিষয়ে তোমাদের উৎসাহ ও কৌতূহল জাগাতে পেরেছেন							
5. Accessibility of the Teacher in and out of the class (includes availability of the Teacher to motivate outside class discussion) ক্লাসের ভিতরে ও বাইরে শিক্ষক/শিক্ষিকার সঙ্গে সহজে মুখোমুখি আলোচনার সুযোগ কীভাবে তোমাকে পরবর্তী পড়াশোনার জন্য প্রেরণা দিয়েছে?							
6. Provision of sufficient timely feedback যথা সময়ে তোমার অগ্রগতি সম্পর্কে জানানো হয়েছে							
7. Overall rating সার্বিক মূল্যায়ন							

GURUDAS COLLEGE

Student Feedback

Format 3 (Information and Impression)

Class : 3rd Year Honours   Academic Session :

Department :

Please rate the courses on the following attributes using the 10 point scale shown :

10	9	8	7	6	5	4	3	2	1

Very Good   Very Poor

Course Content	Rating
1. What do you plan to do after graduation? গ্র্যাজুয়েট হওয়ার পর কি করতে চাও ?	
2. Who among your teachers, apart from your departmental ones, impressed you most? বিভাগীয় শিক্ষক-শিক্ষিকা-রা ব্যতীত অন্য কোন শিক্ষক-শিক্ষিকা তোমার মনে দাগ কেটেছিলেন ?	
3. What is your overall opinion about your department? নিজের বিভাগ সম্পর্কে তোমার সার্বিক অভিমত কী ?	
4. Has your personality changed in any manner during your studies in this college? এই কলেজে পড়ার মধ্য দিয়ে তোমার ব্যক্তিত্বের কোন পরিবর্তন হয়েছে কী ?	
5. How do you want to keep contacts with your College/ Department in the future? ভবিষ্যতে তুমি কিভাবে তোমার কলেজ/বিভাগ-এর সঙ্গে সংযোগ রাখতে চাও ?	
6. Were the laboratory facilities adequate for your studies? তোমাদের পড়াশোনার জন্য ল্যাবরেটরীর ব্যবস্থা কী যথেষ্ট ছিল ?	
7. Did you get enough course relevant books in the Library? কলেজ লাইব্রেরীতে কি পাঠ্যক্রমের জন্য প্রয়োজনীয় / প্রাসঙ্গিক বই যথেষ্ট পেয়েছিল ?	
8. What has been your experience about the College office? কলেজের অফিসের বিষয়ে তোমার অভিজ্ঞতা কী ?	
9. In which extra-curricular activities did you take part in the College? কলেজ পাঠক্রম-অতিরিক্ত কোন কোন ক্রিয়াকলাপে তুমি অংশগ্রহণ করেছিলে ?	
10. What would you like to do for improving your College further? তোমার কলেজের আরও উন্নতির জন্য তুমি কি করতে চাও ?	

Library Day Celebration

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1. **Title of the practice**: Library Day Celebration

2. **Goal:** (a) To enhance the reading habits amongst students.

(b) To increase book circulation.

3. **The Context**: The initiative of Library Day Celebration was taken to attract students to the library. Since an academic institution is enriched by its collection of books, educational DVDs and CDs etc the aim was to promote and enliven the prevailing culture by celebrating the Library Day. By participating in the Library Day Celebration, students become creative partners and active learners.

4. **The Practice**: Library Day was celebrated on 24th March 2017.

- Seminar was organized

Speaker: Prof. Madhabendra Nath Mitra, Former Professor, Jadavpur University and Editor, The Dawn and Dawn Society Magazine (Reprint Edition), Topic: Dawn Society and Sir Gurudas Banerjee

- Award for best reader was given.
- Library Website was inaugurated.
- Email alert system to the members of the library adopted for issuing books as well as sending reminders for overdue items was introduced.
- Bar Code based Issue-return system was introduced.
- Two Day Gurudas College Book Fair was organized.
- Member of UGC n-list consortium.
- Tie-up with British Council and American Library.

5. **Evidence of Success**:

- Readership has shown a substantial improvement.
- Book circulation has improved
- Twenty one renowned publishers, booksellers and publishers participated in the book fair. Books worth Rupees Five Lakhs were purchased.

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

More space and fund are needed for continuous improvement of the library facility.

Student Projects

1. **Title of the practice:** Student Projects

2. **Goal**: (a) To go beyond the traditional chalk and talk method of teaching.

(b) To inculcate research orientation amongst students.

3. **The Context**: Student Projects enhance the creative impulse of students so that they consult more reference books, internet and other learning resources. The confidence of the students is boosted when they infer new conclusions from their research.

4. **The Practice**:

- The students of Economics honours prepare projects based on field surveys on Child Labour, Land Reforms, Conditions of handloom weavers etc.
- The students of Political Science submit project reports on issues like Feminism, Gandhism, Liberalism, British constitution etc
- Final year students have to submit a project on Environmental Studies which includes topics like like pollution, soil erosion etc

5. **Evidence of Success**:

- The students of the Department of Economics presented their project paper in UGC sponsored National Level seminar.
- Project papers are published in a journal named *Anweshana*.

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

- It is difficult to motivate students to be involved in projects beyond syllabus as they are overburdened with the existing curriculum.
- More fund is needed for continuous nurturing of the research habits of the students.