



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	GURUDAS COLLEGE
Name of the head of the Institution	MAUSUMI CHATTERJEE
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	033-23703841
Mobile no.	9830302408
Registered Email	principal@gurudascollege.edu.in
Alternate Email	contact@gurudascollege.edu.in
Address	GURUDAS COLLEGE, 1/1 SUREN SARKAR ROAD, NARKELDANGA, KOLKATA 700054
City/Town	KOLKATA
State/UT	West Bengal
Pincode	700054

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Triparna Majumder
Phone no/Alternate Phone no.	03323639077
Mobile no.	9830597192
Registered Email	iqac.gurudas@gmail.com
Alternate Email	mailtriparna04@yahoo.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.gurudascollege.edu.in/annual-quality-assurance-report/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gurudascollege.edu.in/academic-courses/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	78.5	2004	08-Jan-2004	07-Jan-2009
2	B	2.87	2011	27-Mar-2011	26-Mar-2016

6. Date of Establishment of IQAC	21-Jan-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

No Data Entered/Not Applicable!!!

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sujata Roy	Minor Research Project	UGC	2020 730	109357
Supriya Mukherjee	Minor Research Project	UGC	2020 730	50000
Babli Halder	Minor Research Project	UGC	2020 730	50000
Mitu De	Minor Research Project	WB DST	2020 730	77000
Gurudas College	RUSA	MHRD, Govt of India	2019 365	416667

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

20

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• A state of the art laboratory with a capacity of twenty two students has been constructed in the Department of Journalism and Mass Communication • The college created its own domain gurudacollege.education with Google wherein the teachers are provided with individual accounts with lecture recording facility • The College has created its own YouTube channel named GDC Media where the webinars and class lectures of teachers are available • College has created a platform (<https://library.gurudacollege.in/eresources/>) for full text eresources to facilitate teaching and learning • The faculty, staff and NSS unit of the college actively participated in COVID 19 and Amphan relief works. The college

contributed Rs. 1.5 lakhs to WB State Emergency Relief Fund.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Preparation for NAAC Reaccreditation	SSR with DVV clarifications submitted on 24/12/2020
Improving road safety awareness	Awareness programme on "Safe Drive Save Life " organized by Kolkata Police
Teaching Plan for the Session 2019-20	Teachers submitted their Teaching Plan for the session 2019-20
Implementation Report of Teaching Plan for the Session 2018-19	Teachers submitted the Implementation Report of Teaching Plan for the session 2018-19.
Feedback from all stakeholders	Feedback from students, teachers, guardians ,alumni and employer was taken, analysed, action taken and uoloaded on college website
Departments are to organize excursions/educational tours	The students of Department of History along with the teachers went on an educational tour to Rajgir, Bodhgaya and Nalanda from14/01/2020 to 18/01/2019.
Seminars/workshops in collaboration with IQAC is to be organized by all Departments	Nineteen webinars and fourteen seminars/workshops organized by different departments in collaboration with IQAC Gurudas College.
International Women's Day to be celebrated	International Women's Day celebration organised by Nandana , Women Empowerment Cell was held on 13/03/2020. The programme included: a talk entitled 'Bhalo Meye: The Cultural Construction of Gender and Disability in Bengal' by Dr. Nandini Ghosh (Assistant Professor, IDSK) and Students' Extempore Competition on the topics - 'Women and Harassment', 'Women and Entrepreneurship', 'Women and Household Discrimination' and 'Women and Politics.'
Workshop for Support Staff	"Workshop on Library Digitization" organized by Gurudas College Central Library in collaboration with VIKMANS was held on 10/01/2020. Tne Resource persons were Mr.SoumenSarkar (Dy. Director, Raja Rammohun Roy Library Foundation), Mr. Manish Chhabra (Director, VIKMANS), Dr. Arun Kumar

Chakraborty (Former Director General,
National Library & Raja Rammohun Roy
Library Foundation)

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, Gurudas College	25-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

30-Jun-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Gurudas College Management Information System (MIS) consists of Management of College Office, Management of College Website, Management of College Library, Management of College Teaching Learning Activities and Management of College Research Activities. College office manages the administrative matters of the College viz students' admission, students' data and fee details, facilitates implementation of different schemes of central and state governments like Kanyasree, Vivekananda Scholarship, etc., financial transaction with different vendors, payment and status of college faculty members and support staff. Earlier LAN based Windows 'Smart College' Office Management Software applicable for inhouse operation was used. Presently a Cloud server based software (installed in 2018) named 'Green Campus' Office Management Software is in operation. College Website has a very important role as it provides information for prospective students, current students, parents, faculty and alumni about different activities of the College. An

interactive College website is in operation since 2019 replacing the earlier one provided by the same service provider M/s. A.D. Systems. Information about academics, departments and their regular activities, facilities, faculties and other staff members, research activities, notices, IQAC, Library, Alumni and Feedback are available on the website. College Central Library maintains College learning resources through procurement and processing of books and journals and maintaining different online resources. An automated library database is maintained using Library Management Software Koha (version 20.05 on Debian OS) customized by Bengal Library Association which enables regular issue return system to be completely automated using barcode reader users are promptly intimated via sms and email about the document he/she issued/returned. These systems are integrated with the existing Koha software. RFID and EAS systems are maintained simultaneously for data security and ease of issue and return. Separate website for Gurudas College Library (<https://library.gurudascollege.in>) is maintained in cloud server (Vultr cloud) through which one can directly access library collections, different open access sights (DOAJ, DOAB), other open access journals, etc. and can directly contact the Librarian through 'Ask A Librarian' 24X7 from anywhere. For management of teaching learning College Library has made available a separate portal (GURUDAS COLLEGE COURSEWARE) for econtents of class notes, lectures delivered by the faculty members, YouTube link of different Webinars/programmes organized by the College. The portal (<https://moocs.gurudascollege.in>) is created with the help of Moodle (version 3.8). Separate portal (GURUDAS COLLEGE WIKI SITE) has been created by Gurudas College Library with the help of Wikimedia [a global movement through OSS that brings free educational contents to the world] (<https://wiki.gurudascollege.in>) where University Syllabus, University Question Papers and College Question

Papers are available. Another portal (GURUDAS COLLEGE ERESOURCES FOR TEACHING LEARNING) has been created by College Library for uploading full text eresources to encourage students and learners to get full text eresources essential for their everyday teaching and learning under Creative Commons License (<https://library.gurudascollege.in/eresources>). For management of research activity the Research Cell has procured antiplagiarism software which helps the college to judge any article about its authenticity before the publication in any of its organ, such as Eshana, Anweshana, etc.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Gurudas College, which is affiliated to the University of Calcutta, follows the prescribed curriculum, under the Choice Based Credit System (CBCS). This was implemented from the academic year 2018-19 and our institution delivers the given curriculum in an effective manner. Due to the extraordinary situation created by the pandemic, all the departments have continued with their prescribed classes in the online mode. The college was proactive in arranging for a Plan called Google Workspace for Education, which was activated from December 2020, having the capacity to accommodate about 100 students. It is totally free and the name of the Domain is gurudas.education, where all the faulty members have been provided with individual ids. Another Domain called gdcgen.education was activated from January 2021 especially for the BA and B.Com General students as they are considerably more in number than the Honours students. This latter domain is bought on a monthly subscription basis and there are two common email ids which help the teachers to take the classes. Both these domains provide for recording facilities and the links are shared with the students; in case they are unable to attend classes due to network issues. Over and above taking live classes through these official platforms and G Meet, the teachers have posted additional study material on Google Classrooms, sent voice messages on students' WhatsApp groups and also uploaded E Content on YouTube channel under the heading GDC Media. The learning experience of the students was further enhanced as the various departments regularly arranged webinars, in collaboration with the Internal Quality Assurance Cell. Well known academicians from various institutions shared their knowledge and experience with the students, thus enriching them in multiple ways. The college has 15 ICT enabled classrooms, including one where lectures can be recorded for future reference. The teachers have an effective process of evaluating the students regularly, through oral interactions in class, written class tests and objective question-answer discussions. This is over and above the prescribed forms of evaluation like Tutorial assignments/ projects, Internal Assessments and Theory examinations conducted by the University. The records of the evaluation are digitally prepared, based on the data provided by the faculty members. From 2018 onwards, the college uploads the marks of these examinations on the University portal, simultaneously maintaining copies of the

Statement of Marks, thus completing the process of documentation. The Academic Calendar is prepared on the basis of the University Academic Calendar, offering information regarding the commencement of session, teaching and working days, list of holidays which are additionally displayed on the college website and departmental notice boards. The college maintains records of the syllabus covered within a stipulated time, on the basis of the Teaching Plans submitted by the faculty members. There is a fully air-conditioned Central Library containing a total of 45018 books, 12 journals and question banks of college and university examinations. Apart from 14 seminar libraries, the departments of Physics, Zoology and Bengali have separate libraries exclusively for their postgraduate students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	BA (Bengali)	01/07/2019
BA	BA (English)	01/07/2019
BA	BA (History)	01/07/2019
BA	BA (Journalism & Mass Comm)	01/07/2019
BA	BA (Philosophy)	01/07/2019
BA	BA (Political Science)	01/07/2019
BA	BA (Sanskrit)	01/07/2019
BA	BA (Sociology)	01/07/2019
BSc	BSc (Biochemistry)	01/07/2019
BSc	BSc (Botany)	01/07/2019
BSc	BSc (Chemistry)	01/07/2019
BSc	BSc (Computer Sc)	01/07/2019
BSc	BSc (Economics)	01/07/2019
BSc	BSc (Mathematics)	01/07/2019
BSc	BSc (Microbiology)	01/07/2019
BSc	BSc (Physics)	01/07/2019
BSc	BSc (Zoology)	01/07/2019
BA	BA (General)	01/07/2019

BSc	BSc (General)	01/07/2019
BCom	BCom (Commerce)	01/07/2019
BCom	BCom (General)	01/07/2019
MA	MA (Bengali)	01/07/2019
MSc	MSc (Physics)	01/07/2019
MSc	MSc (Zoology)	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
CSIR-UGC NET Tutorial in Life Science	01/07/2019	149
UGC NET Tutorial in Bengali	01/07/2019	30
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The college welcomes feedbacks from all its stakeholders, namely the Students, Guardians, Alumni, Teachers and Employers. These are analysed to identify the shortcomings of the system so that they can be rectified. A graphical presentation of the feedbacks has been prepared to utilise it for the overall development of the college. Student Feedback: Those who graduated in 2020, submitted their feedback in the online mode, using a sample questionnaire provided by NAAC. The students assessed the over-all quality of the teaching-learning process, evaluated the teachers, use of student-centric methods and preparation for future employment. They discussed whether the institution is taking an active interest in promoting internships, student-exchange programmes and field-visits. They have suggested the need for improvement in the audibility of the teachers, requirement of a proper canteen, avoiding</p>

overlapping classes in the routine and greater emphasis on the NPTEL classes. On the basis of these, prompt action has been taken, for maintenance of the class audio systems and improving the standard of the existing college canteen. As the college is a local chapter of the NPTEL, students are encouraged to join the various courses of Swayam. Guardian Feedback: 342 guardians submitted their feedback on the basis of an online survey. They evaluated the college on the basis of infrastructure, teaching quality, standard of the library, laboratory facilities, students' counselling and online classes. They have mentioned the need to improve the infrastructure, canteen facilities, hygiene of toilets and career guidance facilities. Effective steps have been taken to improve the above issues. Portals have been opened on the college website with question banks for competitive exams. Alumni Feedback: Ex-students of the college have also given their feedbacks via the online mode. They have appreciated that the college boasts of qualified, experienced faculty who can successfully motivate the students, ensuring an amicable student-teacher relationship. However, they have mentioned certain areas which can be improved. For instance, the official work is often time consuming and more cooperation is expected from the office staff. For this, college authorities have modified the nature of official work, often conducting them online, to avoid students waiting for long hours. A new building is also being built in the premises to address the issue of room shortages. Teacher Feedback: This too was conducted online for 2019-2020. They voiced their opinions regarding the availability of textbooks and reference materials. They also discussed if the college provided adequate opportunities to upgrade skills and qualifications of the existing faculty members. The suggestions included increasing the number of classrooms, departmental spaces and improving overall cleanliness of the college. Employer Feedback: The supreme policy making institution of our college is the Governing Body, which includes members from the government and the University of Calcutta. As per its recommendation, the Principal, being the ex-officio Secretary of the Governing Body, has taken initiatives for holistic academic development of the college. It includes a language laboratory, library up-gradation, extension of solar power plant, G-Suite for Education to name a few.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2690	112	62	Nill	21

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
83	82	13	28	6	6
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Departments have assessed the development of their students in arenas such as communication skills, problem solving skills, critical thinking, scientific reasoning, leadership/teamwork and so on. Through the mentor/mentee sessions, departments have kept track of their students' development and their difficulties. Mentors undertake the following measures: • encourage high performers to lead group discussions and ensure mutual learning by encouraging peer-correction in writing • encourage students to adopt problem-solving methodologies • counsel students to shed fears about the negative social impact of marks or grades • identify areas of focus that require attention for individual learners, especially those with learning difficulties • support students from underprivileged backgrounds and first generation-students

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2802	82	1:34

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
85	83	2	7	45

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Saptadeepa Banerjee	Assistant Professor	Best Paper in Political Theory at the Political Studies Association Early Career Network International Conference #Because TheInternet, UK
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The reforms undertaken have been extensive. University-mandated reforms: The University of Calcutta following CBCS entrusts a considerable part of the assessment upon the colleges. This internal assessment is continuous in nature, and students are marked on the basis of: • Attendance: Standardized and university-mandated • Tutorial: Project-based home assignments some departments also have viva and presentation components and research-oriented components such as term papers and bibliographical requirements that students receive prior training for, in consultation with respective departments in the University • Class tests: MCQs objective and qualitative assessment Lab-based subjects involve practical examinations, which are assessed by external examiners. This is followed by a final examination, which is also determined and assessed by external examiners, as determined by the University. Some departments of the college have also sought to incentivize attendance by awarding prizes to students with best attendance records. College-centric reforms: • A dedicated CIE portal has been made where faculty can upload model question papers and students can access them for formative assessment • Since 2018-19, the college has made operational a competitive examinations portal for bona fide students where they can participate in practice tests for competitive exams • The examination-related grievance portal allows students to cite exam-related grievance Three semesters of online education have led to the development of a host of measures such as the preparation of online question banks and e-content for formative assessment. Teachers are encouraged to assess students' learning levels without placing undue pressure during the pandemic.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The conduct of CIE/external examinations in the college is bound by the norms of the University of Calcutta, the UGC, and the government of West Bengal. It adheres to these norms strictly. The college makes available the academic calendar in the prospectus and the college website. It denotes holidays and the tentative schedule for examinations, as indicated by the university. The academic calendar of the college is subject to change as per orders of higher authorities, if any.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.gurudascollege.edu.in/course-program-program-specific-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.gurudascollege.edu.in/guru/wp-content/uploads/2021/08/Student->

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	WB DST	4.94	0
Minor Projects	730	UGC	2.75	0.5
Minor Projects	730	UGC	4.5	1.09
Minor Projects	730	UGC	1.7	0.5
Minor Projects	730	WB DST	2.34	0.77

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Accessing Contributing Digital Resources in National Digital Library of India (Webinar)	Gurudas College Library IQAC	30/05/2020
Institutional Waste Management -- An Essential Parameter for NAAC Accreditation (Webinar)	Gurudas College Library IQAC	11/07/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nil	Nil	Nil	Nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Nil	Nil	Nil	Nil	Nil

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	4	7

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Physics	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	3	0.04
International	Biochemistry	1	5.13
International	Chemistry	11	3.41
International	Zoology	3	4.69
International	Statistics	1	1.2
International	Physics	1	1.57
International	Mathematics	2	0.96
International	Botany	2	1.99

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	1
Biochemistry	1
Mathematics	1
Political Science	9
Statistics	1
English	2
Chemistry	1
History	1
Bengali	3

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	Nil	Nil	Nil	Nil	Nil	Nil

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	15	8	Nil	4
Resource persons	5	6	2	6

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Vigilance Awareness Programme	Excellence in Public Speaking on Vigilance Awareness Programme	DVC, Govt in India	5
CU NSS	Best Volunteer	Govt of WB	1

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	Nil	Nil	Nil

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab	Duration From	Duration To	Participant
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		with contact details			
NIL	Nil	Nil	Nil	Nil	Nil
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Bengal Library Association	03/06/2019	Maintainance of Library Managemnet and Library Software	2921
Hulladek Recycling	01/07/2019	e-waste and paper waste management	2921
Photographic Association of Dumdum	20/06/2019	Conducting cetificate course on basics of photography	70
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
234.1	175.7

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Partially	20.05	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	45077	11270637	729	394906	45806	11665543
Reference Books	1099	650583	12	8804	1111	659387
e-Books	700000	Nill	100000	5900	800000	5900
Journals	25	39948	14	8137	39	48085
e-Journals	6000	Nill	Nill	Nill	6000	Nill
Library Automation	4	Nill	1	Nill	5	Nill

No file uploaded.

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	146	81	146	16	0	17	32	19	16
Added	9	7	9	1	0	0	0	0	2
Total	155	88	155	17	0	17	32	19	18

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

19 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Canon 200D DSLR camera	https://www.youtube.com/watch?v=5_bjuK9

	tsbM
Sony HXR HD 2000 movie camera	https://www.youtube.com/watch?v=HiNFekoVDEE
Sony Handycam	https://www.youtube.com/watch?v=7xRNoNBuqJA
Sony Handycam	https://www.youtube.com/watch?v=x20qPIk18Jw
Sony HXR HD 2000 movie camera	https://www.youtube.com/watch?v=uIfWm2dGqv0
Sony HXR HD 2000 movie camera	https://www.youtube.com/watch?v=j-C0PUaV4iM
Sony Handycam	https://www.youtube.com/watch?v=meu2uvuC-1Y&t=143s
Sony Handycam	https://www.youtube.com/watch?v=zbsZV_1mGzU
Canon 200D DSLR camera	https://www.youtube.com/watch?v=AymGbCyuNss
Sony HXR HD 2000 movie camera	https://www.youtube.com/watch?v=8d_uLzwmwI
Canon 200D DSLR camera	https://www.youtube.com/watch?v=AiYRe5aTsNA
Canon 200D DSLR camera	https://www.youtube.com/watch?v=byhMNVNPJqM
Sony HXR HD 2000 movie camera	https://www.youtube.com/watch?v=OmOr3Jt1JR0

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8.6	5.9	46.4	23.5

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

At the time of policy framing, emphasis has been given on optimal utilization of campus infrastructure (i.e. classrooms, laboratories, etc.) with minimum

overlapping. For preparing the Time Table, classes are allotted consulting the non-occupancy of a particular room in a particular period so that the institution is capable of making optimal use of the classrooms avoiding overlapping of classes. The institution has introduced log book system to facilitate the optimal use of gymnasium equipment and computers available in different laboratories. Due to the paucity of smart classrooms and ICT enabled classrooms as well as seminar halls, Departments are allowed to use these facilities on a rotational basis. For better utilization of College Library, library rules and regulations have been framed so that users can borrow certain number of books at-a-time and return them within a stipulated period of time.

In this regard, users are informed promptly after issuing/returning a particular book about his/her present status of lending via email and sms alert. For maintenance of physical, academic and support facilities, different sub-committees have been constituted with the active participation of the head of the institution as well as selected members. For all of these tasks, institution maintains budgetary provisions which helps to avoid financial interruption. All work is done through inviting quotations from vendors/suppliers in institution website as per norms. Financial rules of the government are strictly followed at the time of inviting quotations. The Building sub-committee looks after the task of maintenance, repair and construction work related to the building and furniture of the institution. The college has a generator for uninterrupted power supply and it is maintained by experienced technicians (on call basis) as per requirement. The classroom items like benches, desks, boards, etc. are well maintained by the carpenters selected through tender notification on institution website. Besides, laboratories of the institution maintain stock register for keeping a list of chemicals, glassware and any other instrument used in the laboratory. Maintenance for different laboratory instruments, machines, etc. is done by hired technicians. The Library sub-committee is constituted of faculty members from all academic Departments as well as representative from students. The committee, as per the budgetary provisions or funds available, takes decisions regarding the Departmental allotment, mode of purchase, finalizes different programmes, such as celebration of 'Library Day', 'Book Fair and Little Magazine Fair', annual prize distribution to 'Best Readers', etc. The library is using different Open Source Software and hosting database through cloud server on a 24x7x365 basis. The college has at present 155 computers having proper internet connectivity. Students are allowed to use these computers on purely academic purpose. Regarding hardware and software maintenance of these computers, it is done through outsourcing as and when required. Again, the college has a 5 KW Solar Power Plant from where generated power is being transferred to CESC on-grid system. For security and safety purpose, the college has fire extinguishers, CCTV, etc. to help the authority for proper maintenance and utilization of physical, academic and other support facilities.

(<https://library.gurudascollege.in/>)

<http://www.gurudascollege.edu.in/gallery/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession	128	206340
Financial Support from Other Sources			
a) National	Kanyashree,	559	6505090

	Aikyashree, SVMCM, WBOASIS		
b) International	NA	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NA	Nil	Nil	Nil
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	CSIR-NET in Life Science	29	Nil	Nil	Nil
2019	UGC-NET/SET in Bengali	30	Nil	Nil	Nil
2019	Online Competitive Examination Portal	2160	Nil	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
G-Tec Centre, Salt Lake	23	3	Nil	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	2
Any Other	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	Local	53
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Gurudas College has an active Students' Representative Council (SRC) and is significant in the decision making process related to the welfare of the students. The Students' Representative Council represents all the students who are part of the institution. Mission, Vision, Functions and Responsibilities of the Students' Representative Council

The Mission of SRC: The purpose of Students' Representative Council is to encourage active student participation in various college activities like academic, sports, art and culture. They also extend support to various social and cultural responsibilities. The Vision of SRC:

- To promote academic excellence and merit
- To promote a balanced and progressive student life in the campus.
- To ensure a healthy and safe campus life
- Build transparency

The Students' Representative Council has various functions and responsibilities. The Students Council Secretary is a member of the Academic sub-committee and the Governing Body. A major function of the council is to represent the voice of the students in policy making and engage in healthy negotiations with college administration. It helps to build a liaison between the students and college authorities. Activities of the SRC:

The Students Representative Council also performs several social responsibilities. They take initiatives to promote green and clean campus along with NSS. They also collaborate with the Anti-Ragging Cell to promote a healthy, safe and peaceful campus life. The college Annual Fest called Josh is one of the main initiatives of the Students' Council. The college fest organises cultural programme full of musical and dance performances. It is a great platform to build an amicable relation among the junior and senior students and the Students' Council of the college. The Students' Council organizes the Saraswati puja to revere the Goddess of Learning. Students

participate in puja celebrations dressed in traditional attire. Organizing the Freshers' Welcome is another event taken up by the Students' Council. Every student looks forward to the Freshers' Welcome after joining the college which gives them an opportunity to blend with the first time college ambience, get connected with the new campus life and also get acquainted with the seniors. The Freshers' welcome is also like an orientation programme of the first-year students. The Students' Representative Council organises and participates in the Basanta Utsav, a cultural activity held in the month of February. It is a celebration to welcome the season of spring. There are Tagore songs and dance performances held by students of the institution. Each year the Students' Council felicitates its teachers with a small celebration on Teachers' Day. In the year 2020, due to the unavoidable pandemic situation and series of lockdowns in several sectors including academic institutions in the state and the country created by rise of the COVID-19 disease, some of these events could not be held.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni continue to share a cordial rapport with the college through a vibrant association named Phire Dekha. It has been registered on November 28, 2019 under West Bengal Society Registration Act, 1961. No. S0008592, of 2019-2020.

5.4.2 – No. of enrolled Alumni:

256

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

The Gurudas College Alumni Association "Phire Dekha" takes an active and keen interest in the all-round development of the college. Some of the initiatives of the Alumni Association during the period under review were: • Distribution of books to needy children. • Participation in different Welfare Programmes. • Celebration of College Foundation Day. • Holding of Annual Cultural Function. • Constructive suggestions for Academic and Holistic development of students. • Various other initiatives for improvement of the institutions. • Contribution to Covid-19 Relief Fund. • Distribution of relief to Amphan Cyclone victims. • The feedback provided by the Alumni Association greatly helps the institution to improve its curriculum delivery and to provide better services to all stakeholders.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

During the year under review we had a decentralized system of governance. As you are well aware owing to the COVID 19 pandemic the Government of West Bengal invoked the Disaster Management Act and closed all educational institutions including colleges. All Committees and Cells like IQAC, Academic Sub-committee, Teachers' Council etc. held online meetings and took appropriate action. Case 1 NAAC Preparatory Committee: In view of the forthcoming Third Cycle of NAAC Reaccreditation, the Governing Body constituted a NAAC Preparatory Committee comprising of senior teachers as well as young bright scholars. The Committee divided its workload into seven modules/ sub-committees. The names of the

modules are • Curricular Aspects • Teaching-Learning and Evaluation • Research, Innovations and Extension • Infrastructure and Learning Resources • Student Support and Progression • Governance, Leadership and Management • Institutional Values and Best Practices. Each sub-committee was asked to prepare the particular portion of the Self Study Report. The draft Self Study Report was placed before the Teachers' Council, IQAC and the Governing Body. The changes suggested by these bodies were incorporated before the Self Study Report was given the final shape. It was a partly offline and partly online endeavour as the Institution was closed in March 2020. Case 2 Seminar Sub-committee: Our college has a glorious tradition of holding seminars (webinars in the online mode) on timely and topical issues. During 2019-20 various departments of our college in collaboration with IQAC held nineteen webinars where nearly all the teachers, non-teaching staff and students participated. To accommodate huge number of participants we created a YouTube channel for our college named GDC Media. The webinars were organized through Streamyard. Some of the topics of the webinar included • Accessing Contributing Digital Resources in National Digital Library of India • Pandemics and Economics • Institutional Waste Management: An Essential Parameter for NAAC Reaccreditation • Coping with Stress and Managing Education in the Context of COVID 19 • Combating Dengue: A Sensitization Initiative during COVID 19 Pandemic • Understanding COVID 19 Pandemic in Light of Human Virus Engagement (Interaction with COVID Warriors) • Influence of Media on Mental Health during the Pandemic • Understanding COVID 19: Confronting the Pandemic Structure from Communication and Media Studies Among the renowned Resource Persons were • Mr. Shibobrota Banerjee, Principal Project Officer, Systems, National Digital Library of India, IIT Kharagpur • Prof. Anup Sinha, Former Professor, Indian Institute of Management, Calcutta. • Mr. Nandan Mall, CEO Founder, Hulladek Recycling Pvt. Ltd., Kolkata. • Dr. Mrinal Mukherjee, Assistant Professor Co-ordinator, Department of Educational Planning and Administration, The West Bengal University of Teachers' Training, Education Planning Administration, Kolkata. • Dr. Amitabha Nandy, Renowned Virologist Formerly Associated with the School of Tropical Medicine Kolkata. • Dr. Fuad Halim, Medical Practitioner and General Secretary of the People's Relief Committee Not only teachers, non-teaching staff and students from our college participated enthusiastically in these webinars but people from all walks of life joined with keen interest.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	In view of the pandemic situation we in introduced totally online system of admission to ensure the safety and health of our main stakeholders, the students. Admission is transparent, strictly according to merit as per University norms and strictly according to COVID guidelines issued by the government from time to time.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • MOU with Bengal Library Association • MOU with Hulladek Recycling Pvt. Ltd. • MOU with Photographic Association of Dum Dum • Three Students were selected by G-Tec Centre • Webinar on "Accessing

Contributing Digital Resources in National Digital Library of India'' organized by Gurudas College Library IQAC. Resource Person:Mr. Shibabroto Banerjee, Principal Project Officer - Systems, National Digital Library of India, IIT Kharagpur held on 30/05/2020. • Webinar on "Institutional Waste Management:An Essential Parameter for NAAC Accreditation" organized by Gurudas College Library IQAC, Resource Person- Mr. Nandan Mall, CEO Founder, Hulladek Recycling Pvt. Ltd., Kolkata on 11-07-2020.

Human Resource Management

Our College seeks to make optimum use of human resources. In order to decentralize governance there are forty odd committees looking after different aspects of functioning of the College. The IQAC in its regular meetings deliberates extensively on the SWOC analysis (at the micro level) for forecasting the shortage of human resource and its growing demand. Institute recognizes that the development of human resources is necessary for its efficient and effective working. Analyzing the University result of the college and comparing it with that of the University result of other colleges necessary changes in teaching plans and time-table are made.

Library, ICT and Physical Infrastructure / Instrumentation

To improve the quality of college library, ICT and physical infrastructure/instrumentation, many sub-committees have been constituted. Technological innovations adopted in college library are application of different Open Source Software uploading library's database, e-contents comprising of class notes, syllabus and question papers which can be accessed anytime from anywhere. The college has at present 155 computers having proper internet connectivity, four smart classrooms, one classroom with lecture capturing facility and one seminar hall with ICT facility. The basic strategy is to optimally utilize resources with minimum overlapping not compromising with quality.

Research and Development

Research Cell motivates young scholars to present papers in seminars and workshops and provides seed money for registration. • The Cell motivates teachers to undertake major and minor

research projects • Teachers participate in refresher courses to upgrade themselves. • To promote research environment in the college in-house seminars and talk are organized frequently • Provision for funding students' research projects (other than those prescribed in the syllabus) is present. • Two teachers were awarded PhD from different Universities in the period under review.

Examination and Evaluation

• Extensive CIE reforms have been undertaken under CBCS. • University-mandated reforms include internal assessment through projects and class tests. • University-mandated reforms mandate attendance-based evaluation. Some departments incentivize attendance by rewarding regular attendees while others incorporate participatory and immersive models. • A dedicated CIE portal has been made where faculty can upload model question papers and students can access them for formative assessment. • There is a portal for examination related greivances. • Online exams are being smoothly conducted.

Teaching and Learning

The college has adopted student-centric models of teaching-learning, emphasizing on participatory and problem-solving elements. • The college has sought to mentor students to prevent examination pressure and burnout. • The college has incorporated ICT-enabled teaching and made a swift online transition with a dedicated platform. • The college has developed a competitive examinations portal and generated dedicated e-content including recorded lectures for remote/asynchronous learning. The college has emphasized on digital literacy among students.

Curriculum Development

Gurudas College is affiliated to the University of Calcutta and does not teach undergraduate or postgraduate curricula outside of the University's mandates. It is a beneficiary of the University's curriculum development following the implementation of CBCS. However some of the members of the faculty are members of the Board of Studies which determine the curriculum. It also develops and offers a host of add-on courses.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> • For online teaching learning and evaluation during this pandemic situation the College has registered with G-Suite for Education which provides all teachers individual accounts which help them record their online class lectures. These lectures are made available in Google classrooms as well as the College YouTube Chanel GDC Media for future reference of students.
<p>Administration</p>	<ul style="list-style-type: none"> • College office manages the administrative matters of the College using Cloud server based software (installed in 2018) named 'Green Campus' Office Management Software • Owing to the pandemic situation e-governance has been strengthened. To maintain physical distancing and ensure the safety of teachers and staff online meetings were held on Google meet platform on various issues like quality enhancement, admission, conduct of online examinations, website, repair works needed for the massive damage caused by the cyclone Amphan.
<p>Finance and Accounts</p>	<p>For the past few years, we are an integral part of the HRMS from where the salary is electronically disbursed. All Govt. grants are routed through PFMS.</p>
<p>Student Admission and Support</p>	<ul style="list-style-type: none"> • In view of the pandemic situation totally online system of admission has been introduced to ensure the safety and health of our main stakeholders, the students. • All relevant information is available on the Notice Board for students on the college website • On the day of the examination all question papers are available on Gurudas College Courseware site, though University uploads those on their website • All previous University question papers and syllabi are available to the students on Gurudas College Wiki site.
<p>Examination</p>	<ul style="list-style-type: none"> • All examinations (internal assessment, tutorial, theory, and practical) are being taken in the online mode. • On the day of the examination all question papers are available on Gurudas College Courseware site, though University uploads those

on their website • Marks are uploaded, verified, scrutinized and submitted on the University of Calcutta portal. • An Examination Grievance portal for students is available on the College Website

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Samrat Chatterjee	17-19.11.19 - Paper presentation in Int Symp on Advances in coastal research with spl ref to Indo Pacific	NCCR, Chennai	3000
2020	Nirjhar Ghosh	19-20.2.20 - Paper presentation in 11th ECONference 2020 on Contemporary Issues in Development	UGC-DRS-SAP-II programmes	1000
2020	Triparna Majumder	23-24.1.20 - Paper presentation in the 8th Annual Conference on Indian Health, Economics and Policy Association in Social Determinants of Health	NISER, Bhubaneswar	3000
2020	Gaurav Deep Rai	2-4.2.20 - Paper presentation in 6th Biennial Conference (International) of the Indian Academy On Management	IIM, Tiruchirappalli	3000
2019	Mitu De	21-22.12.19 - Paper	Dr. TN poddar memorial	1600

		presentation in the International conference on sustainable environment and healthcare (ICSEH 2019)	foundation, Jadavpur University, CNCI ad Lincoln University college, Malaysia	
2019	Mitu De	23.9.19 - Poster presentation in National Seminar on Recent advances in Chemical and Biological Sciences	St. Xaviers College, Dept of Chemistry	600
2020	Mausumi Bandhopadhyay	3-4.3.20 - Paper presentation in International seminar on Sustainable Dev and Inclusive growth, methods and methodology	DHE DST, Govt of WB PG dept of Geog and of Statistics, Lady Brabourne College School of Oceanography, JU	600
2020	Sarada Ghosh	3-4.3.20 - Paper presentation in International seminar on Sustainable Dev and Inclusive growth, methods and methodology	DHE DST, Govt of WB PG dept of Geog and of Statistics, Lady Brabourne College School of Oceanography, JU	600
2020	Malay Chakraborty	21-25.1.20 - Paper presentation in Int conference on Electrochemistry in Industry, Health and Environment	Indian Society of Electrochemistry, BARC, Mumbai	3000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

2020	Nil	Workshop on Library Digitization	10/01/2020	10/01/2020	2	78
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
e-FDP	1	22/06/2020	28/06/2020	7
Orientation Programme	1	04/02/2020	24/02/2020	18
e-FDP	1	26/09/2020	30/09/2020	5
Refresher course	1	04/01/2020	17/01/2020	12
Refresher course	1	03/02/2020	15/02/2020	12
Refresher course	1	27/01/2020	08/02/2020	12
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	Nil	1	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
College Staff Co-operative Credit Society, Loan from PF, Medical Assistance	College Staff Co-operative Credit Society, Loan from PF, Festive Advance, Health Loan	Scholarship and Concession, Earn while you Learn,

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>The college has a mechanism for both internal and external audit. Competent auditor is appointed by the Governing Body for internal audit. The external/statutory audit is carried out by a Government auditor appointed by the Department of Higher Education, Government of West Bengal. The external/statutory audit has been completed up to 2018-19 from inception of the college and that of 2019-20 is in progress. There were no major objections raised by the auditor so far. The list of internal auditors include 2014-15 – M/s N. Sarkar Co 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 – M/s Sunil Kedia Co.</p>

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government	Funds/ Grnats received in Rs.	Purpose
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funding agencies /individuals		
Dr. S Chatterjee	2500	Donation
No file uploaded.		

6.4.3 – Total corpus fund generated

2500

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent teacher meetings for all Honours Departments are held and suggestions are forwarded to the relevant authority via feedback forms. • Students' counselling by a professional counsellor organized on a regular basis • Vending machine for sanitary napkins installed • Online access of e-content, full text e-resources, syllabus and university question papers Owing to the COVID 19 pandemic the Government of West Bengal invoked the Disaster Management Act and closed all educational institutions. In such a situation • Many departments held Parent Teacher Meetings on the Google Meet platform. • Guardians feedback were taken online through Google forms, analyzed and uploaded on the college website

6.5.3 – Development programmes for support staff (at least three)

• "Workshop on Library Digitization" organized by Gurudas College Central Library in collaboration with VIKMANS was held on 10/01/2020 for the library support staff. The Resource persons were Mr. Soumen Sarkar (Dy. Director, Raja Rammohun Roy Library Foundation), Mr. Manish Chhabra (Director, VIKMANS), Dr. Arun Kumar Chakraborty (Former Director General, National Library Raja Rammohun Roy Library Foundation). • We had planned to organize many other development programmes for the support staff. Owing to the COVID 19 pandemic the Government of West Bengal invoked the Disaster Management Act and our college is closed since then hence implementation of those was not possible.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Portal for Competitive Examinations • Portal for Continuous Internal Evaluation • Portal for Examination related Grievances • Introduction of Post graduate programmes in Bengali ,Physics and Zoology • Introduction of Honours programmes in Sociology and Philosophy • Up gradation of library and laboratories • Submission of data for AISHE portal • Four smart classrooms and one classroom with LMS facility • College has its own domain in Google Workspace for Education

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Movie show (Thappad, a movie on gender violence and discrimination) was organised by the Department of Sociology.	06/03/2020	06/03/2020	14	5
Talk entitled, 'Women's Movements in post-independent India: Changing Issues and Emerging Challenges', delivered by Dr. Molly Ghosh, organized by the Department of Political Science and IQAC, Gurudas College.	15/05/2020	15/05/2020	45	41
Talk entitled, 'Bhalo Meye: The Cultural Construction of Gender and Disability in Bengal' by Dr. Nandini Ghosh - Women's Day celebration programme organised by Nandana - Women	13/03/2020	13/03/2020	85	58

Empowerment Cell of Gurudas College.				
Talk entitled, 'Interrogating New Reproductive Technologies: A Feminist Lens' by Ms. Mahua Roy, organised by the Department of Sociology in collaboration with the Seminar Committee, Gurudas College.	13/03/2020	13/03/2020	15	7

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
22.7

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Scribes for examination	Yes	Nil
Rest Rooms	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT FOR STUDENTS	01/07/2019	1. Every student should wear his/her identity card while on campus. 2. Students should be punctual in their timings and attendance. 3. There is no dress code or uniform as such for

		<p>Gurudas College but students should be decently dressed. 4. Students should behave with dignity and courtesy inside and outside the college. 5. Use of mobile phone is prohibited during class hours. 6. No student shall smoke or partake of alcohol/drugs at the college campus.</p>
<p>CODE OF CONDUCT FOR TEACHERS</p>	<p>01/07/2019</p>	<p>1. A teacher should carry out the legitimate academic and administrative decisions taken by the College/University pertaining to his/her sphere of responsibility. Teachers and Librarian should wear I-cards while on campus. 2. He/she shall not discriminate against any student on the basis of religion, race, caste, gender, language or political ideology. 3. A teacher should not remain absent from duty without proper sanction of leave. 4. A teacher should not make use of institutional resources or facilities for personal purpose. 5. Teachers should work for holistic development of students.</p>
<p>CODE OF CONDUCT FOR GOVERNING BODY</p>	<p>01/07/2019</p>	<p>1. Members of the Governing Body should be unbiased and impartial in their decision making. 2. Teacher representatives and non-teaching staff representatives of the Governing Body should consult their respective constituency and ventilate their grievances.</p>
<p>CODE OF CONDUCT FOR PRINCIPAL</p>	<p>01/07/2019</p>	<p>1. The Principal should be impartial and unbiased in his/her functioning. 2. He/she should treat the staff equally. 3. He/she should be guided</p>

		by the motto of the parent University, 'Advancement of Learning'.
CODE OF CONDUCT FOR SUPPORT STAFF	01/07/2019	1. They should be punctual and regular. 2. They should be student friendly and work for the all-round development of the college. 3. All should wear I-cards while on campus.
CODE OF CONDUCT FOR RESEARCHERS	01/07/2019	http://www.gurudascollege.edu.in/plagiarism/code-of-ethics/Code-of-Ethics.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observance of NSS Day	24/09/2019	24/09/2019	51
Observance of National Blood Donation Day	01/10/2019	01/10/2019	44
Observance of the birth anniversary of The Father of the Nation, Mahatma Gandhi declared by the United Nations as the International Day of Non-Violence	02/10/2019	02/10/2019	48
Observance of Rashtriya Ekta Divas (National Integration Day) on the occasion of Sardar Vallabhbhai Patel's birth anniversary	31/10/2019	31/10/2019	47
Vigilance Awareness Programme	07/11/2019	07/11/2019	81
Observance of World Human Rights Day	10/12/2019	10/12/2019	43
Celebration of Swami Vivekananda's Birth Anniversary	12/01/2020	12/01/2020	30
Observance of International Mother Language Day	21/02/2020	21/02/2020	32

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Conservation of the green landscape of the College has been one of the foremost priorities of the College and Vasudha, the Nature Club of the College and the NSS College Unit have played a pivotal role in ensuring that necessary steps were taken in that direction all through the year. • A poster-making competition, geared towards generation of Environment Awareness, was organised jointly by Vasudha and NSS. Students also made paper bags as part of a gift-making programme organised by Vasudha and NSS. • As part of the cleanliness drive of the College, Vasudha and NSS also initiated a dustbin-making and distribution programme in order to inculcate the habit of cleanliness among the staff and students. • A 'Swachh Bharat Abhijan Padayatra' for an eco-friendly environment was also organised by Vasudha and NSS. • The usual Foundation Day celebrations of the College involved the planting of saplings on the College campus. • A special campus cleaning drive was initiated by the Department of Sociology in collaboration with the NSS that involved active participation of students. This drive was organised as part of the 'Earn while you learn' scheme under the NSS. • Steps to protect plants and trees like spraying of insecticides and fungicides, cleaning their base and trimming, were undertaken by Vasudha and NSS. • Along with special initiatives taken towards creating an eco-friendly campus, both Vasudha and NSS were jointly involved in usual planting activities, gardening activities, primarily the maintenance of gardens on the campus, and organised campus cleaning programmes on a regular basis all year round. • Restoration work was undertaken by Vasudha and the NSS College Unit, post-Amphan cyclone, including removal and clearance of felled trees and damaged plants from the College and surrounding areas. • The College seeks to reduce the use of paper substantially and conscious efforts have been made all through the year at maintaining a partially paperless office. Soft copies of official administrative records are maintained. The College website serves as an important channel through which all relevant information and important notifications are communicated to the students. The College has its E-Prospectus on the official website as well. • The College campus is a no-smoking zone and is plastic-free.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Towards a virtual world 2. Objective of the practice: We have been passing through one of the most difficult phases in our life for the last one and a half year. Physical contacts with people have been severely restricted due to the Covid protocols. In this situation the primary task of an educational institution is to maintain the normal academic exercises as far as possible. Adapting more and more to the online mode in order to overcome the situational impediments is the objective of the practice. 3. The Context: Since 14 March 2020 educational institutions were declared closed in West Bengal due to the outbreak of Covid-19 pandemic. The prime minister of India declared lockdown all over India since 25 March 2020. Every normal activity was stalled. The first few months were the time when almost all economic and academic activities in public life came to a sudden halt. After one or two months, efforts had been made to cope up with the new situation. Adapting to online mode by teaching through online classes, arranging webinars, conducting online meetings, administrative activities and online publication of college -journal was the only way out. This is the context where the institution stepped forward and made its mark. 4. The Practice: The college tried to evolve its activities through online mode in the new situation as far as possible. The teachers from various departments felt the need to reach out to the students during lockdown. The departments started functioning through online classes using zoom, google or webex platforms, uploading of study-material or PPT presentation or audio lecture in google class-rooms or WhatsApp groups. However, teachers continued

the teaching and evaluation over quite a few months on their individual capacity using their own resources. Since October 2020 an endeavour started to provide an institutional platform for online teaching. It was finally materialized in December 2020. The college came to a formal agreement and created its own domain with google. It provided an institutional onlineplatform to the college and teachers got their individual account in the domain of gurudascollege.education. The most important feature of this institutional arrangement is the provision of recording of google meets. The recording facility is not available in individual google accounts. The college has also bought a separate platform for General classes with a large number of students who could not be accommodated in regular google meets which have a ceiling of only 100 participants. Teaching is incomplete without the students' active participation in the process. Students are not passive receptors of the pedagogy. They have an active role. The closure of the institution threw a big challenge to the student-centric activities. In spite of many difficulties the Department of Zoology came forward and arranged a student seminar by the students of PG Semester 4 on 9.10.2020 where 29 students presented their paperson different themes in an online meet. A series of 3 consecutive seminars on Art and Architecture in Ancient India by the students of Semester 2 and Semester 4 were arranged by the Department of History on 12.11.2020, 13.11.2020 and 18.11.2020. Mauryan Art Architecture, Post-Mauryan Art Architecture and Gupta Art Architecture were the specific themes of the seminars. A series of webinars were organized by various departments. Nineteen webinars were conducted in a period from 15 May 2020 to 3 September 2020. The Departments of Economics, English, Journalism Mass Communication, Philosophy, Political Science, Botany, Zoology, Microbiology, Computer Science, Physics, NSS unit, Gurudas College Library and Student Counselling Cell organized seminars in collaboration with IQAC. Bengal Library Association was one of the collaborators in the seminar, held on 18.7.2020, on the topic 'Open Thinking and Pluralism' by Pabitra Sarkar, renowned linguist and former V.C, Rabindra Bharati University. An online issue of 'Eshana', the in-house research journal was published on 11.12.2020. It was a commemorative issue on Women's Suffrage Movement.

5. Evidence of Success: Classes were regularized in online mode and teaching-evaluation process resumed. The series of webinars, online student seminars and online issue of research journal revived the academic exercises of the institution.

6. Problems Encountered and Resources Required: The shift to online classes was not a choice but a compulsion. For students from the economically backward section of the society it is difficult to spend regularly for data packs. All of them could not afford to buy smart phones, tabs or computers. The institution did not have enough resources to support the financially challenged. Hence the online teaching is consistently widening the gap between the rich and the poor.

1. Title of the Practice: Beat the odds

2. Objective of the practice: The last one and a half year changed our life to a great extent. The outbreak of Covid 19 pandemic and natural disasters shook the normal functioning of any institution. From the outset, our college was determined to return to normality as soon as possible. So the objective was to overcome all the difficulties, which came in its way.

3. Context: The economic and social disruption caused by the Covid-19 pandemic is devastating. Nearly half of the world's workforce are at the risk of losing their livelihoods. The pandemic has been affecting the entire food system. The workers of unorganized sectors are particularly vulnerable. They have lost access to food, health care and social protection. In this situation, educational institutions should come forward to accomplish their social responsibilities. Apart from the individual participation of its faculty, staff and students, Gurudas College as an institution joined some relief activities. A cyclone called Amphanworsened the situation. On 20 May 2020 the cyclone Amphan cut a swathe through Odisha and West Bengal. The super cyclonic Amphan was a deadly tropical cyclone which caused widespread damage in the coastal districts of Odisha and West Bengal in

India and Bangladesh. The storm triggered widespread flooding round the city of Kolkata. 4000 electric poles and 5000 trees were toppled over. 236 mms of rain was recorded in Kolkata. The college building and surroundings were severely damaged. In this context college's initiative to restore the things is commendable. 4. Practice: The faculty, staff and NSS unit of the college actively participated in Covid and Amphan relief works. The college contributed Rs. 1.5 lakh to WB State Emergency Relief Fund. The NSS and Vasudha units of the college distributed dry food among 50 poor people in the slum area on 2.4.2020. On 22.4.20 they gave rice and potato to 50 people in the slum near the college. On 24.4.20 They distributed evening snacks among the footpath dwellers. They also took part in the sanitization programme in the surrounding area. The institution was firm in its goal to beat the odds. In order to fix the damage caused by Amphan, the college gave the utmost effort in terms of financial and human resources. The NSS and Vasudha units started working immediately after the storm. They removed the logs and broken plants from the streets on 22.4.20. They cleared and cleaned the college campus. The NSS unit was also involved in the rescue work at Dum Dum-Nagerbazar area after the Amphan. The Building committee members met to assess the damage. The huge amount of money was allocated for repair work. Fifty glass panels were broken. Journalism and Mass Communication laboratory, Commerce building, Library building, gymnasium, Students' Union room, Zoology laboratory were severely affected. The shade of the canteen was blown away. The boundary wall was broken. The solar power plant was badly hit. The college authority, faculty, staff and students came up with an indomitable spirit to surmount all difficulties in the process of refurbishing the college compound. The solar system was restored soon. The Zoology laboratory and Journalism Laboratory were thoroughly renovated. The Gymnasium and Union room were repaired. The broken glass panels were replaced. Some repair works are still going on. The green landscape of the college was also affected by the cyclone. The Vasudha and NSS team struggled to revive it. The broken trees were removed with the help of Kolkata Municipal Corporation, new saplings were planted, measures were taken to protect the trees that survived the Amphan onslaughts. The medicinal garden was completely destroyed by Amphan. Initiatives were taken to resuscitate the garden 5. Evidence of Success: Relentless efforts saved the college and its environment. The college was able to return to the regular essential activities. The greenery in the campus was restored. 6. Problems Encountered and Resources Required: The rescue and relief activities as well as repair works require huge financial resources. Lack of enough resources is a major problem. In spite of the financial difficulty the institution's valiant effort in relief and renovation is praiseworthy.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.gurudascollege.edu.in/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Educational Tours help students to learn through visual experience. It can be an interesting way to learn and explore new things and life skills. Excursion is a holistic educative experience for both students and teachers. It has proved to be a unique feature, distinctive of our institution, during the last few years. Unfortunately, not many departments could organize educational tours in the 2019-2020 session during the pandemic and consequent lockdown. A few departments could manage to conduct their tour before the closure of all educational institutions in West Bengal since 16 March 2020. Some had submitted their plan for March and April which had to be postponed. Bengali Bengali

department organized a one-day educational trip to Naihati- Halisahar. There were 60 students, 9 teachers along with 1 non-teaching staff. Halisahar is the native place of famous medieval poet Ramprasad Sen. The students explored the original house of Ramprasad and the 'Kali Temple', where he wrote many of his popular devotional poems. Naihati is the homeland of the first and famous novelist of Bengal, Rishi Bankim Chandra Chattopadhyaya. The team visited his house and also the museum, which housed many important exhibits of his life.

Botany The Botany department organized three one-day trips to AJCB Indian Botanical Garden Shibpur ,adjoining areas of Subhash Sarovar, Medicinal garden Mushroom Cultivation Unit, Narendrapur Ramkrishna Mission on 28.8.19, 14.9.19 and 12.3.20 respectively. The department also planned for a long trip to Mirik, Darjeeling, Tinchuley, Takdah, Lamahatta in April. The plan was sanctioned by the Governing body but the tour had to be postponed due to lockdown. **Economics** The department organized a field-study of surrounding areas to review the local economy on 12.3.20. They submitted a proposal for a field visit to Darjeeling tea gardens in the period from 1.4.20 to 5.4.20. **History** The teachers of the

Department of History organized an educational tour to Rajgir, Nalanda, Bodhgaya and Pavapuri (Bihar) from 14 January to 18 January 2020. 54 students and 3 teachers joined the trip The students and teachers visited the ruins of the old city of Rajagriha and the Nalanda.Mahavihara, the renowned ancient university and legendary centre of Buddhist learning. They went to the Museum, which hosts well-researched exhibits of the life and journey of Huen Tsang, the famous Chinese Buddhist scholar and traveller who travelled to India in the seventh century. The team also visited Bodh Gaya, the place where Gautama Buddha is said to have attained bodhi and the Jain temple at Pavapui, where Mahavira attained nirvana. **Tour Proposals** The Governing Body and IQAC received and approved 3 more tour proposals from the Departments of Political Science, Economics, Philosophy and Sanskrit. The Political Science Department planned a one-day-trip to Bandel Church and Imambara in Hooghly on 2.4.20. The Sanskrit Department proposed a one-day-trip to Hanseshwari temple in Hooghly on 18.3.20.

The Philosophy Department submitted a plan for 3-day- trip to Purulia from 6.4.20 to 8.4.20. All of the tour plans had to be postponed due to the Covid-19 pandemic and lockdown.

Provide the weblink of the institution

http://www.gurudascollege.edu.in/gallery_institutional_distinctiveness/

8.Future Plans of Actions for Next Academic Year

- Continue with quality sustenance and quality enhancement measures undertaken by the IQAC
- Creation of a special fund for digital empowerment of financially challenged students
- Expansion of NSS unit and formation of a regular team for social outreach activities
- Formation of a Disaster Management Team for rescue and relief operation
- Creating provisions for community kitchens, mobilizing student, staff and faculty during COVID pandemic, lockdown and natural disasters.
- Encourage more Faculty Exchange programmes
- Introduction of rain water harvesting and groundwater recharging
- Strengthening the existing Students' Counselling Cell (comprising of in-house members and experts from outside) looking after the mental health of not only the students, but also the staff and the faculty
- Completion of language laboratory with digital equipment
- Development of collaboration with industries, seeking feedback from them at regular intervals to supplement the University-framed syllabi
- Allocation of more funds for study-tours and field-study
- Continuation of Academic and Administrative Audit
- Introduction of Green Audit by professional agencies
- Introduction of Energy Audit by professional agencies
- Expansion of solar power plant and enhancement of the use of green energy increasing the number of LED lights
- Formation of different interdisciplinary study-circles and regular academic exchanges through weekly seminars
- Formation of a Centre of Women's Studies
- Continuing with the academic tradition by organizing Annual Gurudas

Banerjee Memorial Lecture, seminars/webinars and workshops • Dissemination of gender sensitization and awareness of legal empowerment of women through regular gender-related programmes • Introduction of weekly interactive programmes for both male and female students in order to develop awareness about gender and social discriminations • Implementation of more efficient and eco-friendly way of waste management • More add on/value added courses • Expansion of coaching facilities for different research or job-oriented competitive examinations • Introduction of vocational courses • Development of specialized soft-skills and introduction of special training courses for faculty, staff and students • Completion of construction of physical facilities like the lift to support physically challenged students • Installation of Braille software for visually challenged students • Providing departmental work-space for each department • Providing space for common and shared instrument laboratory • Provision of a common space for Social Science Departments • Introduction of Students' mediclaim facilities