YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	GURUDAS COLLEGE
• Name of the Head of the institution	Dr. Mausumi Chatterjee
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03335593587
• Mobile no	9830302408
• Registered e-mail	principal@gurudascollege.edu.in
• Alternate e-mail	mausumichatterjee31@gmail.com
• Address	1/1 Suren Sarkar Road, Narkeldanga
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700054
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**University of Calcutta**
• Name of the IQAC Coordinator	**Dr. Gautam Mukherjee**
• Phone No.	**03335593587**
• Alternate phone No.	
• Mobile	**8017314318**
• IQAC e-mail address	**iqac.gurudas@gmail.com**
• Alternate Email address	**gautammukherjee310@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gurudascollege.edu.in/about-iqac/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://gurudascollege.edu.in/academic-courses/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**78.5**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**B**	**2.87**	**2011**	**27/03/2011**	**26/03/2016**
Cycle 3	**B**	**2.41**	**2021**	**28/09/2021**	**27/09/2026**

6.Date of Establishment of IQAC	**21/01/2004**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of	View File	

IQAC		
9.No. of IQAC meetings held during the year	8	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Interaction with NAAC peer team in September 2021
2. Industry -Interaction Cell , IPR Cell and Consultancy Cell have been set up as recommended by NAAC Peer Team and they have started their work.
3.Youth Parliament held on 27.04.2022
4. Energy Audit for the session 2021-22 done.
5. Academic and Administrative Audit for the session 2021-22 done.

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

Plan of Action	Achievements/Outcomes
Research-oriented Seminars/Talks	Different departments held talks/seminars on research methodologies and perspectives
Book and Little Magazine Fair	Book and Little Magazine Fair held on 19th and 20th April 2022
Publication of College Research Journal	College Research Journal, ESHONA was published.
Undergraduate Student Research Initiatives	18 Hons. departments organised undergraduate student research initiatives (student seminars)
Teaching Plan	Teachers submitted teaching plan as well as Implementation report .

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the College	06/03/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	12/01/2023

15.Multidisciplinary / interdisciplinary

Several interdisciplinary lectures were organized by the departments of Philosophy, Sanskrit, Sociology and Physics.

16.Academic bank of credits (ABC):

ABC has not yet been approved by the affiliating university.

17.Skill development:

- Undergraduate student research initiatives (student seminars) groom students for public speaking, which improves their

future employability.
- Essay competitions were held to enhance writing skills.
- Cultural programs like debates, extempore speeches, song and dance programs were held to foster the creative impulses of students.
- Annual sports was held to promote sound mind in a sound body.
- Student week, wall magazines, poster competition, street play, photography competitions were held to promote holistic development of students.
- E-magazines by students were published to broaden their intellectual horizon.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

English, Bengali, Political Science, History, Education,Sanskrit and Philosophy impart Indian knowledge system.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution places highest significance on outcome-based education as mandated by the UGC's LOCF. The college has been working towards a more holistic experience of education for students, mixing traditional chalk-and-talk with ICT-enabled interactive learning and ensuring hands-on experiential learning. The application of knowledge through fieldwork, laboratory work as well as real life implementation of the same is emphasized upon. Faculty discuss COs at the onset of the session. COs are sought to be implemented at every level, in keeping with the POs and PSOs. At the end of the session, outcomes are discussed.

20.Distance education/online education:

Use of different online platforms such as Google Meet (G-Suite for Education) with recording facility

PDF formats of books and notes

E-content uploaded on college website

Recorded class lecture shared on Google classroom, college courseware and GDC MEDIA (https://www.youtube.com/@gdcmedia3833)

Recorded videos of practical classes uploaded on Google classroom and college courseware (https://moocs.gurudascollege.in/)

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**722**

File Description	Documents
Data Template	[View File](#)

2.Student	
2.1 Number of students during the year	**3251**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**828**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**926**

File Description	Documents
Data Template	[View File](#)

3.Academic	
3.1 Number of full time teachers during the year	**111**

File Description	Documents
Data Template	[View File](#)

3.2	**114**

Number of sanctioned posts during the year	
File Description	**Documents**
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**34**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**220**
4.3 Total number of computers on campus for academic purposes	**169**

Part B

CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Gurudas College, follows the CU curriculum, under CBCS. Effective curriculum delivery is donethrough departmental meeting, Academic Calender and Mentoring.

Classes are held on campus, as per the college routine and Teaching Plans for the upcoming semester are communicated in advance. The college has 15 ICT enabled classrooms, including one where lectures can be recorded. The students are evaluated through oral interactions, written class tests; University prescribed Tutorial Assignments, Internal Assessments and Theory examinations. The results are digitally prepared, uploaded on the University portal to generate the Statement of Marks.

The learning experience of the students is further enhanced as the departments regularly arrange seminars and extension lectures, in collaboration with the Internal Quality Assurance Cell. Academicians from various institutions share their knowledge and experience, thus enriching the students in multiple ways.

Information about commencement of session, working days and list of

holidays can be accessed from the Academic Calendar, college website and notice boards. The Central Library contains 50814 books and 39 subscribed journals, apart from 18 UG and 3 PG libraries. Also, almost 2000 question papers havebeenuploaded on the College Wiki site, for convenience of students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college follows a combination of formative and summative models of evaluation, following the CBCS system of Calcutta University.Internal assessment is continuous, as students are evaluated on the basis of Attendance, Tutorials, Class tests, viva-presentation and research-oriented term papers. Lab-based subjects involve practical and final examinations, both of which are assessed by external examiners. Some departments award prizes to students with best attendance records.

The college is evolving methods of formative assessment through learner-centric methods. This reduces reliance on rote techniques to encourage an innovative learning process. It focuses on reducing stress and discourages undue emphasis on year-end examinations. The Mentor-Mentee groups complete given tasks while developing self-reliance, critical thinking and problem-solving abilities. Formative assessment is done through informal techniques such as group work, quizzes, remedial classes and open book tests. These enable both teachers and students to assess the extent of learning while identifying and rectifying the shortcomings.

The significance of EdRP (Educational Resource Planning Tools) in CIE is undeniable. The college has automated some parts of the admission, registration and payment procedures. It also benefits from online repositories like N-LIST, while trying to develop its own repository of E-content.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	`B. Any 3 of the above`

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

24

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Environmental Studies, a compulsory course for UG students includes topics like Ecology and Ecosystems, Natural Resources, Biodiversity and Conservation, Environmental Pollution, Environmental Policies and Practices, Human Communities and the Environment. Awareness of the same is created among students by incorporating relevant topics in the different subjects.

History: Gender, environment, human values, socio-economic and political rights of different social classes.

Political Science: Syllabus covers Women's Movements and empowerment, Fundamental and Human Rights of Indian Citizens, Domestic Violence Act and Vishakha Guidelines. Economics: Topics include Environmental Economics, microeconomics, Welfare economics, gender and wage gap and 'Environment and Sustainable Development'. Sociology deals with gender as an analytical category in the

epistemological framework. Philosophy: Feminist Philosophy, Environmental Philosophy, Man and Environment directly deal with gender and environment issues are analysed.

Education analyses the social disability and exclusion of women through topics like Gender and Sexuality and Historical Perspectives of Women's Education in colonial India.

Sanskrit addresses topics like conservation of nature and biodiversity, structure of society and Position of Women in Society. Bengali: Themes of gender, social relations, social marginalisation, and environment are incorporated. English: Areas like Women's Writing, Literature and Human Rights are salient in multiple texts in the curriculum.

File Description	Documents
Any additional information	[View File]
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

168

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

2390

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	https://gurudascollege.edu.in/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may	**A. Feedback collected, analyzed**

be classified as follows	and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gurudascollege.edu.in/feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1247

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

445

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution caters to a considerable body of first-generation learners/other learners from SEDGs (Socio-Economically Disadvantaged Groups) from the East Kolkata region and beyond. Therefore, faculty pay additional attention to the needs of said learners, identifying

both slow and advanced learners in a sensitive fashion. Students with differing needs are identified while ensuring there is no discrimination against, or preference granted to select students. Some of the steps undertaken by the college to ensure smooth teaching-learning are:

- Mentor-mentee groups are formed by every department, with faculty ensuring their mentees are engaged with in matters both academic and otherwise.

- Remedial classes are taken, paying attention to the needs of slow learners.

- Advanced learners are encouraged to participate in student seminars held by the departments. This is an important exercise in public speaking as well. Departments also encourage advanced learners to participate in paper and poster presentations outside the college.

- Regular extension lectures (in-person or online/hybrid) are organized by the departments with learned resource persons to stimulate the minds of advanced learners and encourage others to take greater interest in the latest aspects of their discipline.

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/academic-courses/academic-calendar/student-achievements/
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3251	111

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The 2021-22 academic year marked a transition from emergency online instruction in the first half of the academic year to in-person offline classes in the latter, as per orders of the Government of West Bengal and in adherence to the guidelines prepared by the UGC.

- During the period of online instruction, faculty endeavored to use interactive learning and discussion methods, use of PowerPoint presentations and tools such as Google Jamboard (among others) to stimulate participatory learning and problem-solving.

- Faculty also offered mentoring through informal channels such as WhatsApp to ensure students were engaged and on track.

- The principal mode of teaching in-person was in the classroom through lectures and in the laboratory through hands-on learning, as per the scope of the University-mandated curriculum.

- ICT-enabled methods were used by teachers on a regular basis.

- Various departments used experiential learning methods as per their needs, ranging from recognizing plants within the campus to film screenings. Departments also organize study visits, field trips, excursions, and so on, every year for experiential learning. In the academic year 2021-22, study visits and field trips were more curtailed than usual owing to Covid-19 norms in place as per the orders of the Government of India.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://gurudascollege.edu.in/wp-content/uploads/2023/05/2.3.2_data.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT-enabled teaching pedagogies are an inherent part of the teaching-learning process in the college.

- The college has a total of 9 classrooms with LCD facilities for teaching/presentation aid and 2 seminar halls with the same.

- Of these, 4 classrooms are smart classrooms, featuring LCD smartboards.

- There is 1 dedicated classroom with LMS facilities (Room 6) on top of LCD, wi-fi access and LAN.

- 32 rooms have wi-fi and LAN access.

- The college has a total of 8 computer laboratories as per the needs of the curriculum of various departments. Resources are shared when deemed necessary.

- The college library has 15 computers and one dedicated server that maintains the Koha Library Management System.

- RFID-UHD system has been installed in the library.

- N-List access is granted to teachers and students.

- Film screenings and film festivals are organized for educational purposes.

- Part of the 2021-22 session also saw online instruction through the use of Google Meet, Google Classrooms, as well as WhatsApp for students with weaker internet connections. Classrooms and Meet continue to be used as per necessity for instruction in the blended mode.

- The college has an educational YouTube Channel, a dedicated Wiki question bank and a courseware website with additional e-content.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

111

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

111

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

49

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1198

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- **The institution has a robust methodology of engaging with continuous internal assessment subject to the regulations of the affiliating university.**

- **At the end of every semester, internal assessment is conducted through the means of projects/class tests/presentations/and so on. Attendance is also an aspect of internal assessment.**

- **Along with this, faculty also use pop quizzes and MCQ-based tests to assess the progress, learning levels and outcomes of students.**

- **Progress is discussed with students and other stakeholders (such as parents through Parent-Teacher Meetings) so that they remain aware of their progress and lacunae.**

- **The Examination Grievance Portal can also be availed by students.**

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://gdcdigital.in/exam_grievance/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- **Grievances related to internal assessment remain uncommon in the institution on account of its transparent and efficient methods of approach. As and when permissible by the norms of the affiliating university, students are shown their scripts to develop a better understanding of their progress and areas in need of development.**

- **Students may avail of the Examination Grievance Portal.**

- **Departments speedily discuss and resolve examination-related grievances if they emerge.**

- **Students also have the option of approaching the head of the institution through proper channels should they deem it necessary. The institution believes in being accessible to its students at every level.**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://gdcdigital.in/exam_grievance/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college approaches outcome-based teaching-learning as an important aspect of its pedagogical approach.

- Faculty members are dedicated towards internalizing the Programme Outcomes (PO) in their everyday teaching pedagogy.

- The syllabus is framed by the affiliating university. Departments discuss Programme Specific Outcomes (PSO) and Course Outcomes (CO) in the process of syllabus allocation before every academic session.

- Students are sensitized about the POs, PSOs and COs during orientation.

- COs are discussed by the faculty in the course of their classroom interaction with students, so that students begin to understand the significance of their coursework in a more holistic, skill-oriented fashion in addition to applying themselves to rigorous learning.

- POs, PSOs and COs are displayed on the college website for easy access.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://gurudascollege.edu.in/course-program-program-specific-outcomes/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- Departments monitor student progress through continuous internal assessment mechanisms, ranging from class tests to presentations.

- Learning outcomes are discussed in remedial and mentor-mentee sessions to better motivate students.

- **Teachers are required to submit a teaching plan and an implementation report at the end of the academic year for the courses they are undertaking.**

- **Departments also review pass percentages and performance records to better implement the learning outcomes.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

627

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://gurudascollege.edu.in/wp-content/uploads/2023/05/feedback@atr@2122.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

- Multidisciplinary research journal Eshona (ISSN 23490985) published annually.
- Departments undertake educational tours, publish wall magazines, e-magazines, organize departmental talks.
- Central library regularly organises Library Day Programme, Annual Book and Little Magazine Fair. It is an institutional member of American Centre and British Library and also member of Inflibnet and has a youtube channel.
- The college has MoUs with Hulladek Recycling, Bengal Library Association and Photographic Association of Dumdum.
- The faculties are regularly publishing books, self study Material and original research papers in National and International journals.
- Dr. Anirban Mukherjee is co-principal Investigator in a project funded by Hari Shankar Singhania Elastomer and Tyre Research Institute.
- The college promotes academic-industrial interface, sponsors seminars (Rs. 84000/- granted), encourages faculty to present papers, promotes collaborative seminar and paper presentation jointly by the teachers and students.
- Some teachers act as guest faculties in other Institutes.
- Each Hons. Department has seminar library and organizes student seminars.
- The college has started awarding the best speakers at the student's seminars
- Workshop on Mathematics to groom high-school students;
- E contents developed;
- College Reimburses registration fees for paper presentation;

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

49

File Description	Documents
Report of the event	<u>View File</u>
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

15

File Description	Documents
Any additional information	<u>View File</u>
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

11

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Gurudas College with holistic development in mind carries out many extension activities. Some activities are as follows:

- Awareness Programme was held on women and legal rights as well as gender equality.
- Library as an Extension Centre: The library services are also provided to college outsiders such as:
  - NSOU students ;
  - Students of 'Certificate in Library Science';
  - Teachers of Shyama Prasad Mukherjee Institution;
  - Former faculty members/Alumni of the College;
  - Library Day Programme, Annual Book Fair and Little Magazine Fair were organized.
- Workshop on Stress Management and Counselling titled 'How to cope with stress'' was organized.
- The NSS units carried out extension activities like Republic Day Camp, participation in rallies and programs on societal issues such as anti-drug rally, plastic free environment, food hygiene, green environment, Swachha Bharat Abhiyan, Yoga Day. The participation of the students helps them in an all-round development and become a responsible citizen of the country.
- Blood Donation camp was organised keeping in mind the societal requirements.
- Mathematics Department had organised a workshop to encourage the high-school students to take up the subject of Mathematics in an enjoyable manner.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

38

File Description	Documents
Reports of the event organized	[View File]
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File]

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

789

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

3

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has over the years built adequate infrastructure and physical facilities for teaching-learning, as demonstrated in the table below:

Facilities

Area/No. of Rooms

Campus Area

2.33 acres (142 cottahs)

Number of Buildings

3 (Main Building, Commerce Building & Golden Jubilee Building)

Classrooms

32

Laboratories

29

Instrumentation Laboratory

1

Computer Laboratories

8

Classrooms with LCD facilities

9

Classrooms with Wi-Fi / LAN

32

Smart Classrooms

4

Classroom with LMS facilities

1

Seminar Halls with ICT facilities

2

Video Centre cum Media Laboratory

1

IQAC Room

1

- **The institution has thirty-two (32) fully functional classrooms and thirty (30) laboratories. Among those, nine (9) classrooms have LCD facilities.**
- **The institution has two seminar halls and a room for IQAC. These are all equipped with ICT facility.**
- **The institution has a Central Library with about 50,814 books and 39 subscribedjournals. In addition to that, all the Honours departments have their own Seminar Libraries with lending and reference sections.**
- **The college is equipped with 5kw on-grid solar power plant situated at the roof of the Golden Jubilee Building.**

- **The college building along with its laboratories, library, etc. is protected with fire safety devices as well as surveillance system through CCTV & RFID.**

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://gurudascollege.edu.in/gallery/gallery-campus-infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

1. **Gymnasium:**

The Gymnasium is comprised of an area of 1000 sq. ft. (approx.) in a separate block of building, having 3 separate cubicles.

At least 40 students (male and female) can avail the gym at a time. On an average, 60 students avail the gym per day. A gym instructor has been appointed by the institution.

2. Indoor and Outdoor Sports & Games:

An Annual Sports Meet is organized by the college every year for current students and alumni, along with the active participation of teaching and non-teaching staff. The college playground serves as the venue.

- The college also has indoor games facilities. The common rooms for boys' as well as for girls' have Table Tennis boards and Carrom boards. Frequent indoor games competitions are organized in the college between different departments.

3. Cultural Activities:

- Every year, the students and staff of the institution participate in various cultural activities like Rabindra Jayanti; Foundation Day Celebration Programme of the college, Teachers' Day Programme (Guru Pranam)etc.

The college has an NSS team (2 units), which takes part in various cultural and awareness programmes organized by the Government, as well as, non-government organizations.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gurudascollege.edu.in/gallery/sports-and-games/, https://gurudascollege.edu.in/gallery/gallery-cultural-activities/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gurudascollege.edu.in/gallery/gallery-classrooms-and-seminar-halls/, https://gurudascollege.edu.in/gallery/gallery-seminars-conferences-workshops/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

113

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **The college library is fully automated with the help of Koha (version 20.05), a library management software, on Debian 10 platform. Initially, in the 2010 to upgrade the library system, a Windows version of this software had been installed. From 2013 onwards however the Gurudas College Library has switched to the Linux version of the same.**
- **In 2018, the Gurudas College Library installed the RFID system. The task of tagging RFID stickers is going on.**
- **The task of data entry of library holdings in Koha is going on. The library is fully automated.**
- **Since 2012, the Library maintains a patrons' database, with requisite details of patrons' information.**
- **RFID tagged membership cards are regularly issued for faculty members as well as college staff.**
- **Barcodes have been generated for books after entering them in Koha Library Management System. Each book entered into the system has two barcodes pasted on it, one in the front side and another one in the back side.**
- **Student membership cards have their own barcodes generated and pasted upon them.**
- **Barcode-based issue-return system is strictly followed.**
- **The circulation system of college Library is supported by the automatic generation of e-mail as well as SMS alerts to each member. Each member is promptly informed about their circulation status, issue, return, reminder, etc.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://library.gurudascollege.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

`7.39`

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

`157`

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- **As on June 2022, every department of the institution has been equipped with desktops and/or laptop computers.**
- **The college has a total of 169 computers. The various sections of the administrative office has 17 computers, and the remaining 152are distributed among various departments**

- **including library.**
- **The Main Building of the college has a fibre optic broadband connection from Meghbela Broadband with a download speed of 120 Mbps. This connection was distributed through LAN to every department in different floors.**
- **The Principal Room and the College Office is presently equipped with two different fibre optic broadband connections from Jio Fibre with a download speed of 30 Mbps each.**
- **The Golden Jubilee Building (Library Building) has two separate fibre optic broadband connections from SSWL, one in College Central Library and another one in the Department of Journalism and Mass Communication, both have connections of 130 Mbps each.**
- **The Commerce Building is equipped with a 150 Mbps fibre optic broadband connection from SSWL and has been distributed through WiFi throughout the building.**
- **The total internet connection stations at the college are 18. There are also 17 common browsing stations (as on 2021-22).**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gurudascollege.edu.in/gallery/gallery-it-infrastructure/

4.3.2 - Number of Computers

169

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

86.34

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Basic Policy:

- **The college policy has been framed with special emphasis on the optimal utilization of campus infrastructure with minimum overlapping. The Time Table is prepared thus.**
- **To ensure optimal use of gymnasium equipment by all, the college has introduced a log book system.**
- **Library rules and regulations have been framed so that users can borrow a certain number of books and return them within a stipulated time period. This ensures optimal utilization of library resources.**

Maintenance of Physical, Academic, and Support Facilities:

For the maintenance of physical, academic, and support facilities, different sub-committees have been constituted under the leadership of the Head of the Institution, along with the active participation of various members of the college community.

Building and Infrastructure Maintenance:

- **All work is done through inviting quotations from vendors/suppliers in institution website as per norms.**
- **Maintenance and repair of furniture and electrical equipment**

are conducted by hired carpenters, electricians, etc., as and when required.

Academic Affairs:

- Academic affairs of the institution are maintained by separate sub-committees, constituted under the leadership of the Head of the Institution.
- Budgetary provisions are in place for organizing seminars, workshops, special lectures, the purchase of books and journals, etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://gurudascollege.edu.in/gallery/gallery-campus-infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1078

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

225

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills | **A. All of the above**

File Description	Documents
Link to Institutional website	https://gurudascollege.edu.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1895

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1895

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

74

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

15

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Though there has been no Students' Union election in West Bengal colleges owing to Government directive, students of our college have spontaneously organized themselves to undertake various activities and social responsibilities. The students promote clean and green campus. Other than promoting a healthy and peaceful campus life they also participate in several cultural activities. The Fresher's welcome is organized by the students along with the annual college fest called JOSH. The students celebrate Saraswati puja to show their reverence for the Goddess of Learning. Basant Utsav is also celebrated as a part of the cultural activities. The student celebrate Teachers' Day (Guru Pranam) and also organize events like the college picnic and summer carnival.

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

7

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

PhireDekhais a registered Alumni Association under the West Bengal Societies Registration Act, 1961. It was formed on 28th day of November Two Thousand and Nineteen with the registration number-WEST BENGAL ACT XXVI of 1961 No. S0008592 of 2019-2020.PhireDekhaAlumni Association is an important arm of Gurudas College that contributes significantly to the development of the institution through financial and/or other support services.Gurudas College and the Alumni association jointly believe in creating and maintaining association with its alumni. The Alumni Association provides an interface for establishing a link between the alumni, staff, and students of the institute. Gurudas College alumni are currently working at various positions all over the globe and proving their mettle in all spheres of management. It has been consistently taking efforts to implement various activities aiming to add to the overall development and reputation of the college.

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Gurudas College (established 1956) cultivates moral, intellectual, spiritual, social, emotional and all-round development of students from middle and lower middle classes. Its vision is to foster creativity, equality, rationality and humanity; to inspire pupils to give their best with help of a holistic education and to groom them to be responsible citizens. Its mission is to instil self reliance in a multi cultural and secular environment, create gender awareness and maintain harmonious relationship amongst the stakeholders.

The Governing body involves all stakeholders. Also ideas flouted by the Academic sub-committee are laid before the Teachers' Council, and then sent to the GB before implementation. This has seen establishment of new undergraduate and postgraduate courses, several building projects and implementation of RUSA expenditure plan. The institution adheres to an Institutional calendar to accomplish its objectives, encourages research in the form of FDP, and Major/Minor Research Projects by teachers and gives departments flexibility during routine allotment. There are regular parent-teacher meetings and the IQAC collects feedback from teachers and students to design Strategic Action Plans.

Students participate in co-curricular activities like seminars, quiz, debates etc., and there are regular Alumni Reunions. Seminars enhance skills of staff. Welfare of all staff members is ensured.

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/mission-and-vision-of-the-institution/
Upload any additional information	[View File]()

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Case study: During 2021-22, the college had a decentralized and participative system of management. This is visible in the college admission process. Immediately after the Plus II results are declared, the University of Calcutta and Government of West Bengal issues guidelines and dates for admission to Semester I. The college forms an Admission Committee under a Nodal Officer and a convenor. The Academic sub-committee, comprising of all the Heads of the various departments meets to decide admission norms. The Admission Committee conducts online admission. The process is transparent and strictly according to merit. After online admission, each department verifies the documents submitted by students, like Plus II mark sheet, birth certificate, caste certificate (if applicable) etc. The errors, if any, are rectified before registration under University of Calcutta. The involvement of all departments and teachers and staff ensures decentralization and participative management. The admission notices are regularly uploaded on the college website.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Earn While You Learn Programme

The institute continued to adhere to the Covid 19 norms as per the Disaster Management Act as laid out by the Government and carried out all official work (admission, examination, office work etc) while maintaining these guidelines.

In 2021-22 there was resumption of active field work by the students due to lifting of restrictions because of the pandemic.

1. No of participants - 122
2. Total working hrs -1350 hours
3. Total cash to be distributed is Rs 94,500/- from cash counter of office (@Rs 70/hr)

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://gurudascollege.edu.in/earn-while-you-learn/
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- **The Governing Body is the apex body in the administration of the college and includes the Principal (Ex-officio Secretary of the GB), and members of Teaching and Non-Teaching staff who implement the decisions and policies of the management.**
- **Recruitment of Principal and Teachers is recommended by the West Bengal College Service Commission and executed through the GB.**
- **The GB takes all vital policy decisions.**
- **Finance, Building, RTI and IQAC and Purchase committees are structured by GB.**
- **IQAC verifies API scores of teachersto be approvedby GB President and Principal.**
- **Promotions for Non-Teaching staff are approvedby GB.**
- **College acts in accordance with rules and regulations formulated by UGC, Government. of West Bengal and University of Calcutta.**
- **TC and NTC operate under the Chairmanship of the Principal who carries through any academic and administrative plans and policies of GB via various subcommittees.**
- **TC discussesthe academic aspects of the college.**
- **There is a grievance redressal mechanism in place.**
- **The Organogram of the Institution is on the college website.**

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://gurudascollege.edu.in/wp-content/uploads/2020/02/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has various effective welfare measures for teaching and non-teaching staff. These are

- **Loan facilities from**
  - **The College Staff Cooperative Credit Society (Regn no. 9/Cal of 1992 dated 14.07.1992) grants loans to its members**

  - **Provident Fund for all members**
  - **Festive advance for non-teaching staff- all non-teaching staff members are eligible for interest-free festive advance, realized in 10 equal installments.**
  - **Health loan without interest for full-time and casual non-teaching staff**

- **Ex-gratia and Festive Bonus for non-teaching staff**

- **Special medical assistance - There is a fully equipped Health Unit in association with Rotary Club, Dum Dum, in the college premises, where doctors visit twice a week and both teaching and non-teaching staff, as well as students receive medical help in case of emergencies during college hours**

- **Teaching staff welfare scheme - The teaching faculty enjoys a welfare scheme wherein a regular monthly contribution is made and funds collected, which are then available in case of medical emergencies. However, there are instances of extending funds in other demanding situations as well**

- **Some special assistance, like ad-hoc bonuses to SACT/NTS, and one-time incentive for NTS/security guards for intensive duties during lockdown**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teaching staff may offer themselves for assessment for promotion, if

they fulfil the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma as per the UGC Career Advancement Scheme guideline. Candidates who do not consider themselves eligible can also apply at a later date.

Non-Teaching staffare subject to promotion after a period of service not less than 7 years (skilled workers) or 10 years (all others).

There is also performance appraisal of the teaching staff by the outgoing final year students and the results are conveyed to the teacher so that they become aware of their shortcomings and take steps to correct them.

The new appraisal forms for students have other criteria as well, for appraisal of both teaching and office staff, and other aspects of the college. Teachers also receive a new self-appraisal form and there is a provision for students' feedback on the college website.

Students' guardians are also involved, as during every parent-teacher meeting, they are given a feedback form, and their valuable input regarding the department, quality of teaching, academic infrastructure available to their ward etc is collected and acted upon.

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/feedback/
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 latest external / statutory audit has been completed up to the session from the inception of the college. 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, 2020-21– M/s Sunil Kedia & Co

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college sends proposals for additional grants to the University Grants Commission (UGC) and West Bengal Department of Science and Technology (WBDST) in order to meet expenses for construction, repair and renovation of the college building and premises, and for up-gradation of infrastructure of the college and its various departments. The college moderates student's fee structure every year in order to procure additional funding. Other sources of income are library fines (LIB FINE), rent proceeds (the college rents out its premises on Sundays and other public holidays to be used as a centre for various competitive examinations; RNT CH RD) and sales proceeds (like sale of prospectus etc; SALES PRO).

Other than the routine Government and UGC grants, the institution has been able to secure additional funding from various agencies such as DST, Rashtriya Uchchatter Shiksha Abhiyan (RUSA) Grant,

BOOST funds. After receiving the grant it goes through various processes involving the Principal who is the Chief Disbursing Officer, the Bursar, the Finance Committee, the Purchase Committee and the college Office before it is finally disbursed to the concerned person or the respective department(s).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC has contributed significantly for institutionalizing quality assurance strategies and processes. 2 such practices are

1. To promote learner-centric education, college has introduced students' seminars. Many students lack communication skills and suffer from social inhibitions. To promote soft skills amongst students IQAC encourages Honours departments to organize such seminars. Of the papers presented at these seminars, the outstanding ones are published in Anweshana. This has been appreciated by NAAC peer team during its visit in September 2021.

2. To enforce accountability amongst teachers, college has a system of submitting Teaching Plans to IQAC at the beginning of each semester, as well as to submit an Implementation Report at the end of each semester. At the beginning of a semester, workload is distributed amongst the teachers of a department in the presence of the Head of the Department. The Teaching Plan is uploaded onto the college website so that the students get advance information about which topic is to be taught by whom. The system enforces transparency, accountability and responsiveness in the teaching-learning process. Students' feedback is also obtained at the end of the semester and this feedback helps the teachers to take corrective steps while formulating their next Teaching Plan.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Two example of institutional reviews and implementation of teaching-learning reforms facilitated by IQAC during 2021-22

1. **Teaching beyond the syllabus** – to broaden the intellectual horizon of faculty, staff and students, 2 seminars were organized by IQAC during 2021-22. The first was on Environment Movements held on 6.6.22, just a day after World Environment Day. The resource person was Dr. Rima Chatterjee from the Department of Political Science of our college, who had done her Ph.D. on the Chipko Movement. The aim was to promote environmental consciousness amongst the audience.

The New Education Policy was discussed by the Deputy Secretary of UGC, Dr. Amol Andhare on 22.6.22.The aim was to acquaint teachers and students about the main features of the NEP like Multidisciplinary and Holistic education, Skill-based education, Imbibing cultural and ethical values etc.According to the speaker, the aim of NEP was to transform India into a Global Knowledge Superpower.

Book and Little Magazine Fair –to promote reading habit amongst students a Book and Little Magazine Fair was organized on 19-20.4.22. The fair was inaugurated by the eminent Bengali writer, Smt. Tilottoma Majumder. She said social media was no substitute for books. She encouraged young students to promote reading habits. 43 publication houses took part in the fair, and books and magazines worth more than Rs 7 lakhs were purchased. There was also individual purchase by faculty and students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://gurudascollege.edu.in/i-q-a-c/iqac-meeting-action-taken/
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institution strives towards creating a congenial environment for its students to help them develop as responsible individuals in society. In this regard, promotion of gender equity and sensitization is one of the foremost tasks of the College. The Women Empowerment Cell of the College, Nandana, has played an active role in generating awareness pertaining to gender issues in society, such as different forms of gender discrimination or inequalities and women's rights, especially legal, through talks, seminars, poster making competitions, film screenings and other awareness programmes. The College encourages all stakeholders to engage themselves in a

conversation on gender equity and women empowerment through curricular activities involving regular discussion of themes related to gender issues from the syllabi and associated project work.

The College provides a safe and secure ambience to all its students. Installed CCTV cameras help monitor daily activities on the college premises. Actively functioning Internal Complaints Committee, Anti-Ragging and Grievance Redressal Cells consider reported cases of varied forms of harassment, especially sexual harassment, on the campus. Facilities for female students also include a separate Girls' Common Room.

File Description	Documents
Annual gender sensitization action plan	https://gurudascollege.edu.in/gender-equity-sensitization/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College ensures effective waste management on the campus and has taken effective steps in that direction.

Solid Waste Management:

- **The Kolkata Municipal Corporation regularly collects solid waste from the College campus.**
- **The College has signed an MoU with Hulladek Recycling Pvt. Ltd. (5, Deshpran Sasmal Road, Tollygung, Kolkata – 700033), a state government recognised registered agency, to manage the huge volumes of paper waste. The agency collects paper waste from the campus as and when required.**
- **The Zoology laboratories have a system to dispose of the bio-waste generated.**

Liquid Waste Management:

The Botany, Chemistry, Biochemistry, Zoology, and Microbiology laboratories dispose of the liquid waste through proper channels.

E-Waste Management:

As per the terms of the MoU signed between the College and Hulladek, the agency is responsible for collecting e-waste from the campus as and when required. A certificate is also issued to the College thereafter.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for	**A. Any 4 or All of the above**

greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities	**C. Any 2 of the above**

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(Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Gurudas College was established to meet the growing educational need due to the influx of displaced people after the partition. The principal mission of the college upon its founding was to empower the underprivileged members of the neighbourhood through education.

The institute undertakes necessary initiatives to provide an inclusive environment aiming at the inculcation and dissemination of values of syncretism, equality and social justice among students and staff. Our institute organizes regular cultural events, College Magazines, Sports, and various other activities to increase tolerance and harmony in cultural, religious, regional, linguistic, communal and socioeconomic diversities.

Gurudas College strictly follows the Reservation rules for admission according to the directives given by the Central and State Governments. The institute has a dedicated SC/ST & Minority Cell to guide the SC, ST, OBC and minority students to manage their various issues.

The Women Empowerment cell named Nandana aims at enabling social and intellectual upliftment of female students through organising various activities.

The college extends financial support to the economically challenged

students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Institution seeks to mould its students into responsible citizens of the country. The college authorities regularly organize special observances, commemorative events and special lectures to instil awareness among students about constitutional responsibilities, rights and duties.

Orientation for students is an integral part of their academic induction, during which the new batch of students are introduced to the core values and ethos of the institution. In the 2021-22 session, the Students' Orientation Programme was held online due to the Pandemic.

The NSS units of our college are instrumental in sensitizing volunteers to the constitutional rights, responsibilities of citizen and needs of the community. NSS special camp (25- 28 April 2022) organized a Youth Parliament on 27 April. A Safe Drive Save Life Traffic Awareness Campaign was organized on 25 April 2022. The units are actively involved in community services like cleaning college premises and preparation of sports grounds. A blood donation camp was organized by the NSS units. The NSS team was invited by Global Business Summit 2022 organizing committee to maintain hospitality. The NSS volunteers participated in a workshop on 'The Philosophy of Service and Sacrifice', organized by Ramakrishna Mission Swami Vivekananda Ancestral House and Cultural Centre on 12 May.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://gurudascollege.edu.in/constitutional-obligations/
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Despite the pandemic and lockdown, the College along with its NSS units took initiatives to ensure that national and international commemorative days were observed.

- **Foundation Day of the institute (14th August) was celebrated by the NSS units.**
- **Independence Day (15th August) and Republic Day (26th January) were celebrated by hoisting the National Flag despite the lockdown.**
- **Birth anniversaries of eminent Indian personalities like Swami Vivekananda (12th January), Dr. Sarvapalli Radhakrishnan (5th September), Mahatma Gandhi (2nd October as International Day of Non-Violence), Sardar Vallabhbhai Patel (31st October as National Integration Day) were also observed.**
- **International Mother Language Day (21st February)—Bhasha Dibas—was observed by the Department of Bengali.**
- **Nandana, the Women Empowerment Cell of the College celebrated International Women's Day (8th March). Nandana, along with IQAC organized a seminar and an Intra-College Street Play/Skit**

- Competition for the students.
- Spring Festival—Vasanta Utsava—was organized by the students on the eve of Dolyatra.
- Rabindra Jayanti celebration was organized by the cultural cell Unmeshana.
- IQAC organised a seminar on World Environment Day (5th June). The NSS units also celebrated the day.
- The NSS units celebrated International Yoga Day (21st June).

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BP I

Pedagogy on Virtual Platform

Goal: To help students build and strengthen knowledge which supplements and substantiates their learning experiences

Context: The necessity to reach students beyond the scheduled teaching hours during and after lockdown due to pandemic.

Practice: Besides e-contents, the college created its own domain with Google with the provision for recording.

Evidence of Success: The lectures were uploaded in Google classrooms, YouTube. Thus a virtual repository was created.

Problems encountered and Resources required: The special arrangement with Google domain requires a lot of financial investment.

BP II

Question archives

1. Goal:To provide support to the students in their preparation for examination
2. Context:During the challenging years of Pandemic the college authority decided to keep students updated and oriented
3. Practice:The College uploaded university & college question papers and University syllabi through Gurudas College Courseware site. At present more than 2000 question papers have been uploaded.
4. Evidence of Success:Question archives became popular among the students and faculties of not only Gurudas College but also other colleges under Calcutta University .
5. Problems Encountered and Resources Required: The collection of old question papers is not easy. Making scanned copies of more than 2000 question papers is time-consuming

File Description	Documents
Best practices in the Institutional website	https://gurudascollege.edu.in/best-practices/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Book fair is an excellent opportunity to acquire knowledge and get exposure to new publications. Gurudas College started organizing annual book fair in the college compound on the initiative of the college library since 2017. Little Magazines were included in the fair in 2019.

The number of publishers, who participated in the fair in 2017, was 27. In the last few years, it ranges from 40 to 45.

Inauguration ceremony is graced by the presence of dignitaries like famous authors, university officials and members of Bengal Library Association.

In 2021 the book fair, held on 3&4 March, was inaugurated by Nitish Biswas, former deputy registrar of Calcutta University. Tilottama Majumder, a renowned author, was the chief guest in the book fair held on 9 and 10 April 2022.

Every department has an annual book grant in the budget, major portion of which is utilized in the annual book fair. The teachers, students and non- teaching staff are enthusiastic participants who also make individual purchases. The fair was not restricted only to the faculty, staff and students of the college but open to all. The average annual turnover is five to seven lakh.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Future Plans

1. Gurudas Banerjee Memorial Lectures

2. Seminars and workshops on research methodology and IPR

3. Beleghata Heritage Walk

4. North Calcutta inter collegiate district sports and games

5. Academic and administrative audit

6. Other quality enhancement measures.