YEARLY STATUS REPORT - 2022-2023

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/wp-content/uploads/2024/02/AQAR@2021-22.pdf

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/wp-content/uploads/2024/02/Institutional_Calendar@22-23.pdf

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 IQAC — View File

9.No. of IQAC meetings held during the year — 6

- 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. Observance of students week from 02/01/23 to 07/01/23.

2. Seminar on IP for Academia (24/02/23).

3. One day International seminar and Poster Competition on Impact of Modern Civilization on Health and Diseases held on 12/05/23.

4. Book and Little Magazine Fair (2/5/23 to 3/5/23).

5. MoUs with Sir Gurudas Mahavidyalaya, New Alipore College and Bankim Sardar College.

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
1. Gurudas Banerjee Memorial Lecture	Lecture delivered by Hon'ble Chief Justice of Meghalaya High Court on 30/11/22.
2. Conduct of Add on courses	Course on
3. Workshop on CAS	Workshop conducted by Prof. T. K. Ghara Jt. DPI on 5/8/22.
4. Talks and Seminars	Seminar on Frontiers of Mathematics (26/4/23) and others.
5. Seminar on benchmark for NAAC	Speaker Prof Joydeep Sarangi, Principal of New Alipore College and State Level Mentor for NAAC.
6. Certificate course	Certificate course on Cellular to Molecular Investigation of Macromolecules (26/5/23 to 31/5/23).

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	05/08/2023

14.Whether institutional data submitted to AISHE

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14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	24/02/2024

15.Multidisciplinary / interdisciplinary

Several interdisciplinary lectures were organized by the departments of Bengali, Sanskrit, Zoology and Statictics.

16.Academic bank of credits (ABC):

ABC has not yet been approved by the affiliating university.

17.Skill development:

- Essay competitions were held to enhance writing skills.
- Student week, wall magazines, poster competition, street play, photography competitions were held to promote holistic development of students.
- Undergraduate student research initiatives (student seminars) groom students for public speaking, which improves theirfuture employability.
- E-magazines by students were published to broaden their intellectual horizon.
- 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.

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

Indian knowledge system is integrated by department of History, Education,Sanskrit, English, Bengali, Political Science, Mathematics and Philosophy.

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

Our college 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	3165

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	1081

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	109

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**111**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**34**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**296.73**
4.3 Total number of computers on campus for academic purposes	**171**

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, affiliated to the University of Calcutta, follows the prescribed curriculum, under the Choice Based Credit System (CBCS), which was implemented from the academic year 2018-19.

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 2500 question papers are being uploaded on the College Wiki site, for convenience of students.

File Description	Documents
Upload relevant supporting document	View File
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 autonomous 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	View File
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

A. All 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	View File
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)

2

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

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

42

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

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 become salient in multiple texts in the curriculum. File Description (Upload) Any additional information: https://gurudascollege.edu.in/facilities/cross-cutting-issues/

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

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

172

File Description	Documents
Any additional information	View File
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

2418

File Description	Documents
Any additional information	View File
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	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
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

1165

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

376

File Description	Documents
Any additional information	No File Uploaded
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

In keeping with the institutions diverse student body, with a large number of first-generation learners and learners from other SEDGs (Socio-Economically Disadvantaged Groups), additional attention is paid to the needs of learners. Slow and advanced learners are identified on a scientific basis, avoiding prejudice or discrimination.

The following steps are taken:

? Mentor-mentee groups formed by every department

? Remedial classes are taken, paying attention to the needs of slow learners and anyone else in need

? Advanced learners are encouraged to participate in undergraduate research seminars in their departments and other institutions (including poster competitions)

? Learned resource persons are invited tooffer extension lectures; faculty exchanges are also conducted

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/wp-content/uploads/2024/02/2.2.1_22-23_for-website-to-be-uploaded.pdf
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
3165	109

File Description	Documents
Any additional information	No File Uploaded

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 college has allocated a sum of money per department to support experiential and immersive learning outside the classroom, conducted through study visits and teach-ins outside classroom spaces. Hands-on learning is promoted through realworld experiences, with students being active participants. Students have also been a regular part of outreach endeavours in order to engage with realworld problems and their active solutions.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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.

? Online classes are taken as and when necessary

? 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	**No File Uploaded**
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

108

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

109

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

51

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

1175

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 conducts internal assessment in keeping with the regulations of the affiliating university, within the dates required by the affiliating university.

Projects/class tests/presentations/and so on, when held as a part of the internal assessment process, are duly announced, with firm deadlines. Concessions are made on compassionate grounds, as and when required. Attendance is also a part of internal assessment as per the guidelines of the affiliating university.

Faculty use pop quizzes and MCQs to assess progress, learning levels, and learning outcomes. Progress is discussed with students and other stakeholders such as their guardians in regularly held Parent-Teacher Meetings.

Examination Grievance Portal has been made available.

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

Examination-related grievances are dealt with in keeping with the guidelines of the affiliating university. Students are encouraged to share grievances to respective faculty, and if necessary, to approach the college authorities through proper channels. The Examination Grievance Portal is also available for this purpose.

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 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.

Faculty incorporate COs in their daily pedagogy.

Students are sensitized about the same during orientation.

COs are discussed in the course of classroom interaction to promote skill and value-based holistic learning.

All documents are displayed on the website.

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.

Internal assessment mechanisms are used to gauge attainment of outcomes. Results are analysed and discussed by the departments, respective committees, and presented before the Teachers' Council.

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

555

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	https://gurudascollege.edu.in/student-progression/

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/2024/02/Students-feedback-2022-2023.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)	View File

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	View File

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)	View File
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

1. The institution created knowledge and know how incubation by providing a platform of dissemination across stakeholders through:

- Students’ Seminar;
- Educational Excursions, One-Day field trip, Heritage Walks foster enriched experiences outside the brick boundary;
- Community Outreach Programmes;
- Several competitions with Prizes to motivate winners;
- Inter-Disciplinary Lecture on ‘Statistical Reasoning’; empower students with critical thinking & problem solving ability.
- Students participation in inter-college events;
- Career Counselling Programmes;
- PTM’s for holistic development of students;
- Student-Teacher Collaborative Projects;
- Film Screening;
- ‘Guru Pranam’ & Rabindra Jayanti Celebration;
- Laboratory Safety Program;
- Faculty Exchange Program;
- Consultancies;
- Creative Interactions;
- NPTEL workshop about SWAYAM & MOOCs;
- ‘Intellectual Property’ workshop; insights on Patents, GI and Copyrights.
- Invited lectures, Memorial Lectures/One-Day & International Seminars;

2. Library as an incubation Centre;

- Digital Library
- Library Day, Book & Little Magazine Fair, Books donated;

3. Publications:

- E-Magazines;
- ISSN Research Journal
- Wall Magazines
- Student Journals

4. Book Chapters, UGC and NON-UGC Journal Articles

5. Rs. 357,050 incurred towards Seminars, Lectures & Excursions

6. Conference Reimbursement Rs. 6,970 to faculties;

7. Five MoU’s signed;

8. Project Laboratories of Chemistry and Zoology.

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

32

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

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)	View File
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

21

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

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

20

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 carries out many extension activities for the holistic development of the students and build awareness in the neighbourhood through the NSS, Nandana (Women's Cell), Library and various Departments.

- **Students visited a Handicrafts Fair at the nearby Eco Park to interact and hear the narratives of the artisans and craftsmen from the rural areas on their livelihood and the problems they face in everyday lives.**
- **The college organised Beliaghata Heritage walk as part of Know Your Neighbourhood Awareness Programme. The event was held to sensitize the people about the rich heritage site of Beleghata.**
- **The students of the college organized blood donation camp around the campus as a part of social service.**
- **Nandana (Women's Cell) organized a talk by psychologist Anuttama Banerjee to raise awareness about mental health**

issues revolving around stress and complexities in social relationships.

- Library of Gurudas college organized Library Day Programme, Annual Book Fair and Little Magazine Fair which was open to all.
- NSS carried out extension activities like Vivek Utsav and National Unity Day to raise awareness about social issues.

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

6

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

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

71

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

1404

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

6

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

5

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.

Response:

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 51482 books and 40 subscribed journals. 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.

Response:

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.**

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.**

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, 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/

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	No File Uploaded
Paste link for additional information	https://gurudascollege.edu.in/gallery/gallery-classrooms-and-seminar-halls/
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)

59.78

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)

Response:

- **The college library is fully automated with the help of Koha (version 22.05), a library management software, on Debian 10 platform. It is based on cloud server technology which has been started its functioning in 30.11.2022 shifted from the earlier version of Koha (version 20.05) installed in local server. 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 steadily 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 also been generated for books after entering them in Koha Library Management System.**
- **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)

9.34

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

179

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

Response:

- **As on May 2023, every department of the institution has been equipped with desktops and/or laptop computers.**
- **The college has a total of 171 computers. The various sections of the administrative office has 17 computers, and the remaining 154 are 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 2022-23).**

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

171

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	View File
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)

25.85

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.

Response:

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	View File
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

1051

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

261

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

700

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

700

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	No File Uploaded
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

1

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
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

97

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.

6

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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)

Gurudas College students play a pivotal role in decision-making, cocurricular and administrative activities. Beyond academics, the students actively participate in sports, arts, and cultural

causes. The students aim at academic excellence, inclusivity, a safe campus life, and transparent relationships between students and authorities. The students shoulder significant responsibilities, with the representatives participating in key committees, ensuring student voices are heard in policy-making. Organizing diverse programs throughout the year, including blood donation camps, anti-ragging initiatives, and the annual college fest, the students contribute to awareness, safety, and community-building. Special celebrations like 'Saraswati Puja,' 'Bhasa Dibosh,' and 'Basanta Utsav' highlight cultural diversity and unity among students. The students serve as a catalyst for holistic growth, cultural enrichment, and fostering a sense of community within Gurudas College.

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

33

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
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

Phire Dekha is 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. Phire Dekha Alumni Association is an important arm of Gurudas College that contributes significantly to the development of the institution through financial and/or other support services. Alumni Association supported and contributed to cultural activities among the students.

Vision of Alumni:

To support and advance the college’s excellence.

Aims and Objectives:

To promote and foster mutually beneficial interaction between the Alumni and the present students. To encourage participation of Alumni. To enable the alumni to participate in activities that would contribute to the general development of the college. To arrange and collect funds for the development of the college. To encourage the Alumni to take an active and abiding interest in the work and progress of the Institute so as to contribute towards enhancement of the social utility of their Alma Mater. To organise and establish scholarship funds to help the needy and deserving students.

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

To implement its vision, mission and values Gurudas College

- **Has established academic linkages/signed MOUS with several institutions**
- **Provides financial support to needy but meritorious students**
- **Undertakes field trips, excursions and educational tours**
- **Follows learner-centric pedagogy like students' seminars and in-house publication of students' work**
- **Framing and implementing certificate and add-on courses**

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: In the period under review, 2022-23, the Institute had a decentralized and participative system of Governance. This is observed in the Career Advancement Scheme (CAS). Teachers eligible for promotion apply to the Governing Body through proper channel, i.e., the Principal. After the Governing Body approves, the said teacher sends the promotion related papers to the IQAC coordinator for his/her perusal. The IQAC coordinator arranges for a meeting of the CAS committee, which scrutinises said documents. After their verification, the documents are authenticated by the IQAC coordinator. A Screening Committee is then formed comprising of University appointed Subject Expert and Government of West Bengal (DPI) nominee. After their approval, the documents are finally sent to the Governing Body President for signature. Then the documents are sent to the Higher Education Department for processing. During the session under review twelve faculty members and one Librarian got promotion under the CAS scheme

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

To provide financial support to its staff, Gurudas College constituted a Gurudas College Staff Co-operative Credit Society Limited on July 14th, 1992 (Reg No 9/Cal of 1992. From its humble beginning with 57 members, it has now blossomed into a great institution of nearly 90 members. In the Financial Year 2022-23, it had a paid-up share capital of Rs. 803250 and a working capital of Rs. 80.36 lakhs. During the year under review, total loan amount of Rs. 45,64,000 was disbursed to 23 staff members.

Following the Covid pandemic, a suggestion was received from the Board of Directors to provide financial support from the net profit of the society. In the year 2022-2023 Rs. 10,000 was contributed for the purpose of students' welfare.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gurudascollege.edu.in/wp-content/uploads/2024/02/Co-operative_Policy-Document_final.pdf
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 (GB) is the apex body in the administration of the college and includes the Principal (also 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 guides teachers while preparing their API score, to be vetoed by GB.**
- **Promotions for Non-Teaching staff are approved by 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 arbitrates in the 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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
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 permanent and contractual 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**

- **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**

- **Ad-hoc bonus for contractual non-teaching staff**

- **Ex-gratia bill for non-teaching staff**

- **Ex-gratia DB bill for daily base non-teaching staff**

- **Ad-hoc bonus of non-teaching staff**

- **Ad-hoc bonus for SACT I & II**
- **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**

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

4

File Description	Documents
Upload any additional information	View File
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)	View File

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

07

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

Faculty members 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 pro-forma as per the UGC Career Advancement Scheme

guidelines. Twelve faculty members and one librarian got promoted under CAS during 2022-23. Candidates who do not consider themselves eligible can also apply later.

Administrative staff are eligible for promotion after a period of service not less than 7 years (skilled workers) or 10 years (all others). No supporting staff got promotion under this scheme during 2022-23.

There is also performance appraisal of the teaching staff by the outgoing final semester students and the feedback is conveyed to the teachers 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.

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 corrective action taken.

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/e/1FAIpQLSeQKH1lVqieCAocOnejVcwnflT7rmZrjZHfWeCIr8nasJHIBA/closedform
Upload any additional information	View File

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

Our institution conducts both internal and external audit regularly. 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. No major objections were raised by the auditors.

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, 2021-22 & 2022-23 – 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)

0.07

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Our institution sends proposals for additional grants to University Grants Commission and West Bengal Department of Science and Technology 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 makes changes in students' 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).

Besides these routine Government and UGC grants, the institution has been able to secure additional funding from various agencies such as DST, RUSA and BOOST. 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). In the FY 2022-23, the college received funds for Physical Education facilities for non-government colleges from the Deputy Secretary, Higher Education, Science, Technology and Biotechnology.

We are actively planning to invite research proposals duly vetted by R&D Cell (as per R&D Policy) wherein faculties from other MOU colleges may get involved for proper utilization of HR.

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 broaden the intellectual horizon of teachers, students and other stakeholders, the IQAC has established a practice of holding seminars, talks, workshops etc. During this period under review, several such initiatives were undertaken.**
2. **To establish academic synergy and linkages with other institutions, we have entered into MOU with many institutions**

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 examples of institutional reviews and implementation of teaching-learning reforms facilitated by IQAC during 2022-23

1. **Teaching beyond the syllabus – to broaden the mental horizon of faculty, staff and students, experiential learning was institutionalized by IQAC during 2022-232.**
2. **To promote reading habit amongst students a Book and Little Magazine Fair was organized on 2nd – 3rd May, 2023. Invitation was extended to the entire teaching fraternity. The fair was inaugurated by the eminent Bengali writer, Smt. Nandita Bagchi. She said social media was no substitute for books. She encouraged young students to promote reading habits. 42 publication houses took part in the fair, and books and magazines worth more than Rs 8 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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
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 generates awareness about the varied forms of gender inequalities, biases and stereotypes in society, and sensitizes students towards the prevailing discriminatory gender norms and issues to promote and sustain gender equity. The Women Empowerment Cell, Nandana, organised an invited talk on the occasion of International Women's Day celebration, that dealt with the question of stereotyped gender roles, need for open communication, consent, conflict-handling strategies and sensitivity towards one's partner, in romantic relationships.

The College has encouraged its stakeholders to work not only towards ensuring gender equity and empowerment through curricular activities involving invited lectures, discussion of themes from the syllabi related to gender issues, project work, preparation of wall magazines, etc., but also to go beyond the curriculum by organising social outreach programmes to achieve these objectives.

The College ensures that students are provided a safe and secure ambience. Installed CCTV cameras help monitor daily activities on the college premises. The functional Internal Complaints Committee, Anti-Ragging and Grievance Redressal Cells look into complaints involving any form of harassment, especially sexual harassment, or any cause of grievances on the campus. The College also has a Girls' Common Room.

File Description	Documents
Annual gender sensitization action plan	https://gurudascollege.edu.in/i-q-a-c/best-practice-2022-2023/
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	https://gurudascollege.edu.in/facilities/safety-security-counselling/

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

Solid Waste Management:

- **Solid waste from the campus is regularly disposed of in the municipality vat and collected by the Kolkata Municipal Corporation.**
- **The College has an MoU with Hulladek Recycling Pvt. Ltd. to manage huge volumes of paper waste.**
- **Blue and green dustbins are used to dispose of wet and dry waste respectively.**

Liquid Waste Management:

- **Glass containers partially filled with acidic and alkaline substances are used to dispose of alkaline and acidic waste, respectively. Separate containers are used for neutral substances.**

- **Used culture media and buffers are first treated with disinfectant and then autoclaved before disposal.**

Biomedical Waste Management:

- **Bacterial culture media etc., are autoclaved before disposal.**
- **Plastic petridishes, gloves and microcentrifuge tubes are placed in autoclavable bag and disposed of after autoclaving.**
- **Syringe needle destroyer machine is used for destroying used needles after blood sample collection.**

- **Animal waste generated after dissection, are disposed of separately.**

Waste recycling system:

Plant materials like leaves, etc., is converted into compost, which is used for gardening purpose (horticulture, medicinal plants' garden, experimental mango garden) on college campus.

E-Waste Management:

Hulladek Recycling Pvt. Ltd. is responsible for collecting e-waste from the campus.

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

E. None of the above

system in the campus

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 greening the campus are as follows:

A. Any 4 or All of the above

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	No File Uploaded
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 (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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	View File
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, established in 1956, is an undergraduate institution affiliated with the University of Calcutta. In response to the influx of displaced people after the partition, the Ministry of Relief and Rehabilitation established five colleges, including Gurudas College, under its aegis.

The Narkeldanga neighbourhood was the ideal location for the college, whose primary mission upon establishment was to empower the disadvantaged members of the locality through education.

Our institute organizes regular cultural events, sports, college magazines, various other activities to increase tolerance and harmony in cultural, regional, linguistic, religious, communal and socioeconomic diversities. The institute undergoes necessary initiatives to provide a broad environment aiming at development and discrimination of values of syncretism, equality and social justice among students and staff.

The college also provides financial support to the economically challenged students.

The Women Empowerment cell, Nandana aims at enabling social, cultural and intellectual upliftment of female stakeholders through organizing various activities.

Gurudas College strictly follows the reservation rules and regulations for admission according to the directives given by the central and the state government. The institute has a SC/ ST & Minority cell to address the issues of the students of the reserved categories.

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 instill awareness among the 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 not only to the core values and ethos of the institution but to the moral responsibilities of citizenship. World Environment Day,

National Unity Day, Republic Day, Independence Day are celebrated by the college authorities to inculcate the values for being responsible citizens among the students and staff of the College. A seminar on Human Rights was organized by the Department of Political Science. The Department of Botany initiated a drive—'Know your campus plants'—to make students aware of the floral diversity of college.

The NSS units of our college are instrumental in sensitizing volunteers to the constitutional rights, responsibilities of citizenship and needs of the community. They engage in volunteering in government meetings, cleaning drives, organizing blood donation camp, sapling plantations among other activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://gurudascollege.edu.in/i-q-a-c/constitutional-obligations-2022-2023/
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	View File

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

? During this period (1st June 2022-31st May2023), the college along with its NSS unit took initiatives to ensure that National and International commemorative days were observed successfully.

? Foundation Day of our Institute (14th August) was celebrated by the NSS unit.

? Independence Day (15th August) and Republic Day (26th January) were celebrated by hoisting our National Flag.

? Birth anniversary 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’s Cell (8th March), Nandana organized a Seminar in collaboration with ICC and IQAC.

? Spring Festival: Vasanta Utsava was organized by the students on the eve of Dol-yatra.

? Rabindra Jayanti Programme was also organized by our Cultural Cell Unmeshana.

? IQAC organized a seminar on World Environment Day (5th June). The NSS unit also celebrated this day.

? The NSS unit 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 : Heritage Awareness Programme

- **Acquaintance with our syncretic cultural heritage**

Context: The necessity to preserve the heritage places and disseminate the heritage awareness.

Practice: The Beliaghata Heritage Walk was organized as a collaborative event of nine departments and the IQAC on 17/12/2022.

The department of History organized an educational trip from 30April to 4 May to visit the Rabindra Bhaban Museum in Mongpu and some old monasteries in Sittong

Evidence of Success: The immersive and enriching learning experiences, which

received media coverage

Problems encountered and resources required: A huge fund and active cooperation

from the local administration are required

BP II Learning through lense: Film screening sessions

- **To make learning more interesting and effective**

Context: The necessity to break the chain of rote learning

Practice: History Department arranged a two-day-film screening for students on5.1.23-6.1.23.

Bengali Department organized a one-day film festival on 3.5.23

English Department hosted a film screening on 10.1.23

EvidenceofThe students of many departments joined the show which fostered a deeper understanding of the themes taught in the class

Problems encountered and resources required: Time constraint to schedule film

screening without affecting regular classes.

File Description	Documents
Best practices in the Institutional website	https://gurudascollege.edu.in/i-q-a-c/best-practice-2022-2023/
Any other relevant information	https://gurudascollege.edu.in/wp-content/uploads/2024/04/BP-I-Heritage-Awereness-Document.pdf

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

Community Outreach

Objective of the Practice: The institution imparts a holistic education and aims to foster the spirit of social service through compassion and empathy towards the needs of the underprivileged sections of the society.

1. **On 26 November, a team of 42 students and 5 teachers of the Department of History visited Kanaknagar S.D. Institution, Hingalgunj in Sundarban. The students interacted with the school-students, learnt the history and challenges of the institution, its positive role in the surrounding area. Teachers and students of the department donated 10000 to the infrastructural fund of the school.**

2. The team also met MOM Sundarban, a Self-Help-Group, formed by the ex-students of the school and donated Rs. 24000 to its fund.
3. On 10.4.2023 the Department of Political Science travelled to Sundarbans and distributed sweets, sanitary pads and seeds for the kitchen garden among underprivileged village women and 2 ceiling-fans to the rural health clinic. The outreach program was a collaboration between Department of Political Science, IQAC and Care Sundarban.
4. The college library donated story books to the school students of Gosaba island of Sundarban on 2 May 2023 in the Presidency University Campus.

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, affiliated to the University of Calcutta, follows the prescribed curriculum, under the Choice Based Credit System (CBCS), which was implemented from the academic year 2018-19.

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 2500 question papers are being uploaded on the College Wiki site, for convenience of students.

File Description	Documents
Upload relevant supporting document	View File
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 autonomous 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	View File
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	A. All 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	View File
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)

2

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

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

42

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

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 become salient in multiple texts in the curriculum. File Description (Upload) Any additional information: https://gurudascollege.edu.in/facilities/cross-cutting-issues/

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

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

172

File Description	Documents
Any additional information	View File
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

2418

File Description	Documents
Any additional information	View File
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	C. Any 2 of the above

institution from the following stakeholders Students Teachers Employers Alumni	

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	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
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

1165

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

376

File Description	Documents
Any additional information	No File Uploaded
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

In keeping with the institutions diverse student body, with a large number of first-generation learners and learners from other SEDGs (Socio-Economically Disadvantaged Groups), additional attention is paid to the needs of learners. Slow and advanced learners are identified on a scientific basis, avoiding prejudice or discrimination.

The following steps are taken:

? Mentor-mentee groups formed by every department

? Remedial classes are taken, paying attention to the needs of slow learners and anyone else in need

? Advanced learners are encouraged to participate in undergraduate research seminars in their departments and other institutions (including poster competitions)

? Learned resource persons are invited tooffer extension lectures; faculty exchanges are also conducted

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/wp-content/uploads/2024/02/2.2.1_22-23_for-website-to-be-uploaded.pdf
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
3165	109

File Description	Documents
Any additional information	No File Uploaded

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 college has allocated a sum of money per department to support experiential and immersive learning outside the classroom, conducted through study visits and teach-ins outside classroom spaces. Hands-on learning is promoted through realworld experiences, with students being active participants. Students have also been a regular part of outreach endeavours in order to engage with realworld problems and their active solutions.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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.

? Online classes are taken as and when necessary

? 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	No File Uploaded
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

108

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

109

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

51

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

1175

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 conducts internal assessment in keeping with the regulations of the affiliating university, within the dates required by the affiliating university.

Projects/class tests/presentations/and so on, when held as a part of the internal assessment process, are duly announced, with firm deadlines. Concessions are made on compassionate grounds, as and when required. Attendance is also a part of internal assessment as per the guidelines of the affiliating university.

Faculty use pop quizzes and MCQs to assess progress, learning levels, and learning outcomes. Progress is discussed with students and other stakeholders such as their guardians in regularly held Parent-Teacher Meetings.

Examination Grievance Portal has been made available.

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

Examination-related grievances are dealt with in keeping with the guidelines of the affiliating university. Students are encouraged to share grievances to respective faculty, and if necessary, to approach the college authorities through proper channels. The Examination Grievance Portal is also available for this purpose.

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 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.

Faculty incorporate COs in their daily pedagogy.

Students are sensitized about the same during orientation.

COs are discussed in the course of classroom interaction to promote skill and value-based holistic learning.

All documents are displayed on the website.

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.

Internal assessment mechanisms are used to gauge attainment of outcomes. Results are analysed and discussed by the departments, respective committees, and presented before the Teachers' Council.

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

555

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	https://gurudascollege.edu.in/student-progression/

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/2024/02/Students-feedback-2022-2023.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)	View File

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	View File

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)	View File
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

1. The institution created knowledge and know how incubation by providing a platform of dissemination across stakeholders through:

- **Students’ Seminar;**
- **Educational Excursions, One-Day field trip, Heritage Walks foster enriched experiences outside the brick boundary;**
- **Community Outreach Programmes;**
- **Several competitions with Prizes to motivate winners;**
- **Inter-Disciplinary Lecture on ‘Statistical Reasoning’;**

empower students with critical thinking & problem solving ability.
- Students participation in inter-college events;
- Career Counselling Programmes;
- PTM’s for holistic development of students;
- Student-Teacher Collaborative Projects;
- Film Screening;
- ‘Guru Pranam’ & Rabindra Jayanti Celebration;
- Laboratory Safety Program;
- Faculty Exchange Program;
- Consultancies;
- Creative Interactions;
- NPTEL workshop about SWAYAM & MOOCs;
- ‘Intellectual Property’ workshop; insights on Patents, GI and Copyrights.
- Invited lectures, Memorial Lectures/One-Day & International Seminars;

2. Library as an incubation Centre;

- Digital Library
- Library Day, Book & Little Magazine Fair, Books donated;

3. Publications:

- E-Magazines;
- ISSN Research Journal
- Wall Magazines
- Student Journals

4. Book Chapters, UGC and NON-UGC Journal Articles

5. Rs. 357,050 incurred towards Seminars, Lectures & Excursions

6. Conference Reimbursement Rs. 6,970 to faculties;

7. Five MoU’s signed;

8. Project Laboratories of Chemistry and Zoology.

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

32

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

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)	View File
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

21

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

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

20

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 carries out many extension activities for the holistic development of the students and build awareness in the neighbourhood through the NSS, Nandana (Women's Cell), Library and various Departments.

- **Students visited a Handicrafts Fair at the nearby Eco Park to interact and hear the narratives of the artisans and craftsmen from the rural areas on their livelihood and the problems they face in everyday lives.**
- **The college organised Beliaghata Heritage walk as part of Know Your Neighbourhood Awareness Programme. The event was held to sensitize the people about the rich heritage site of Beleghata.**
- **The students of the college organized blood donation camp around the campus as a part of social service.**
- **Nandana (Women's Cell) organized a talk by psychologist Anuttama Banerjee to raise awareness about mental health issues revolving around stress and complexities in social relationships.**

- Library of Gurudas college organized Library Day Programme, Annual Book Fair and Little Magazine Fair which was open to all.
- NSS carried out extension activities like Vivek Utsav and National Unity Day to raise awareness about social issues.

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

6

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

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

71

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

1404

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

6

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

5

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.

Response:

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 51482 books and 40 subscribed journals. 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.

Response:

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.**

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.**

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, 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/

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	No File Uploaded
Paste link for additional information	https://gurudascollege.edu.in/gallery/gallery-classrooms-and-seminar-halls/
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)

59.78

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)

Response:

- **The college library is fully automated with the help of Koha (version 22.05), a library management software, on Debian 10 platform. It is based on cloud server technology which has been started its functioning in 30.11.2022 shifted from the earlier version of Koha (version 20.05) installed in local server. 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 steadily 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 also been generated for books after entering them in Koha Library Management System.**
- **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)

9.34

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

179

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

Response:

- **As on May 2023, every department of the institution has been equipped with desktops and/or laptop computers.**
- **The college has a total of 171 computers. The various sections of the administrative office has 17 computers, and the remaining 154 are 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 2022-23).**

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

171

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	View File
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)

25.85

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.

Response:

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	View File
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

1051

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

261

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

700

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

700

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	No File Uploaded
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

1

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
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

97

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.

6

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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)

Gurudas College students play a pivotal role in decision-making, cocurricular and administrative activities. Beyond

academics, the students actively participate in sports, arts, and cultural causes. The students aim at academic excellence, inclusivity, a safe campus life, and transparent relationships between students and authorities. The students shoulder significant responsibilities, with the representatives participating in key committees, ensuring student voices are heard in policy-making. Organizing diverse programs throughout the year, including blood donation camps, anti-ragging initiatives, and the annual college fest, the students contribute to awareness, safety, and community-building. Special celebrations like 'Saraswati Puja,' 'Bhasa Dibosh,' and 'Basanta Utsav' highlight cultural diversity and unity among students. The students serve as a catalyst for holistic growth, cultural enrichment, and fostering a sense of community within Gurudas College.

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

33

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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

Phire Dekha is 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. Phire Dekha Alumni Association is an important arm of Gurudas College that contributes significantly to the development of the institution through financial and/or other support services. Alumni Association supported and contributed to cultural activities among the students.

Vision of Alumni:

To support and advance the college’s excellence.

Aims and Objectives:

To promote and foster mutually beneficial interaction between the Alumni and the present students. To encourage participation of Alumni. To enable the alumni to participate in activities that would contribute to the general development of the college. To arrange and collect funds for the development of the college. To encourage the Alumni to take an active and abiding interest in the work and progress of the Institute so as to contribute towards enhancement of the social utility of their Alma Mater. To organise and establish scholarship funds to help the needy and deserving students.

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

To implement its vision, mission and values Gurudas College

- **Has established academic linkages/signed MOUS with several institutions**
- **Provides financial support to needy but meritorious students**
- **Undertakes field trips, excursions and educational tours**
- **Follows learner-centric pedagogy like students' seminars and in-house publication of students' work**
- **Framing and implementing certificate and add-on courses**

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: In the period under review, 2022-23, the Institute had a decentralized and participative system of Governance. This is observed in the Career Advancement Scheme (CAS). Teachers eligible for promotion apply to the Governing Body through proper channel, i.e., the Principal. After the Governing Body approves, the said teacher sends the promotion related papers to the IQAC coordinator for his/her perusal. The IQAC coordinator arranges for a meeting of the CAS committee, which scrutinises said documents. After their verification, the documents are authenticated by the IQAC coordinator. A Screening Committee is then formed comprising of University appointed Subject Expert and Government of West Bengal (DPI) nominee. After their approval, the documents are finally sent to the Governing Body President for signature. Then the

documents are sent to the Higher Education Department for processing. During the session under review twelve faculty members and one Librarian got promotion under the CAS scheme

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

To provide financial support to its staff, Gurudas College constituted a Gurudas College Staff Co-operative Credit Society Limited on July 14th, 1992 (Reg No 9/Cal of 1992. From its humble beginning with 57 members, it has now blossomed into a great institution of nearly 90 members. In the Financial Year 2022-23, it had a paid-up share capital of Rs. 803250 and a working capital of Rs. 80.36 lakhs. During the year under review, total loan amount of Rs. 45,64,000 was disbursed to 23 staff members.

Following the Covid pandemic, a suggestion was received from the Board of Directors to provide financial support from the net profit of the society. In the year 2022-2023 Rs. 10,000 was contributed for the purpose of students' welfare.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gurudascollege.edu.in/wp-content/uploads/2024/02/Co-operative_Policy-Document_final.pdf
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 (GB) is the apex body in the administration of the college and includes the Principal (also 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 guides teachers while preparing their API score, to be vetoed by GB.**
- **Promotions for Non-Teaching staff are approved by 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 arbitrates in the 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	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
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 permanent and contractual 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**

- **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**

- **Ad-hoc bonus for contractual non-teaching staff**

- **Ex-gratia bill for non-teaching staff**

- **Ex-gratia DB bill for daily base non-teaching staff**

- **Ad-hoc bonus of non-teaching staff**

- **Ad-hoc bonus for SACT I & II**
- **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**

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

4

File Description	Documents
Upload any additional information	View File
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)	View File

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

07

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

Faculty members 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 pro-forma as per the UGC Career Advancement Scheme guidelines. Twelve faculty members and one librarian got promoted under CAS during 2022-23. Candidates who do not consider themselves eligible can also apply later.

Administrative staff are eligible for promotion after a period of service not less than 7 years (skilled workers) or 10 years (all others). No supporting staff got promotion under this scheme during 2022-23.

There is also performance appraisal of the teaching staff by the outgoing final semester students and the feedback is conveyed to the teachers 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.

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 corrective action taken.

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/e/1FAIpQLSeQKH1lVqieCAocOnejVcwnflT7rmZrjZHfWeCIr8nasJHIBA/closedform
Upload any additional information	View File

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

Our institution conducts both internal and external audit regularly. 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. No major objections were raised by the auditors.

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, 2021-22 & 2022-23 – 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)

0.07

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Our institution sends proposals for additional grants to University Grants Commission and West Bengal Department of Science and Technology 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 makes changes in

students' 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).

Besides these routine Government and UGC grants, the institution has been able to secure additional funding from various agencies such as DST, RUSA and BOOST. 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). In the FY 2022-23, the college received funds for Physical Education facilities for non-government colleges from the Deputy Secretary, Higher Education, Science, Technology and Biotechnology.

We are actively planning to invite research proposals duly vetted by R&D Cell (as per R&D Policy) wherein faculties from other MOU colleges may get involved for proper utilization of HR.

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 broaden the intellectual horizon of teachers, students and other stakeholders, the IQAC has established a practice of holding seminars, talks, workshops etc. During this period under review, several such initiatives**

were undertaken.
2. To establish academic synergy and linkages with other institutions, we have entered into MOU with many institutions

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 examples of institutional reviews and implementation of teaching-learning reforms facilitated by IQAC during 2022-23

1. Teaching beyond the syllabus – to broaden the mental horizon of faculty, staff and students, experiential learning was institutionalized by IQAC during 2022-232.
2. To promote reading habit amongst students a Book and Little Magazine Fair was organized on 2nd – 3rd May, 2023. Invitation was extended to the entire teaching fraternity. The fair was inaugurated by the eminent Bengali writer, Smt. Nandita Bagchi. She said social media was no substitute for books. She encouraged young students to promote reading habits. 42 publication houses took part in the fair, and books and magazines worth more than Rs 8 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	B. Any 3 of the above

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)	

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
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 generates awareness about the varied forms of gender inequalities, biases and stereotypes in society, and sensitizes students towards the prevailing discriminatory gender norms and issues to promote and sustain gender equity. The Women Empowerment Cell, Nandana, organised an invited talk on the occasion of International Women's Day celebration, that dealt with the question of stereotyped gender roles, need for open communication, consent, conflict-handling strategies and sensitivity towards one's partner, in romantic relationships.

The College has encouraged its stakeholders to work not only towards ensuring gender equity and empowerment through curricular activities involving invited lectures, discussion of themes from the syllabi related to gender issues, project work, preparation of wall magazines, etc., but also to go beyond the curriculum by organising social outreach programmes to achieve these objectives.

The College ensures that students are provided a safe and secure ambience. Installed CCTV cameras help monitor daily

activities on the college premises. The functional Internal Complaints Committee, Anti-Ragging and Grievance Redressal Cells look into complaints involving any form of harassment, especially sexual harassment, or any cause of grievances on the campus. The College also has a Girls' Common Room.

File Description	Documents
Annual gender sensitization action plan	https://gurudascollege.edu.in/i-q-a-c/best-practice-2022-2023/
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	https://gurudascollege.edu.in/facilities/safety-security-counselling/

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

Solid Waste Management:

- **Solid waste from the campus is regularly disposed of in the municipality vat and collected by the Kolkata Municipal Corporation.**
- **The College has an MoU with Hulladek Recycling Pvt. Ltd. to manage huge volumes of paper waste.**
- **Blue and green dustbins are used to dispose of wet and dry waste respectively.**

Liquid Waste Management:

- **Glass containers partially filled with acidic and alkaline substances are used to dispose of alkaline and acidic waste, respectively. Separate containers are used for neutral substances.**
- **Used culture media and buffers are first treated with disinfectant and then autoclaved before disposal.**

Biomedical Waste Management:

- **Bacterial culture media etc., are autoclaved before disposal.**
- **Plastic petridishes, gloves and microcentrifuge tubes are placed in autoclavable bag and disposed of after autoclaving.**
- **Syringe needle destroyer machine is used for destroying used needles after blood sample collection.**
- **Animal waste generated after dissection, are disposed of separately.**

Waste recycling system:

Plant materials like leaves, etc., is converted into compost, which is used for gardening purpose (horticulture, medicinal plants' garden, experimental mango garden) on college campus.

E-Waste Management:

Hulladek Recycling Pvt. Ltd. is responsible for collecting e-waste from the campus.

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 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**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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 (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	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	View File
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, established in 1956, is an undergraduate institution affiliated with the University of Calcutta. In response to the influx of displaced people after the partition, the Ministry of Relief and Rehabilitation established five

colleges, including Gurudas College, under its aegis.

The Narkeldanga neighbourhood was the ideal location for the college, whose primary mission upon establishment was to empower the disadvantaged members of the locality through education.

Our institute organizes regular cultural events, sports, college magazines, various other activities to increase tolerance and harmony in cultural, regional, linguistic, religious, communal and socioeconomic diversities. The institute undergoes necessary initiatives to provide a broad environment aiming at development and discrimination of values of syncretism, equality and social justice among students and staff.

The college also provides financial support to the economically challenged students.

The Women Empowerment cell, Nandana aims at enabling social, cultural and intellectual upliftment of female stakeholders through organizing various activities.

Gurudas College strictly follows the reservation rules and regulations for admission according to the directives given by the central and the state government. The institute has a SC/ ST & Minority cell to address the issues of the students of the reserved categories.

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 instill awareness among the 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 not only to the core values and ethos of the institution but to the moral responsibilities of citizenship. World Environment Day, National Unity Day, Republic Day, Independence Day are celebrated by the college authorities to inculcate the values for being responsible citizens among the students and staff of the College. A seminar on Human Rights was organized by the Department of Political Science. The Department of Botany initiated a drive– 'Know your campus plants'–to make students aware of the floral diversity of college.

The NSS units of our college are instrumental in sensitizing volunteers to the constitutional rights, responsibilities of citizenship and needs of the community. They engage in volunteering in government meetings, cleaning drives, organizing blood donation camp, sapling plantations among other activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://gurudascollege.edu.in/i-q-a-c/constitutional-obligations-2022-2023/
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	View File

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

? During this period (1st June 2022-31st May2023), the college along with its NSS unit took initiatives to ensure that National and International commemorative days were observed successfully.

? Foundation Day of our Institute (14th August) was celebrated by the NSS unit.

? Independence Day (15th August) and Republic Day (26th January) were celebrated by hoisting our National Flag.

? Birth anniversary 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’s Cell (8th March), Nandana organized a Seminar in collaboration with ICC and IQAC.

? Spring Festival: Vasanta Utsava was organized by the students on the eve of Dol-yatra.

? Rabindra Jayanti Programme was also organized by our Cultural Cell Unmeshana.

? IQAC organized a seminar on World Environment Day (5th June).

The NSS unit also celebrated this day.

? The NSS unit 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 : Heritage Awareness Programme

- **Acquaintance with our syncretic cultural heritage**

Context: The necessity to preserve the heritage places and disseminate the heritage awareness.

Practice: The Beliaghata Heritage Walk was organized as a collaborative event of nine departments and the IQAC on 17/12/2022.

The department of History organized an educational trip from 30April to 4 May to visit the Rabindra Bhaban Museum in Mongpu and some old monasteries in Sittong

Evidence of Success: The immersive and enriching learning experiences, which

received media coverage

Problems encountered and resources required: A huge fund and active cooperation

from the local administration are required

BP II Learning through lense: Film screening sessions

- **To make learning more interesting and effective**

Context: The necessity to break the chain of rote learning

Practice: History Department arranged a two-day-film screening for students on5.1.23-6.1.23.

Bengali Department organized a one-day film festival on 3.5.23

English Department hosted a film screening on 10.1.23

EvidenceofThe students of many departments joined the show which fostered a deeper understanding of the themes taught in the class

Problems encountered and resources required: Time constraint to schedule film

screening without affecting regular classes.

File Description	Documents
Best practices in the Institutional website	https://gurudascollege.edu.in/i-q-a-c/best-practice-2022-2023/
Any other relevant information	https://gurudascollege.edu.in/wp-content/uploads/2024/04/BP-I-Heritage-Awereness-Document.pdf

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

Community Outreach

Objective of the Practice: The institution imparts a holistic education and aims to foster the spirit of social service through compassion and empathy towards the needs of the underprivileged sections of the society.

1. **On 26 November, a team of 42 students and 5 teachers of the Department of History visited Kanaknagar S.D. Institution, Hingalgunj in Sundarban. The students interacted with the school-students, learnt the history**

and challenges of the institution, its positive role in the surrounding area. Teachers and students of the department donated 10000 to the infrastructural fund of the school.

2. The team also met MOM Sundarban, a Self-Help-Group, formed by the ex-students of the school and donated Rs. 24000 to its fund.
3. On 10.4.2023 the Department of Political Science travelled to Sundarbans and distributed sweets, sanitary pads and seeds for the kitchen garden among underprivileged village women and 2 ceiling-fans to the rural health clinic. The outreach program was a collaboration between Department of Political Science, IQAC and Care Sundarban.
4. The college library donated story books to the school students of Gosaba island of Sundarban on 2 May 2023 in the Presidency University Campus.

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

1. Job-oriented Add-on /Certificate course
2. Skill Developmemt Programme
3. Repeated Academic and Administrative Audit
4. Application for NIRF
5. Academic linkages/MoU s with different industrial/research institutes/colleges
6. Extension activities and outreach programmes
7. Life Skill developments
8. Faculty/Research Initiative through R & D cell
9. Administrative Training and Facultu Development Programme

10. Liquid Waste Management

11. Green Environment, energy and gender audit

12. Rain Water harvesting and ground water recharge