YEARLY STATUS REPORT - 2023-2024

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. Shantanu Basu**
• Phone No.	**03335593587**
• Alternate phone No.	
• Mobile	**9830076675**
• IQAC e-mail address	**iqac.gurudas@gmail.com**
• Alternate Email address	**shantanu.economics@gurudas.education**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gurudascollege.edu.in/annual-quality-assurance-report/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://gurudascollege.edu.in/academic-courses/academic-calendar/

5.Accreditation Details

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

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Gurudas College	National Science Day	West Bengal State Council of Science and Technology	02.06.2023	60000
Gurudas College	Expenses of Study Centres	Netaji Subhas Open University	27.02.2024	259508
Gurudas College	Rental charges	RBU DET	03.06.2023	3000
Gurudas College	Rental charges	RBU Distance Education Sem I	16,23,30.07.2023	5000
Gurudas College	Rental charges	RBU Distance Education Sem II	28.01.2024, 04,11.02.2024	5000

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	7	
• 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)

Anti-Ragging Awareness Initiative Organised by IQAC Gurudas College and Anti-Ragging Cell in Collaboration with Deshabandhu College for Girls on June 09, 2023.

Green & Environment Audit on May 22, 2024.

Two-Day Research Methodology Workshop organized by IQAC Gurudas College in collaboration with IQAC Basanti Devi College on June 22-23, 2023.

Administrative Training Programme on Advanced Excel on August 21, 2023 and January 05, 2024.

Systematic Voters' Education and Electoral Participation Programme on April 02, 2024.

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
Students' Enrichment Programme	Students' Week was celebrated from January 2-8, 2024 by organizing different events like Student Credit Card awareness programme, students' seminars, parent-teacher meetings, screening of educational films, laboratory visit by school students, quiz programme and other events.
Administrative Training Programme	Administrative Training Programme on Advanced Excel on January 05, 2024.
International Seminar on Mathematics	One-day International Seminar on Mathematics held on January 16, 2024, Speaker: Dr. Suddhasattwa Das, Texas Tech University, USA.
Mental Health Counselling	Seminar on 'Mind Myth and Wellness' on 21st June 2023 in collaboration with Onkur Foundation. Mental Health Counselling by Professional Expert, Kasturi Chakraborty, on

	16th January, 20th February, 24th April, 14th May 2024.
Add-on Courses	Add-on Course on ‘Deep Learning of Mathematical Reasoning and Aptitude’ by Department of Mathematics in January-February 2024; Add-on Course on 'Understanding Gender, Society, & Culture through Films' by Nandana Women Cell; Add-on Course on 'Skill Development Programme on Protein Purification and Analysis- Hands on Training'
Gender Sensitisation Programme	• Breast Cancer Awareness programme on September 27, 2023 • Add-on Course entitled Understanding Gender, Society and Culture through Films • Interactive session on Women and Mental Health Well-being on March 7, 2024 • Workshop by Gurudas College students on Gender Sensitization & Social Issues in Schools at Dr. Shyama Prasad Mukherjee Institution & Beleghata Desh Bandhu Girls High School on 14-15 March, 2024 • Many departments organized invited lectures, students’ seminars focussing on gender issues • Gender audit for 2023-2024
Book and Little Magazine Fair	Book and Little Magazine Fair held on March 21-22, 2024.
Green Audit	Green & Environment Audit done on May 22, 2024.
Anti-Ragging Awareness Programme	Anti-Ragging Awareness Initiative organized by IQAC Gurudas College and Anti-Ragging Cell in Collaboration with Dedhabandhu College for Girls on June 09, 2023.

MoUs with different colleges and institutions.	Vivekananda Centenary College, Rahara on January 16, 2024. (ii) MoU signed with St. Joseph's College, Darjeeling on August 01, 2023. (iii) MoU signed with RICE Education on April 06, 2024. (iv) MoU signed with JIS University on July 03, 2023. (v) MoU signed with Deshabandhu College for Girls on June 08, 2023. (vi) MoU signed with Basanti Devi College on June 09, 2023. (vii) MoU signed with K. K. Das College on October 09. 2023. (viii) MoU signed with Ranaghat College on June 03, 2023.
Faculty Development Programme	(i) Faculty Development Program on Undergraduate Internship. Resource person: Sri Debasish Biswas, Inspector of Colleges, University of Calcutta. (ii) Faculty Development Programme on Life Skill Management: Resource persons- Dr. Shirsendu Mukherjee & Dr. Shatarupa Bandyopadhyay
Faculty Exchange Programme	(i) Online Faculty Exchange Programme by Department of Bengali of Gurudas College and Deshabandhu College for Girls on May 22, 2024. (ii) Online Faculty Exchange Programme of Gurudas College and Deshabandhu College for Girls on May 28, 2024. (iii) Two-Day Methodology Workshop Organised by Gurudas College in Collaboration with Basanti Devi College on June 23-24, 2023 as part of MoU. (iv) Faculty Exchange Programme with Maheshtala College on June 02, 2023 and May 03, 2024. (v) Faculty Exchange Programme with Ramakrishna Sarada Mission

	Vivekananda Vidyabhavan on May 08, 2023 and October 09, 2023. (vi) Online Faculty Exchange Programme with Ranaghat College on January 20, 2024.
Student Exchange Programme	(i) Student Exchange programme with Ramakrishna Sarada Mission Vivekananda Vidyabhavan on the eve of World Philosophy Day Celebration 2023 on November 30, 2023. (ii) Student Exchange programme with Bankim Sardar College on June 08, 2023 and April 26, 2024.
Collaborative Seminar	(i) New Alipore College (National Mathematics day on 22/12/2023) (ii) New Alipore College (The Basics of the Theory of Dynamical System on 16/01/24), (iii) Deshbandhu College for Girls'(Online Faculty Exchange Programme on 22/05/24), (iv) RKSM Vivekananda Vidyabhavan (Celebration of World Philosophy Day on 30/05/2024), (v) Basanti Devi College Two Day Research Methodology Workshop on 23,24 June 2023), (vi) Bankim Sardar College (Physics Practical Class on 26/04/2024), (vii) Maheshtala College (Faculty Exchange Programme on 02/06/23 and 03/05/24).

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the College	06/08/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	28/01/2025

15.Multidisciplinary / interdisciplinary

The college has started funding in-house interdisciplinary project and encouraging faculties to have along with them. R & D Cell invited research proposals duly vetted by it (as per R&D Policy) wherein faculties from other MOU colleges may get involved for proper utilization of HR. First call for research proposal from faculty was announced on February 2, 2024. Six proposals were submitted by faculties Three proposals were approved and funds were released

16.Academic bank of credits (ABC):

The University of Calcutta has approved the Academic Bank of Credit as proposed in NEP 2020. In our institution, the process has started with Semester 1 students 2024 at the time of registration under the affiliating university. For seamless collaboration we have signed MOUs with various institutions even outside the purview of the affiliating university. At the onset of the Semester 1 classes, the Principal addresses the fresh students and apprise them of ABC in view of NEP 2020 during the Orientation Program. To carry this forword, IQAC arranges meetings at departmental level with Semester 3 students to focus on this along with faculties.

17.Skill development:

The institution made following attempts to strengthen the vocational education and soft skill of students (1) A skill development and hands on training program was organized on Protien purification and Analysis. (2) To improve the legal literacy of students, they were taught the modalities of filing FIR, General Dairy, RTI applications etc. (3) In addition to this all departments implement Skill Enhancement Cources as per CCF. (4) A workshop on academic writting was organized to enhance the writting skills of the students.

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

The institution devised the following startegy to integrate the indian knowledge system into the curriculam. 1. Interdisciplinary lectures are organized 2. Special efforts were made to make Sanskrit a student friendly subject 3. Seminars / Talks etc were

held to inculcate India's rich syncretic culture among students The following programmes were organized: Chandra Mukhopadhyay, Collector and Independent Researcher of women’s folk songs of Bengal, and Moumita Saha, independent researcher on local history and ecology, Deshkaal, delivered invited lectures on June 7, 2023. The Department of History organised an Alumni Support Programme on 21st June, 2023. Former student of the Department of History, Sushovan Dey, who has pursued Master's Degree in Museology from Rabindra Bharti University, was invited to deliver the lecture . A programme on ‘Systematic Voters’ Education and Electoral Participation (SVEEP)’ was organized on 2nd April, 2024 by the Department of Political Science in Collaboration with IQAC. The Department of History organised a Students’ Seminar on the theme, ‘Remembering Gandhi in the Light of his 75th Death Anniversary: Life, Thoughts and Practices’ on 18th May 2024 in collaboration with the Internal Quality Assurance Cell, Research and Development Cell, and Seminar Sub-committee, Gurudas College. The Department of Sanskrit organized a remarkable presentation on “Perspectives of Sanskrit Aesthetics- Bharata to Jagannatha” on 14th June 2023.

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

The institution has taken several inititives to translate its curriculam into outcome based education. 1.We organize Talks, invited lectures, seminars to increase the global competency of the students. 2. To create a more enlightened citizenary we celebrate Contitution Day, World Human Rights Day, International Women's Day etc. 3. The students are regularly groomed by the faculty members so as to equip them with the challlenges and oppurtunity of the 21st century globalized teaching and learning process.

20.Distance education/online education:

Extended Profile

1.Programme

1.1 787

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 **3121**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **1156**

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

File Description	Documents
Data Template	View File

2.3 **1040**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **110**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **110**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**787**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**3121**

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	**1156**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**1040**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**110**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**110**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**36**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**204.9**
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) from 2018-19, as well as Curriculum andCredit Framework (CCF) from 2022-23.Classes are held on campus, following the college routine and Teaching Plans for theupcoming semester are communicated in advance. The college has 15 ICT enabled classrooms, including one where lectures can be recorded. The students are evaluatedthrough oral interactions, written class tests; University prescribed TutorialAssignments, Internal Assessments and Theory examinations. The results are digitallyprepared, uploaded on the University portal to generate the Statement of Marks.The learning experience of the students is further enhanced as the departmentsregularly arrange seminars and extension lectures, in collaboration with the InternalQuality Assurance Cell. Academicians from various institutions share their knowledgeand experience, thus enriching the students in multiple ways.Information about commencement of session, working days and

list of holidays can beaccessed from the Academic Calendar, college website and notice boards. The CentralLibrary contains 53274 books and 40 subscribed journals, apart from 18 UG and 3PG libraries. Also, almost 2500 question papers are being uploaded on the College Wikisite, 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 and CCF systems of Calcutta University. Internal assessment iscontinuous, 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 finalexaminations, both of which are assessed by External Examiners. Some departments awardprizes to students with best attendance records.The college is evolving methods of formative assessment through learner-centricmethods. This reduces reliance on rote techniques to encourage an autonomous learningprocess. It focuses on reducing stress and discourages undue emphasis on year-endexaminations. The Mentor-Mentee groups complete given tasks while developing self-reliance, critical thinking and problem-solving abilities. Formative assessment is donethrough informal techniques such as group work, quizzes, remedial classes and open booktests. These enable both teachers and students to assess the extent of learning whileidentifying and rectifying the shortcomings. The college has automated some parts of theadmission, registration and payment procedures.The significance of EdRP (Educational Resource Planning Tools) in CIE is undeniable.The E-resources and E-journals are accessed through UGC N-List Consortium.

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

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

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

45

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

357

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

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.	No File Uploaded

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

151

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

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

2244

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 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	View File
URL for feedback report	Nil

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

1078

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

404

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

Student-centric teaching methods recommend tailoring teaching methods to individual needs. In keeping with modern methods, the institution has determined the following structural measures:

- **Remedial classes for slow learners and first generation learners, as well as any other person who may wish to avail of them**
- **Mentor-mentee groups for all students**
- **Undergraduate student research initiatives for advanced learners**
- **Paper and poster presentations for advanced learners, as and when opportunities present themselves**

Apart from this, there are also individual endeavours from the faculty to assess students and offer support/mentoring as needed.

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

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

Number of Students	Number of Teachers
3121	**110**

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 actively encourages experiential learning. In the past years, experiential learning endeavours have yielding enthusiastic results from students, including from courses that do not have study tours as a part of their curriculum. The institution has therefore attempted to support and encourage all departments to undertake the same, as well as explore other innovative forms of

learning outside the classroom.

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

110

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	No File Uploaded

2.4 - Teacher Profile and Quality

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

110

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

58

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

1241

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.

University notifications for internal assessment deadlines are shared, with firm deadlines. Exceptions are made on compassionate grounds.

Faculty use continuous internal assessment methods such as pop quizzes, writing exercises, 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.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

Outcome-based teaching-learning is an essential part of the institution’s approach.

The syllabus is framed by the affiliating university. The new 4 Yr Hons/3 Yr MDC Curriculum has a set of new courses, the COs of which have been duly uploaded on the website. This is an ongoing process as the new mode rolls out.

Faculty incorporate COs in their everyday pedagogy, sensitizing students about the same during orientation itself.

PSOs and COs are also discussed in the process of everyday teaching-learning, keeping in mind the development of skill sets and a holistic education.

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, the Academic Sub-Committee, and presented before the Teachers' Council.

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

1040

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/wp-content/uploads/2025/01/annual_report_passpercentage_202324.pdf

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/feedback/

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

The institution developed a platform that facilitates the exchange and dissemination of knowledge and expertise across stakeholders through:

- **One-Day field trip foster enriched experiences outside the brick boundary;**
- **Students' Seminars;**
- **Inter-Disciplinary Lectures;**
- **Students Credit Card Awareness Programmes; Induction Program for Summer Internship;**
- **Academic Writing Workshop;**
- **IPR Workshop on 'Copyright Law & Its Ramifications in Film and Manufacturing Industries';**
- **Research Methodology Workshop;**
- **Add-on course ‘Deep Learning of Mathematical Reasoning and Aptitude’;**
- **Hands-on Training: Molecular Tools for Aquatic Resource Management;**
- **Students participation in Inter-college events;**
- **Prize Distribution organized by the Endowment Cell;**

- **Student competitions with Prizes to motivate winners;**
- **Career Counselling Programmes;**
- **‘A Better Step to Health’ initiative to promote health awareness;**
- **Students’ Sensitization on India’s Electoral Process;**
- **PTM's for holistic development of students;**
- **Student-Teacher Collaborative Project**
- **Film Screening;**
- **‘Guru Pranam’ & Rabindra Jayanti Celebration;**
- **Sanskrit Day Celebration;**
- **Pre-Puja Celebration;**
- **Faculty Exchange Program;**
- **Alumni Support Program;**
- **Heritage Week Celebration;**
- **Invited lectures, One-Day & International Seminars;**
- **National Library Visit; Book Fair Visit; Laboratory Visit;**
- **Fresher’s Welcome & Farewell Programmes;**
- **Research Policy introduced**

1. **Publications:**

- **Wall Magazines**
- **Students’ Seminar Paper**
- **Book Chapters**
- **UGC Journals: 22**

- **Non-UGC Journals: 19**

2. Collaboration:

- **No. of MOUs signed:12**
- **No. of Functional MOUs: 6**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gurudascollege.edu.in/wp-content/uploads/2024/01/2.pdf

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

44

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

22

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

21

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's commitment to community outreach and extension activities is evident in its diverse and impactful initiatives. The college prioritizes engagement with various sections of

society, fostering a sense of responsibility and social awareness among its students. The initiatives undertaken are:

1. Blood Donation Camp: Gurudas college students in collaboration with IQAC and Lions Club organized Blood Donation camp on 23rd December, 2023

2. Breast Cancer Awareness Programme: On 27th September 2023, a Breast Cancer Awareness Programme was conducted at Gurudas College, aimed at educating students, faculty and the local community about the importance of early detection, prevention, and treatment of breast cancer.

3. Women and Mental Health Well-Being: On 7th March 2024, a thought-provoking session on “Women and Mental Health Well-Being: A Glance at the Differences” was held at Gurudas College.

4. Women’s History Month: In celebration of Women’s History Month, an outreach program was conducted by the students of Gurudas College to promote gender sensitization. The workshop took place on, 14th March and 15th March 2024, at two prominent schools—Dr. Shyama Prasad Mukherjee Institution and Beleghata Desh Bandhu Girls High School.

5. NSS Activities like Swachh Bharat campus cleaning were conducted.

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

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

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

0

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

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

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

12

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

187

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

12

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

06

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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	34
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-four (34) 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 53274 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.**

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)

18.95

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 22.11.17), a library management software, on Debian 5.10.223 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 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)

8.73

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

192

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 2024, 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's Room and the College Office are 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 130 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 (2023-24).**

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)

32.15

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 institutionwebsite 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 managed 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

925

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

184

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

428

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

428

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

14

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

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

5.2.2.1 - Number of outgoing student progression to higher education

74

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

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

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

10

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.

0

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

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

Students' Representative Body , Gurudas College

The Students' Representative Body of Gurudas College is a vital

platform representing the interests of all students. Its mission is to foster holistic student development by promoting academic excellence, inclusivity, societal responsibility, and cultural engagement. It envisions a safe, inclusive campus fostering transparent communication between students and authorities.

Key functions include representing students in policy decisions, acting as a liaison with college administration, and contributing to the Academic Subcommittee and Governing Body.

It organizes various events, such as the annual blood donation camp, college festJosh, and cultural celebrations likeSaraswati Puja,Bhasa Dibosh,Basanta Utsav, andRakhi Bandhan Utsav. These activities promote camaraderie and cultural awareness. The council also collaborates with the Anti-Ragging Cell to ensure campus safety and organizes the Fresher’s Welcome to orient and integrate new students.

Additionally, students platform , alongside NSS, undertakeinitiatives to maintain a clean and green campus. Through these endeavors, the council nurtures a vibrant, inclusive, and socially conscious college environment.

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

16

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

5.4 - Alumni Engagement

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

"Phire Dekha" Alumni Association of Gurudas College, registered under the West Bengal Societies Registration Act, 1961 (Registration No. S0008592 of 2019-2020). Established on November 28, 2019, provides an overview of the activities and contributions & plays a vital role in the college's development through financial and other support.

Key highlights include:

1. **Special Talks and Alumni Engagement:**
    - **On June 21, 2023, the Department of History organized an alumni support program featuring a lecture by alumnus Sri Sushovan Dey on "Museum, Conservation, and Heritage Management: Aspects and Future Prospects."**
    - **On August 29, 2023, a lecture titled "Why Science and Scientific Discussion" was delivered by renowned science writer and alumnus Sri Pathik Guha.**
2. **Alumni Contributions:**
    - **The association actively supports academic and extracurricular initiatives, strengthening the institution's community.**
3. **Meetings and Programs:**

- Regular alumni meetings and support programs foster collaboration between the college and its former students.

This summary showcases the dynamic involvement of Gurudas College alumni in enriching the institution's academic and cultural landscape.

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) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

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 translate its vision, mission and values, Gurudas College

- Has established academic partnerships / signed MoUs with eight colleges / institutions during 2023-24
- Organizes field trips, excursions and educational tours to make learning an enjoyable and enriching experience
- Provided financial assistance to needy but meritorious students beside processing applications for State Government scholarships like Student Credit Card facility, Swami Vivekananda scholarship etc.
- Designed and implemented certificate and Add-On Courses
- To increase employability of students it organized career guidance programmes and held meetings with recruitment

agencies.

Organized talks, invited lectures, students' seminar etc. to broaden the intellectual horizon of students.

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/governance/
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 2023-24, the year under review, our college had a decentralized and participative system of governance. This is reflected in the Provident Fund loan process. Teachers eligible for taking P.F. loans may apply to the Principal through proper channel, i.e. the P.F. Committee. The P.F. Committee scrutinizes the application and, if satisfied, the application is forwarded to the Finance Committee and ultimately Governing body, the apex policy-making body of the college. Loan is approved if the conditions are met and a certain amount is recovered every month from the teacher concerned, in case of refundable loan. In the year under review, 20 staff took loans from P.F. Four staff received their dues after retirement.

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

Gurudas College constituted a Gurudas College Staff Co-operative Credit Society Limited on July 14th, 1992 (Reg No 9/Cal of 1992) to provide financial support to its staff. From its humble beginnings with 57 members, it has now blossomed into a great institution of more than 90 members. In the Financial Year 2023-24, it had a paid-up share capital of Rs. 824400 and a working capital of Rs. 9190000 lakhs. During the year under

review, total loan amount of Rs. 3560000 was disbursed to 30 staff members.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gurudascollege.edu.in/about-us/staff-co-operative/
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 highest policy making forum of the institution and includes the Principal (also ex-officio secretary of the GB), Govt. nominees, University nomineesand members of Teaching and Non-Teaching staff as well as student representativewho implement the decisions and policies of the management.**
- **The West Bengal College Service Commission recommends the recruitment of Principal and teachers and the recommendation is executed through the GB.**
- **The GB takes all policy decisions.**
- **Finance, Building, RTI, IQAC and Purchase committees are structured by GB.**
- **IQAC guides incumbents in preparing all necessary papers for CAS benefits and gets the same ratified 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.**
- **Teaching and non teaching staffoperate under the Chairmanship of the Principal who carries through any academic and administrative plans and policies of GB via**

various subcommittees.

- TC looks into 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/2025/01/Organogram-1.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: 1.Loan facilities from a.The College Staff Cooperative Credit Society (Regn no.9/Cal of 1992 dated 14.07.1992) grants loans to itsmembers b.Provident Fund for all members

2. 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 instalments.

3.Ad-hoc bonus for contractual non-teaching staff 4.Ex-gratia bill for non-teaching staff 5. Ex-gratia DB bill for daily base non-teaching staff

6. Ad-hoc bonus of non-teaching staff

7. 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

02

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

04

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
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

8

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

Teachers 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 Performance Based Appriasal System (PBAS) pro-forma as per the UGC

Career Advancement Scheme guidelines. Ten faculty members got promoted under CAS during 2023-24. Candidates who do not consider themselves eligible can also apply later.

Non-teaching staff are eligible for promotion after a period of service not less than 7 years (skilled workers) or 10 years (all others). Eight supporting staff got promotion under this scheme during 2023-24.

Performance appraisal of the teaching staff by the outgoing final semester students is also in place and the feedback is conveyed to the teachers so that they become aware of their shortcomings and take steps to correct them.

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://gurudascollege.edu.in/feedback/
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 college conducts both internal and external audits 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. No major objections were raised by the internal auditor.

The internal auditor is Radhashyam Jana Chartered Accountants

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/wp-content/uploads/2025/01/internal_audit_reportr@2324.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	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 upgradation of infrastructure of the college and its various departments. Other sources of income are library fines, rent proceeds (the college rents out its premises on Sundays and other public holidays to be used as a centre for various competitive examinations) and grants for Gurudas College Centre from Netaji Subhas Open University.

Besides these routine Government and UGC grants, the institution has been able to secure additional funding from DST. 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).

R & D Cell invited research proposals duly vetted by it (as per R&D Policy) wherein faculties from other MOU colleges may get involved for proper utilization of HR.

- **First call for research proposal from faculty was announced on February 2, 2024.**
- **Six proposals were submitted by faculties**
- **Three proposals were approved and funds were released**

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 the quality assurance strategies and processes. IQAC has developed a mechanism to promote conscious, consistent and catalytic action plan to improve the academic and administrative performance of the college. Two such practices are:

1. **Academic and Administrative Audit, 2023-24**

This audit was done in 2021-22, 2022-23 and 2023-24 and this practice will be continued

2. The R & D Cell creates awareness and opportunities for research among faculty and students following its Research Policy.

- **Regular meetings of R&D Cell are held**
- **Research Advisory Council was formed in January,2024 for systematic implementation of the policy.**
- **A Two-day Research Methodology Workshop in collaboration with Basanti Devi College was held on 22-23 June, 2023**
- **Call for research proposal from faculty was announced on**

February 2, 2024.

- **Six proposals were submitted by faculties**
- **Three proposals were approved and funds were released**

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

IQAC meets at periodic intervals to review the institution’s teaching learning process, structures and methodologies of operations and bearing outcomes. During 2023-24, some of the initiatives were as follows:

1. **To promote experiential learning a multi-dimensional pedagogy is followed i.e. students’ seminar / poster presentation, wall magazine to foster creative impulses of students, participatory learning, interactive seminars, inter disciplinary lectures, Add-On programmes, teaching beyond the syllabus and beyond the chalk-and-talk method. The role of IQAC in our college is to maintain quality bench mark in teaching, learning, evaluation and research. There is provision for Continuous Internal Evaluation (CIE).**

2. To increase awareness about gender equality and encourage young minds to modify their behaviour several gender sensitization programmes were undertaken:

- **Breast Cancer Awareness programme on September 27, 2023**
- **Add-on Course entitled Understanding Gender, Society and Culture through Films**
- **Interactive session on Women and Mental Health Well-being on March 7, 2024**
- **Workshop by Gurudas College students on Gender Sensitization & Social Issues in Schools at Dr. Shyama Prasad Mukherjee Institution & Beleghata Desh Bandhu Girls High School on 14-15 March, 2024**
- **Many departments organized invited lectures, students’**

seminars focussing on gender issues

- Gender audit for 2023-2024

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/gender-equity-sensitization/
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	https://gurudascollege.edu.in/academic-and-administrative-audit/
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 varied forms of gender inequalities and stereotypes in society, sensitizes students towards social maladies like gender discrimination, and relentlessly seeks to promote and sustain gender equity. In this regard, the Women’s Cell, Nandana, organised an Add-on Course on gender, society and culture which included an inaugural lecture on

women in Bengali cinema in post-independence period, and film screenings on gender-related themes. Awareness sessions on breast cancer and mental health of women were also organised.

The College encourages its stakeholders to organise social outreach programmes to promote gender equity and empowerment. Nandana conducted a workshop on gender sensitization and social issues in two schools during Women's History Month.

Departments of the College organised invited lectures, students' seminars, wall magazines, film screenings, etc., on gender-related themes.

The College provides a safe and secure ambience to the students. CCTV cameras are installed on the college premises to monitor daily activities. Internal Complaints Committee, Anti-Ragging and Grievance Redressal Cells look into complaints involving any form of harassment or any cause of grievances on the campus. Regular students' counselling sessions are held. The College has a Girls' Common Room.

Gender Audit for the session 2023-24 has been done.

File Description	Documents
Annual gender sensitization action plan	https://gurudascollege.edu.in/gender-equity-sensitization/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	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	View File
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 generated is regularly disposed of in the municipality vat and then collected by municipality waste collector.**
- **Huge volumes of paper waste are managed through Hulladek Recycling Pvt. Ltd.**
- **Wet and dry waste is disposed of in blue and green dustbins, respectively.**
- **Non-hazardous infrastructural wastes are managed through proper channels.**

Liquid Waste Management:

- **Glass containers partially filled with acidic and alkaline substances are used to dispose of alkaline and acidic wastes, respectively. Separate containers are used for disposal of neutral substances.**
- **Used culture media and buffers are treated with disinfectant and then autoclaved before disposal.**
- **Waste water generated from washing, washrooms and urinals, is disposed of through septic tank and drains.**

Biomedical Waste Management:

- **Bacterial culture media etc., are autoclaved before disposal.**
- **Plastic petridishes, gloves and microcentrifuge tubes are first autoclaved using autoclavable bag, and then disposed of.**
- **Used needles (after blood sample collection) are destroyed using syringe needle destroyer machine.**

- **Animal waste (generated after dissection) is disposed of separately.**

Waste recycling system:

Vermicompost is prepared using plant materials like leaves, food waste, etc., and used for gardening purpose (horticulture, medicinal plants' garden, experimental mango garden) on college campus.

E-Waste Management:

Hulladek Recycling Pvt. Ltd. manages e-waste on a regular basis.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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:

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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

A. Any 4 or all 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	View File

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).

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, located in the eastern periphery of the city, boasts a rich and diverse cultural history. It was deemed the ideal location for the college, whose primary mission upon establishment was to empower the disadvantaged members of the locality through education. The institute organizes regular cultural events, sports (including district sports), college magazines, various other activities to increase tolerance and harmony. The institute undergoes necessary initiatives to provide a broad environment aiming at development and dissemination 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 uplift 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 guide the SC, ST, OBC and Minority students manage their various issues.

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	No File Uploaded

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.

World Environment Day, Republic Day, Independence Day, College Foundation Day, World Heritage Week are celebrated by the college authorities to inculcate the values for being responsible citizens among the students and staff of the College. A lecture series on Human Rights was organized by the Department of Political Science, Department of Political Science organised an orientation programme on Constitutional Values and Fundamental Duties. A poster competition and an invited lecture was held on Systematic Voters' Education and Electoral Participants (SVEEP).

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, cleanliness drives, organizing blood donation camps, 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/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, **C. Any 2 of the above**

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

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 2023-31st May2024), the college took initiatives to observe national and international days successfully.

- **The 67th Foundation Day was celebrated on 14 August 2023 by our NSS team.**
- **The national flag was hoisted on Independence Day (15th August) and Republic Day (26th January).**
- **The Department of Political Science observed Human Rights Day(10th December) in collaboration with IQAC and R&D cell by arranging a Lecture series for the same.**
- **International Mother Language Day (21st February)-Bhasha Dibas was observed by the department of Bengali.**
- **Nandana, the Women’s Cell organized a Seminar, a Workshop and an Inter-college poster competition in collaboration with ICC and IQAC to commemorate the Women’s Day on 8th**

March.

- The Spring Festival- Vasanta Utsava was organized by the students on the eve of Dol-yatra.
- Rabindra Jayanti ,a programme to celebrate the birthday of Rabindranatha Tagore, was also organized by our Cultural Cell Unmeshana.
- IQAC organized a seminar on World Environment Day (5th June) and also arranged a Green & Environment Audit programme.The NSS unit and our Nature Club,Vasudha 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	No File Uploaded

7.2 - Best Practices

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

Best Practice I

1. Title of the Practice Mathematics for ALL: Workshop for School Students.
2. Objectives of the Practice to create interest for Mathematics among school students.
3. The ContextHelping students overcome difficulties in Mathematics.
4. The Practice The Department of Mathematics has been organising workshops for school-students for the last three

academic sessions. On 28th and 30th June, 2023, the department organised a two-day-workshop- “1...2...3 of Astronomy”.

5. Evidence of SuccessStudent-participants could get over with the phobia for Mathematics and develop their inclination and love for the subject.

6. Problems Encountered and Resources Required Only one annual workshop with the limited resources is not enough to popularize the subject.

Best Practice II

1. Title of the Practice Undergraduate Research Initiative: Student Seminars.

2. Objectives of the Practice to create learner-centric environment.

3. The Context The need to go beyond the conventional ‘chalk and talk’ methods of teaching-learning.

4. The Practice Almost all departments organised students’ seminars. The departments of History and Biochemistry arranged two student seminars in the session 2023-24.

5. Evidence of SuccessDevelopment of analytical skill, articulatory power and sustained interest helped students do well in the examinations and compete in the job market.

File Description	Documents
Best practices in the Institutional website	https://gurudascollege.edu.in/wp-content/uploads/2025/02/BestPractices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Excursion is a holistic educative experience. It has proved to be a unique feature, distinctive of our institution, during the last few years.

On 15 June 2023, Department of Bengali joined the multi-disciplinary trip to National Library Kolkata, organized by Gurudas college

On December 23, 2023 an initiative of experiential learning was undertaken by the Department of Economics, Gurudas College by visiting Falta Special Economic Zone (FSEZ). The Deputy Development Commissioner, FSEZ, Mr. Panda made arrangements for the team to have a look into the actual functioning of the manufacturing units of Kariwala, Delta Plus and Patton.

On 19th of December, 2023 the department of Chemistry organised an educational tour to RAMCO Cement Limited factory located at Mecheda.

On December 6, 2023 The Department of History Gurudas College, in collaboration with the Indian National Trust for Art and Cultural Heritage, Hooghly Chapter, organised a heritage tour to Chandannagar.

The department of Mathematics organized a two-day excursion from 28 to 30 March, 2024 to the heritage city of Murshidabad.

On 25 January 2024 the department of Microbiology organized a field trip to Coca-Cola factory at Taratala.

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) from 2018-19, as well as Curriculum andCredit Framework (CCF) from 2022-23.Classes are held on campus, following the college routine and Teaching Plans for theupcoming semester are communicated in advance. The college has 15 ICT enabled classrooms, including one where lectures can be recorded. The students are evaluatedthrough oral interactions, written class tests; University prescribed TutorialAssignments, Internal Assessments and Theory examinations. The results are digitallyprepared, uploaded on the University portal to generate the Statement of Marks.The learning experience of the students is further enhanced as the departmentsregularly arrange seminars and extension lectures, in collaboration with the InternalQuality Assurance Cell. Academicians from various institutions share their knowledgeand experience, thus enriching the students in multiple ways.Information about commencement of session, working days and list of holidays can beaccessed from the Academic Calendar, college website and notice boards. The CentralLibrary contains 53274 books and 40 subscribed journals, apart from 18 UG and 3PG libraries. Also, almost 2500 question papers are being uploaded on the College Wikisite, 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 and CCF systems of Calcutta University. Internal assessment iscontinuous, 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 finalexaminations, both of which are assessed by External Examiners. Some departments awardprizes to students with best attendance records.The college is evolving methods of formative assessment through learner-centricmethods. This reduces reliance on rote techniques to encourage an autonomous learningprocess. It focuses on reducing stress and discourages undue emphasis on year-endexaminations. The Mentor-Mentee groups complete given tasks while developing self-reliance, critical thinking and problem-solving abilities. Formative assessment is donethrough informal techniques such as group work, quizzes, remedial classes and open booktests. These enable both teachers and students to assess the extent of learning whileidentifying and rectifying the shortcomings. The college has automated some parts of theadmission, registration and payment procedures.The significance of EdRP (Educational Resource Planning Tools) in CIE is undeniable.The E-resources and E-journals are accessed through UGC N-List Consortium.

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

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

45

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

357

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

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.	No File Uploaded

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

151

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

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

2244

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 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	View File
URL for feedback report	Nil

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

1078

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

404

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

Student-centric teaching methods recommend tailoring teaching methods to individual needs. In keeping with modern methods, the institution has determined the following structural measures:

- **Remedial classes for slow learners and first generation learners, as well as any other person who may wish to avail of them**
- **Mentor-mentee groups for all students**
- **Undergraduate student research initiatives for advanced learners**
- **Paper and poster presentations for advanced learners, as and when opportunities present themselves**

Apart from this, there are also individual endeavours from the

faculty to assess students and offer support/mentoring as needed.

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

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

Number of Students	Number of Teachers
3121	**110**

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 actively encourages experiential learning. In the past years, experiential learning endeavours have yielding enthusiastic results from students, including from courses that do not have study tours as a part of their curriculum. The institution has therefore attempted to support and encourage all departments to undertake the same, as well as explore other innovative forms of learning outside the classroom.

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

110

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	No File Uploaded

2.4 - Teacher Profile and Quality

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

110

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

58

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

1241

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.

University notifications for internal assessment deadlines are shared, with firm deadlines. Exceptions are made on compassionate grounds.

Faculty use continuous internal assessment methods such as pop quizzes, writing exercises, 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.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

Outcome-based teaching-learning is an essential part of the institution's approach.

The syllabus is framed by the affiliating university. The new 4 Yr Hons/3 Yr MDC Curriculum has a set of new courses, the COs of which have been duly uploaded on the website. This is an ongoing process as the new mode rolls out.

Faculty incorporate COs in their everyday pedagogy, sensitizing students about the same during orientation itself.

PSOs and COs are also discussed in the process of everyday teaching-learning, keeping in mind the development of skill sets and a holistic education.

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, the Academic Sub-Committee, and presented before the Teachers' Council.

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

1040

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/wp-content/uploads/2025/01/annual_report_passpercentage_202324.pdf

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/feedback/

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

The institution developed a platform that facilitates the exchange and dissemination of knowledge and expertise across stakeholders through:

- **One-Day field trip foster enriched experiences outside the brick boundary;**
- **Students' Seminars;**
- **Inter-Disciplinary Lectures;**
- **Students Credit Card Awareness Programmes; Induction Program for Summer Internship;**
- **Academic Writing Workshop;**
- **IPR Workshop on 'Copyright Law & Its Ramifications in Film and Manufacturing Industries';**
- **Research Methodology Workshop;**
- **Add-on course ‘Deep Learning of Mathematical Reasoning and Aptitude’;**
- **Hands-on Training: Molecular Tools for Aquatic Resource Management;**
- **Students participation in Inter-college events;**
- **Prize Distribution organized by the Endowment Cell;**
- **Student competitions with Prizes to motivate winners;**
- **Career Counselling Programmes;**
- **‘A Better Step to Health’ initiative to promote health awareness;**
- **Students’ Sensitization on India’s Electoral Process;**
- **PTM's for holistic development of students;**
- **Student-Teacher Collaborative Project**
- **Film Screening;**

- ‘Guru Pranam’ & Rabindra Jayanti Celebration;
- Sanskrit Day Celebration;
- Pre-Puja Celebration;
- Faculty Exchange Program;
- Alumni Support Program;
- Heritage Week Celebration;
- Invited lectures, One-Day & International Seminars;
- National Library Visit; Book Fair Visit; Laboratory Visit;
- Fresher’s Welcome & Farewell Programmes;
- Research Policy introduced

1. Publications:

- Wall Magazines
- Students’ Seminar Paper
- Book Chapters
- UGC Journals: 22
- Non-UGC Journals: 19

2. Collaboration:

- No. of MOUs signed:12
- No. of Functional MOUs: 6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gurudascollege.edu.in/wp-content/uploads/2024/01/2.pdf

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

44

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

22

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

21

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's commitment to community outreach and extension activities is evident in its diverse and impactful initiatives. The college prioritizes engagement with various sections of society, fostering a sense of responsibility and social awareness among its students. The initiatives undertaken are:

1. **Blood Donation Camp: Gurudas college students in collaboration with IQAC and Lions Club organized Blood Donation camp on 23rd December, 2023**

2. **Breast Cancer Awareness Programme: On 27th September 2023, a Breast Cancer Awareness Programme was conducted at Gurudas College, aimed at educating students, faculty and the local community about the importance of early detection, prevention, and treatment of breast cancer.**

3. Women and Mental Health Well-Being: On 7th March 2024, a thought-provoking session on “Women and Mental Health Well-Being: A Glance at the Differences” was held at Gurudas College.

4. Women’s History Month: In celebration of Women’s History Month, an outreach program was conducted by the students of Gurudas College to promote gender sensitization. The workshop took place on, 14th March and 15th March 2024, at two prominent schools—Dr. Shyama Prasad Mukherjee Institution and Beleghata Desh Bandhu Girls High School.

5. NSS Activities like Swachh Bharat campus cleaning were conducted.

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

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

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

0

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

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

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red

Cross/ YRC etc., during the year

12

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

187

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

12

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

06

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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

34

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-four (34) 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 53274 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.

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)

18.95

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 22.11.17), a library management software, on Debian 5.10.223 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 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)

8.73

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

192

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 2024, 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's Room and the College Office are 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 130 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 (2023-24).**

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)

32.15

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 institutionwebsite 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 managed 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

925

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

184

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

428

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

428

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

A. All of the above

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

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

14

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

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

5.2.2.1 - Number of outgoing student progression to higher education

74

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

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

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

10

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.

0

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

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

Students' Representative Body , Gurudas College

The Students' Representative Body of Gurudas College is a vital platform representing the interests of all students. Its mission is to foster holistic student development by promoting academic excellence, inclusivity, societal responsibility, and cultural engagement. It envisions a safe, inclusive campus fostering transparent communication between students and authorities.

Key functions include representing students in policy decisions, acting as a liaison with college administration, and contributing to the Academic Subcommittee and Governing Body.

It organizes various events, such as the annual blood donation camp, college festJosh, and cultural celebrations likeSaraswati Puja,Bhasa Dibosh,Basanta Utsav, andRakhi Bandhan Utsav. These activities promote camaraderie and cultural awareness. The council also collaborates with the Anti-Ragging Cell to ensure campus safety and organizes the Fresher's Welcome to orient and integrate new students.

Additionally, students platform , alongside NSS, undertakeinitiatives to maintain a clean and green campus. Through these endeavors, the council nurtures a vibrant, inclusive, and socially conscious college environment.

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

16

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

5.4 - Alumni Engagement

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

"Phire Dekha" Alumni Association of Gurudas College, registered under the West Bengal Societies Registration Act, 1961 (Registration No. S0008592 of 2019-2020). Established on November 28, 2019, provides an overview of the activities and contributions & plays a vital role in the college's development through financial and other support.

Key highlights include:

1. **Special Talks and Alumni Engagement:**
    - **On June 21, 2023, the Department of History organized an alumni support program featuring a lecture by alumnus Sri Sushovan Dey on "Museum,**

Conservation, and Heritage Management: Aspects and Future Prospects."

- On August 29, 2023, a lecture titled "Why Science and Scientific Discussion" was delivered by renowned science writer and alumnus Sri Pathik Guha.

2. Alumni Contributions:

- The association actively supports academic and extracurricular initiatives, strengthening the institution's community.

3. Meetings and Programs:

- Regular alumni meetings and support programs foster collaboration between the college and its former students.

This summary showcases the dynamic involvement of Gurudas College alumni in enriching the institution's academic and cultural landscape.

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)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

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 translate its vision, mission and values, Gurudas College

- **Has established academic partnerships / signed MoUs with eight colleges / institutions during 2023-24**
- **Organizes field trips, excursions and educational tours to make learning an enjoyable and enriching experience**
- **Provided financial assistance to needy but meritorious students beside processing applications for State Government scholarships like Student Credit Card facility, Swami Vivekananda scholarship etc.**
- **Designed and implemented certificate and Add-On Courses**
- **To increase employability of students it organized career guidance programmes and held meetings with recruitment agencies.**

Organized talks, invited lectures, students' seminar etc. to broaden the intellectual horizon of students.

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/governance/
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 2023-24, the year under review, our college had a decentralized and participative system of governance. This is reflected in the Provident Fund loan process. Teachers eligible for taking P.F. loans may apply to the Principal through proper channel, i.e. the P.F. Committee. The P.F. Committee scrutinizes the application and, if satisfied, the application is forwarded to the Finance Committee and ultimately Governing body, the apex policy-making body of the college. Loan is approved if the conditions are met and a certain amount is recovered every month from the teacher concerned, in case of refundable loan. In the year under review, 20 staff took loans from P.F. Four staff received their dues after retirement.

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

Gurudas College constituted a Gurudas College Staff Co-operative Credit Society Limited on July 14th, 1992 (Reg No 9/Cal of 1992) to provide financial support to its staff. From its humble beginnings with 57 members, it has now blossomed into a great institution of more than 90 members. In the Financial Year 2023-24, it had a paid-up share capital of Rs. 824400 and a working capital of Rs. 9190000 lakhs. During the year under review, total loan amount of Rs. 3560000 was disbursed to 30 staff members.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gurudascollege.edu.in/about-us/staff-co-operative/
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 highest policy making forum of the institution and includes the Principal (also ex-officio secretary of the GB), Govt. nominees, University nomineesand members of Teaching and Non-Teaching staff as well as student representativewho implement the decisions and policies of the management.**
- **The West Bengal College Service Commission recommends the recruitment of Principal and teachers and the recommendation is executed through the GB.**

- The GB takes all policy decisions.
- Finance, Building, RTI, IQAC and Purchase committees are structured by GB.
- IQAC guides incumbents in preparing all necessary papers for CAS benefits and gets the same ratified 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.
- Teaching and non teaching staffoperate under the Chairmanship of the Principal who carries through any academic and administrative plans and policies of GB via various subcommittees.
- TC looks into 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/2025/01/Organogram-1.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: 1.Loan facilities from a.The College Staff Cooperative Credit Society (Regn no.9/Cal of 1992 dated 14.07.1992) grants loans to itsmembers b.Provident Fund for all members

2. 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 instalments.

3.Ad-hoc bonus for contractual non-teaching staff 4.Ex-gratia bill for non-teaching staff 5. Ex-gratia DB bill for daily base non-teaching staff

6. Ad-hoc bonus of non-teaching staff

7. 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

02

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

04

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
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

8

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

Teachers 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 Performance Based Appriasal System (PBAS) pro-forma as per the UGC Career Advancement Scheme guidelines. Ten faculty members got promoted under CAS during 2023-24. Candidates who do not consider themselves eligible can also apply later.

Non-teaching staff are eligible for promotion after a period of service not less than 7 years (skilled workers) or 10 years (all others). Eight supporting staff got promotion under this scheme during 2023-24.

Performance appraisal of the teaching staff by the outgoing final semester students is also in place and the feedback is conveyed to the teachers so that they become aware of their shortcomings and take steps to correct them.

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://gurudascollege.edu.in/feedback/
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 college conducts both internal and external audits 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. No major objections were raised by the internal auditor.

The internal auditor is Radhashyam Jana Chartered Accountants

File Description	Documents
Paste link for additional information	https://gurudascollege.edu.in/wp-content/uploads/2025/01/internal_audit_reportr@2324.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	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 upgradation of infrastructure of the college and its various departments. Other sources of income are library fines, rent proceeds (the college rents out its premises on Sundays and other public holidays to be used as a centre for various competitive examinations) and grants for Gurudas College Centre from Netaji Subhas Open University.

Besides these routine Government and UGC grants, the institution has been able to secure additional funding from DST. 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).

R & D Cell invited research proposals duly vetted by it (as per R&D Policy) wherein faculties from other MOU colleges may get involved for proper utilization of HR.

- **First call for research proposal from faculty was announced on February 2, 2024.**
- **Six proposals were submitted by faculties**
- **Three proposals were approved and funds were released**

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 the quality assurance strategies and processes. IQAC has developed a mechanism to promote conscious, consistent and catalytic action plan to improve the academic and administrative performance of the college. Two such practices are:

1. **Academic and Administrative Audit, 2023-24**

This audit was done in 2021-22, 2022-23 and 2023-24 and this practice will be continued

2. The R & D Cell creates awareness and opportunities for research among faculty and students following its Research Policy.

- **Regular meetings of R&D Cell are held**
- **Research Advisory Council was formed in January,2024 for systematic implementation of the policy.**
- **A Two-day Research Methodology Workshop in collaboration with Basanti Devi College was held on 22-23 June, 2023**
- **Call for research proposal from faculty was announced on February 2, 2024.**

- **Six proposals were submitted by faculties**
- **Three proposals were approved and funds were released**

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

IQAC meets at periodic intervals to review the institution's teaching learning process, structures and methodologies of operations and bearing outcomes. During 2023-24, some of the initiatives were as follows:

1. **To promote experiential learning a multi-dimensional pedagogy is followed i.e. students' seminar / poster presentation, wall magazine to foster creative impulses of students, participatory learning, interactive seminars, inter disciplinary lectures, Add-On programmes, teaching beyond the syllabus and beyond the chalk-and-talk method. The role of IQAC in our college is to maintain quality bench mark in teaching, learning, evaluation and research. There is provision for Continuous Internal Evaluation (CIE).**

2. To increase awareness about gender equality and encourage young minds to modify their behaviour several gender sensitization programmes were undertaken:

- **Breast Cancer Awareness programme on September 27, 2023**
- **Add-on Course entitled Understanding Gender, Society and Culture through Films**
- **Interactive session on Women and Mental Health Well-being on March 7, 2024**
- **Workshop by Gurudas College students on Gender Sensitization & Social Issues in Schools at Dr. Shyama Prasad Mukherjee Institution & Beleghata Desh Bandhu Girls High School on 14-15 March, 2024**
- **Many departments organized invited lectures, students' seminars focussing on gender issues**
- **Gender audit for 2023-2024**

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

6.5.3 - Quality assurance initiatives of the	**B. Any 3 of the above**

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://gurudascollege.edu.in/academic-and-administrative-audit/
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 varied forms of gender inequalities and stereotypes in society, sensitizes students towards social maladies like gender discrimination, and relentlessly seeks to promote and sustain gender equity. In this regard, the Women's Cell, Nandana, organised an Add-on Course on gender, society and culture which included an inaugural lecture on women in Bengali cinema in post-independence period, and film screenings on gender-related themes. Awareness sessions on breast cancer and mental health of women were also organised.

The College encourages its stakeholders to organise social outreach programmes to promote gender equity and empowerment. Nandana conducted a workshop on gender sensitization and social issues in two schools during Women's History Month.

Departments of the College organised invited lectures, students' seminars, wall magazines, film screenings, etc., on gender-related themes.

The College provides a safe and secure ambience to the students. CCTV cameras are installed on the college premises to monitor daily activities. Internal Complaints Committee, Anti-Ragging and Grievance Redressal Cells look into complaints involving any form of harassment or any cause of grievances on the campus. Regular students' counselling sessions are held. The College has a Girls' Common Room.

Gender Audit for the session 2023-24 has been done.

File Description	Documents
Annual gender sensitization action plan	https://gurudascollege.edu.in/gender-equity-sensitization/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	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	View File
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 generated is regularly disposed of in the municipality vat and then collected by municipality waste collector.
- Huge volumes of paper waste are managed through Hulladek Recycling Pvt. Ltd.
- Wet and dry waste is disposed of in blue and green dustbins, respectively.
- Non-hazardous infrastructural wastes are managed through proper channels.

Liquid Waste Management:

- Glass containers partially filled with acidic and alkaline substances are used to dispose of alkaline and acidic wastes, respectively. Separate containers are used for disposal of neutral substances.
- Used culture media and buffers are treated with disinfectant and then autoclaved before disposal.
- Waste water generated from washing, washrooms and urinals, is disposed of through septic tank and drains.

Biomedical Waste Management:

- Bacterial culture media etc., are autoclaved before disposal.
- Plastic petridishes, gloves and microcentrifuge tubes are first autoclaved using autoclavable bag, and then disposed of.
- Used needles (after blood sample collection) are destroyed using syringe needle destroyer machine.
- Animal waste (generated after dissection) is disposed of separately.

Waste recycling system:

Vermicompost is prepared using plant materials like leaves, food waste, etc., and used for gardening purpose (horticulture, medicinal plants' garden, experimental mango garden) on college campus.

E-Waste Management:

Hulladek Recycling Pvt. Ltd. manages e-waste on a regular basis.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

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).

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, located in the eastern periphery of the city, boasts a rich and diverse cultural history. It was deemed the ideal location for the college, whose primary mission upon establishment was to empower the disadvantaged members of the locality through education. The institute organizes regular cultural events, sports (including district sports), college magazines, various other activities to increase tolerance and harmony. The institute undergoes necessary initiatives to provide a broad environment aiming at development and dissemination 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 uplift 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 guide the SC, ST, OBC and Minority students manage their various issues.

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	No File Uploaded

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.

World Environment Day, Republic Day, Independence Day, College Foundation Day, World Heritage Week are celebrated by the college authorities to inculcate the values for being responsible citizens among the students and staff of the College. A lecture series on Human Rights was organized by the Department of Political Science, Department of Political Science organised an orientation programme on Constitutional Values and Fundamental Duties. A poster competition and an invited lecture was held on Systematic Voters' Education and Electoral Participants (SVEEP).

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, cleanliness drives, organizing blood donation camps, 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/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed	**C. Any 2 of the above**

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

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 2023-31st May2024), the college took initiatives to observe national and international days successfully.

- **The 67th Foundation Day was celebrated on 14 August 2023 by our NSS team.**
- **The national flag was hoisted on Independence Day (15th August) and Republic Day (26th January).**
- **The Department of Political Science observed Human Rights Day(10th December) in collaboration with IQAC and R&D cell by arranging a Lecture series for the same.**
- **International Mother Language Day (21st February)-Bhasha Dibas was observed by the department of Bengali.**
- **Nandana, the Women’s Cell organized a Seminar, a Workshop**

and an Inter-college poster competition in collaboration with ICC and IQAC to commemorate the Women's Day on 8th March.

- The Spring Festival- Vasanta Utsava was organized by the students on the eve of Dol-yatra.
- Rabindra Jayanti ,a programme to celebrate the birthday of Rabindranatha Tagore, was also organized by our Cultural Cell Unmeshana.
- IQAC organized a seminar on World Environment Day (5th June) and also arranged a Green & Environment Audit programme.The NSS unit and our Nature Club,Vasudha 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	No File Uploaded

7.2 - Best Practices

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

Best Practice I

1. Title of the Practice Mathematics for ALL: Workshop for School Students.
2. Objectives of the Practice to create interest for Mathematics among school students.
3. The ContextHelping students overcome difficulties in Mathematics.

4. The Practice The Department of Mathematics has been organising workshops for school-students for the last three academic sessions. On 28th and 30th June, 2023, the department organised a two-day-workshop- “1...2...3 of Astronomy”.

5. Evidence of SuccessStudent-participants could get over with the phobia for Mathematics and develop their inclination and love for the subject.

6. Problems Encountered and Resources Required Only one annual workshop with the limited resources is not enough to popularize the subject.

Best Practice II

1. Title of the Practice Undergraduate Research Initiative: Student Seminars.

2. Objectives of the Practice to create learner-centric environment.

3. The Context The need to go beyond the conventional ‘chalk and talk’ methods of teaching-learning.

4. The Practice Almost all departments organised students’ seminars. The departments of History and Biochemistry arranged two student seminars in the session 2023-24.

5. Evidence of SuccessDevelopment of analytical skill, articulatory power and sustained interest helped students do well in the examinations and compete in the job market.

File Description	Documents
Best practices in the Institutional website	https://gurudascollege.edu.in/wp-content/uploads/2025/02/BestPractices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Excursion is a holistic educative experience. It has proved to be a unique feature, distinctive of our institution, during the last few years.

On 15 June 2023, Department of Bengali joined the multi-disciplinary trip to National Library Kolkata, organized by Gurudas college

On December 23, 2023 an initiative of experiential learning was undertaken by the Department of Economics, Gurudas College by visiting Falta Special Economic Zone (FSEZ). The Deputy Development Commissioner, FSEZ, Mr. Panda made arrangements for the team to have a look into the actual functioning of the manufacturing units of Kariwala, Delta Plus and Patton.

On 19th of December, 2023 the department of Chemistry organised an educational tour to RAMCO Cement Limited factory located at Mecheda.

On December 6, 2023 The Department of History Gurudas College, in collaboration with the Indian National Trust for Art and Cultural Heritage, Hooghly Chapter, organised a heritage tour to Chandannagar.

The department of Mathematics organized a two-day excursion from 28 to 30 March, 2024 to the heritage city of Murshidabad.

On 25 January 2024 the department of Microbiology organized a field trip to Coca-Cola factory at Taratala.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. **Academic and Administrative Audit**

2. Administrative Training Programme
3. Green Audit
4. Energy Audit
5. Gender Audit
6. Inter-collegiate indoor/outdoor sports
7. Intercollegiate story-telling/debate competition
8. Seminars, workshops, invited lectures etc
9. Functional MoUs with other institutions
10. More Add-on courses
11. Rain water harvesting
12. Other quality sustenance and enhancement measures