



Government General Degree College, Kalna-I  
Affiliated to The University of Burdwan

## Annual Quality Assurance Report (2019 – 2020)

### Part – A

#### Data of the Institution

- 1 Name of the Institution : Government General Degree College, Kalna I
- Name of the Head of the institution : Prof. (Dr.) Krishnendu Dutta
- Designation : Principal
- Does the institution function from own campus : Yes
- Phone no./Alternate phone no. : 9477501460
- Mobile no. : 7980712096
- Registered e-mail : [govt.collegekalna1@gmail.com](mailto:govt.collegekalna1@gmail.com)
- Alternate e-mail : [krish\\_dutt@yahoo.co.in](mailto:krish_dutt@yahoo.co.in)
- Address : Muragacha, Medgachi, Purba Bardhaman-713405 (WB)
- City/Town : Purba Bardhaman
- State/UT : West Bengal
- Pin Code : 713405
- 2 Institutional status:
- Affiliated /Constituent : Affiliated
- Type of Institution: Co-education/Men/Women : Co-education
- Location :Rural/Semi-urban/Urban : Rural
- Financial Status : State Government
- Name of the Affiliating University : The University of Burdwan
- Name of the IQAC Co-ordinator : Dr. Parnajyoti Karmakar
- Phone no. : 9434836693
- Alternate phone no.
- Mobile : 7432962056
- IQAC e-mail address : [iqac@ggdck.ac.com](mailto:iqac@ggdck.ac.com)
- Alternate Email address : [parnajyoti@gmail.com](mailto:parnajyoti@gmail.com)



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3 Website address: <https://www.ggdck.ac.in/>  
Web-link of the AQAR: (Previous Academic Year): NA

4 Whether Academic Calendar prepared during the year? Yes

If yes, whether it is uploaded in the Institutional website: Yes

Web-link: [www.ggdck.ac.in/academiccalender/download](http://www.ggdck.ac.in/academiccalender/download)

5 Accreditation Details: NA

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
				from:	to:
1 <sup>st</sup>				from:	to:
2 <sup>nd</sup>				from:	to:
3 <sup>rd</sup>				from:	to:
4 <sup>th</sup>				from:	to:
5 <sup>th</sup>				from:	to:

6 Date of Establishment of IQAC: 20/08/2019

7 Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Implementation of online feedback collection from students and its analysis thereto	July, 2020	29
Encouraging the use of online teaching learning system through various platforms like Google Meet, Skype, Zoom, You tube, Whats App and email. Uploading of text materials, assignments etc. by Departments and faculty members in College portal.	19 <sup>th</sup> Mar, 2020	290



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

<b>Institution/ Department/ Faculty</b>	<b>Scheme</b>	<b>Funding agency</b>	<b>Year of award with duration</b>	<b>Amount</b>
Institution	Development Grant	Department of Higher Education, Science and Technology and Bio-Technology, Government of West Bengal	2019-2020	2416000/-

**9** Whether composition of IQAC as per latest NAAC guidelines: **Yes**

**10** No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: **Yes**

**11** Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

If yes, mention the amount: NA

Year:

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

- In order to facilitate and familiarize the students with the course structure and examination process under CBCS pattern orientation program was organized.
- Students are trained to familiarize with online classes and online University examination during the period of outbreak of COVID-19.
- With the view to guide the students towards holistic development and nurture them to be responsible citizens of the nation, various society connect programme and environment programmes like Tree Plantation, distribution of feeds during the pandemic period in the adjacent localities etc. were done through NSS unit of the College.
- Introduction of online feedback system from students and on analysis of such feedback measures are taken to improve the academic ambiance of the Institute.

**13** 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

<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
Implementation of online feedback system involving collection of online feedback from students.	Online feedback system has already been executed. The received feedback from students has been analyzed and uploaded to the website. Proposal for improvement has been given from IQAC on the basis of the received feedback.
Promoting the online system of teaching and learning system in the college amidst the pandemic.	Online classes were arranged by using Google Meet, WhatsApp, Skype, Zoom and You tube platform. Study materials were uploaded regular basis in college website.



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Partitioning of some existing classrooms of the academic buildings to create more number of rooms to offer more elective under CBCS programme.	The work order has already been issued to West Bengal Small Scale Industries Limited (WBSIDCL), a Govt. of West Bengal undertaking agency to execute the process. The work was near completion.
High speed internet facility through LAN in the college campus.	Already installed and fully functional. The procurement was made maintaining the financial norms of Govt. of W.B.
Purchasing instruments/equipment/ experimental setups for Department of Physics as per CBCS syllabus.	Already purchased and the lab was functional catering the need of the final year students of B.Sc. Physics(Hons.). The procurement was made maintaining the financial norms of Govt. of W.B.
Purchase of books of different department for central library as per CBCS syllabus.	The process was completed and subsequently books are issued to students to comply with their academic needs.
Purchasing and installation of CCTV Cameras for college campus.	The campus is under CCTV surveillance and 19 cameras are placed at every critical points of the campus for proper maintaining of safety and security of the entire institute.

- 14 Whether the AQAR was placed before statutory body? No  
Name of the statutory body: NA Date of meeting(s):
- 15 Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?  
**Yes/No:** **Date:**
- 16 Whether institutional data submitted to AISHE: Yes/No: Year: 2019-2020  
Date of Submission: **28-05-2020**
- 17 Does the Institution have Management Information System? No



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### Part-B

#### **CRITERION I – CURRICULAR ASPECTS**

##### **1.1 Curriculum Planning and Implementation**

###### **1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation.**

Under the affiliation of The University of Burdwan, the college offers Core /Elective options in Choice Based Credit System (CBCS). Based on the pedagogical requirements, academic interest and aptitude, students are allowed to choose from several course options like Ability Enhancement Compulsory Course (AECC), Skill Enhancement Course (SEC), Discipline Specific Elective Course (DSE), General Elective Course (GE).

The College offers core options at the UG level in Arts, Science and Commerce stream. English, Bengali, Education, Sanskrit, History, Philosophy are offered in Arts. It has core options in Physics, Chemistry, and Mathematics in the science stream. The Commerce section offers an Honours programme in Accountancy. All these subjects are available in Elective mode as well.

###### **Curriculum Delivery and Documentation:**

The institution ensures effective curriculum delivery through a well-planned and documented process.

The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies.

The college ensures effective curriculum delivery through systematic and strategic transparent mechanism:

###### **Academic calendar:**

- The college follows the guidelines issued by the university in forming and adopting the Academic calendar.
- The Heads of Departments conduct meetings to distribute workload, allot paper codes, plan the activities of the department and to review the completed syllabus.
- The Principal monitors the effective implementation of the Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty.

###### **Time- Table:**

- The Time Table is prepared by the Routine and Academic Calendar Sub-Committee with the help of all the departments.
- The Time Tables are displayed on the Notice Board and also uploaded on the college website.
- The syllabus link of University is also provided to the students.

###### **Teaching Plan and Teaching Diary:**

- Teaching Plan comprising detailed lecture distribution and course outcome is prepared for each course by every faculty member at the beginning of each academic year and gets duly published on the college website.
- Periodic assessment and orientation of curriculum delivery is conducted by IQAC through HODs.
- The faculties arrange extra tutorials and practicals as and when necessary and maintain their records.
- Formative assessment is done by teachers to identify gaps in students' knowledge which helps to identify slow and advanced learners.
- The slow learners are provided with Remedial Coaching beyond the scheduled hours.
- The advanced learners are encouraged for further progression in career by participating in various co-curricular activities and career oriented programmes organized by the college and outside the college.



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• **Following the Covid-19 Pandemic, various online teaching-learning methodologies were adopted by the College for the smooth conduction of academic activities:**

1. Implementation of LMS (Learning Management System) via Zoom and Google Meet.
2. Conduction of online classes in Google Classroom
3. Use of Google Classrooms as a repository of study materials and lecture notes.
4. Conduction of science experiments using virtual lab.

**Laboratories:**

- There is optimum utilization of well-equipped laboratories for curriculum delivery of practical.
- The students maintain the practical journals and the results are certified by the faculty along with HOD.

**Teaching Aids:**

- The faculties use study materials, smart classroom, e-resources, charts, maps, models and specimens along with chalk and board.
- Methods like seminar, group discussion, quiz, case study for effective delivery of curriculum are taken into consideration.
- Study materials, notes and question banks are provided in the class, on college e-learning portal and through Google classrooms
- Educational field visits, industrial visits, tours are organized.
- Group projects are assigned to teach them team spirit, sharing and develop presentation skill and research skill.
- ICT based materials are also uploaded on the college website.
- Guest lectures, Expert lectures and informal guidance by departmental Alumni are organised.
- Internet, Computer, LCD projectors and other Audio- visual aids are utilized on a regular basis.

**Central Library:**

- Central Library is maintained by the Library Sub-Committee to facilitate the students to have access to the latest books available in concerned subjects and topics.
- The books are issued to the students as and when needed by them.
- The record of the same is maintained in Issue Register by concerned officials.

**Teacher support:**

- The college encourages the faculty to participate in Orientation, Refresher courses & Faculty Development Programmes to update their knowledge of the subject.
- The college encourages the faculty to attend syllabus restructuring workshops.
- The college takes initiative and encourages staff to attend workshops organised by the University for effectively implementing the CBCS method of imparting curriculum.

**1.1.2 Certificate/ Diploma Courses introduced during the Academic year: N.A.**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL



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<b>1.2 Academic Flexibility:</b>					
<b>1.2.1 New programmes/courses introduced during the Academic year: N.A.</b>					
<b>Programme with Code</b>	<b>Date of Introduction</b>		<b>Course with Code</b>	<b>Date of Introduction</b>	
NIL	NIL		NIL	NIL	
<b>1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year:</b>					
All programmes are already under CBCS.					
<b>Name of Programmes adopting CBCS</b>	<b>UG</b>	<b>PG</b>	<b>Date of implementation of CBCS / Elective Course System</b>	<b>UG</b>	<b>PG</b>
<b>Already adopted (mention the year):</b> From the academic year of 2017-18					
<b>1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year: N.A</b>					
<b>No of Students</b>	<b>Certificate</b>		<b>Diploma Courses</b>		
NIL	NIL		NIL		
<b>1.3 Curriculum Enrichment</b>					
<b>1.3.1 Value-added courses imparting transferable and life skills offered during the year: N.A.</b>					
<b>Value added courses</b>		<b>Date of introduction</b>	<b>Number of students enrolled</b>		
<b>1.3.2 Field Projects / Internships under taken during the year: N.A.</b>					
<b>Project/ Programme Title</b>			<b>No. of students enrolled for Field Projects / Internships</b>		



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<b>1.4 Feedback System</b>				
<b>1.4.1 Whether structured feedback received from all the stakeholders.</b>				
<b>1) Students</b>	<b>2) Teachers</b>	<b>3) Employers</b>	<b>4) Alumni</b>	<b>5) Parents</b>
<b>Yes/ No</b>	<b>Yes/ No</b>	<b>Yes/ No</b>	<b>Yes/ No</b>	<b>Yes/ No</b>
<b>1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?</b>				
<p><b>Data Collection:</b> The questionnaire was uploaded on our official student feedback portal and students were requested to go through the same. The questions were all multiple choice (in terms of satisfaction-level) and a student needed to respond to each of the questions by ticking his/her definitive appropriate choice from the ten options available. To gain a comprehensive understanding regarding institute's overall performance, feedback was solicited for Institution Infrastructure, Teachers' Performance, and the ambiance of Teaching-Learning in the period under report. The survey was undertaken by 74% of the students studying during the 2019-20 Session.</p> <p><b>Data Analysis:</b> The online survey was based on a Ten Point Scale grading system. The collected feedback is analyzed using different parameters and the performance of the students, faculty and institution is assessed. Any discrepancies identified are considered for correction and suggestions are taken for improvement.</p> <p><b>Remedial Measures:</b> Based on the Student Satisfaction Survey Report, the authority has discussed the received suggestions and recommendations in different academic and administrative forums of our college and resolutions regarding the same have enabled the institution to take following measures at the earliest.</p> <ul style="list-style-type: none"><li>● Proper machinery has been installed to ensure proper drinking water distribution.</li><li>● A large reading room along with ICT facilities has been built to ensure comprehensive growth of its primary stakeholders.</li><li>● College has also enabled round the clock electric power supply in the campus and its adjacent area so that proper lighting makes the area more secured and safe.</li><li>● In addition to this, the road approaching the campus has been turned into a concrete one to provide a convenient transport solution with the help of district administration.</li></ul>				





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<b>CRITERION II – TEACHING- LEARNING AND EVALUATION</b>					
<b>2.1 – Student Enrollment and Profile</b>					
<b>2.1.1 – Demand Ratio during the year</b>					
<b>Under Graduate Courses: 10</b>					
<b>Name of the Programme</b>	<b>Programme Specialization</b>	<b>Number of seats available</b>	<b>Number of Application received</b>	<b>Students Enrolled</b>	
B.A. (Honours)	Bengali	25	45	12	
B.A. (Honours)	English	25	41	10	
B.A. (Honours)	Sanskrit	25	32	5	
B.A. (Honours)	Education	25	43	11	
B.A. (Honours)	History	25	36	4	
B.A. (Honours)	Philosophy	25	32	3	
B.Sc.(Honours)	Physics	15	14	0	
B.Sc.(Honours)	Chemistry	15	21	2	
B.Sc.(Honours)	Mathematics	15	23	1	
B.A. (General)	Beng/Eng/ Sans /Edu/Hist	40	109	27	
B.Sc. (General)	Phy/Chem/Math	25	28	3	
<b>2.2 – Catering to Student Diversity</b>					
<b>2.2.1 – Student - Full time teacher ratio (current year data)</b>					
<b>Year</b>	<b>Number of students enrolled in the institution (UG)</b>	<b>Number of students enrolled in the institution (PG)</b>	<b>Number of full time teachers available in the institution teaching only UG Courses</b>	<b>Number of full time teachers available in the institution teaching only PG Courses</b>	<b>Number of teachers teaching both UG and PG courses</b>
2019	300	NIL	25	NIL	NA



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<b>2.3 Teaching - Learning Process</b>					
<b>2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS),</b>					
E-learning resources etc. (current year data)					
<b>Number of teachers on roll</b>	<b>Number of teachers using ICT (LMS, e-Resources)</b>	<b>ICT tools and resources available</b>	<b>Number of ICT enabled classrooms</b>	<b>Number of smart classrooms</b>	<b>E-resources and techniques used</b>
25	25	LCD Projector, Computer, Smart Classrooms with interactive board etc.	2	1	17
<b>2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)</b>					
<p>Yes, our college offers a holistic student mentoring system. The college attempts to provide social and financial mentoring to its students in an informal way. The faculty members take this responsibility diligently as it allows to build the life-long relationship between the student and the teacher. College learners are prone to emotional setbacks, personal frustrations, miscalculated potentials, maladjustment with the world around and an acute sense of inhibition. Moreover, in this stressful pandemic situation, such youngsters are susceptible to deviate from the right course. In this alarming condition, our college offers personal counseling, a student support system beyond the official class hours. Our faculty helps them tide over the crisis department wise. They also prepare the students for the academic run regarding the importance of attendance, the effect of skill enhancement courses, preparation of notes, accessibility of internet and library, making presentations and project works, writing answers in university examinations, management of time etc. The faculties of the college always nurture the extracurricular activities like performing arts, musical talents, dancing, recitation, and they do not miss a chance to encourage the athletic strain and physical development in the students. Apart from grooming students for a varsity examination, the college has now assumed the new responsibility of working for their employability and helping them to find jobs or be self-reliant.</p>					
<b>Number of students enrolled in the institution</b>			<b>Number of full time teachers</b>	<b>Mentor: Mentee Ratio</b>	
300			25	12:1	
<b>2.4 Teacher Profile and Quality</b>					
<b>2.4.1 Number of full time teachers appointed during the year</b>					
<b>No. of sanctioned positions</b>	<b>No. of filled positions</b>	<b>Vacant position</b>	<b>Positions filled during the current year</b>	<b>No. of faculty with Ph.D.</b>	
33	25	8	8	12	



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<b>2.4.2 Honours and recognitions received by teachers</b>			
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )			
<b>Year of award</b>	<b>Name of full time teachers receiving awards from state level, national level, international level</b>	<b>Designation</b>	<b>Name of the award, fellowship, received from Government or recognized bodies</b>
2019	Dr. Saikat Khamarui	Assistant Professor	2 <sup>nd</sup> position in lecture competition in International Conference on Chemistry for Human Development (ICCHD-2020)

**2.5 Evaluation Process and Reforms**

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

<b>Programme Name</b>	<b>Programme Code</b>	<b>Semester/Year</b>	<b>Last date of the last semester end/ year-end examination</b>	<b>Date of declaration of results of semester-end/ year- end Examination</b>
B.A. (Honours)	-	Semester- I	13-12-2019	10-09-2020
B.Sc. (Honours)	-	Semester- I	31-12-2019	
B.A.(General)	-	Semester- I	21-12-2019	
B.Sc.(General)	-	Semester- I	15-01-2020	
B.A./B.Sc. (Honours/ General)	-	Semester- II	Assessment done based on internal examination due to the pandemic of Covid-19	02-02-2021
B.A. (Honours)	-	Semester- III	13-01-2020	10-10-2020
B.Sc. (Honours)	-	Semester- III	10-02-2020	
B.A.(General)	-	Semester- III	24-01-2020	



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B.A./B.Sc. (Honours/ General)	-	Semester- IV	Assessment done based on internal examination due to the pandemic of Covid-19	02-02-2021
B.A. (Honours)	-	Semester- V	17-02-2020	16-10-2020
B.Sc. (Honours)	-	Semester- V	07-03-2020	
B.A. (General)	-	Semester- V	28-02-2020	
B.A./B.Sc. (Honours)	-	Semester- VI	07-10-2020	29-10-2020
B.A. (General)	-	Semester- VI	13-10-2020	

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

Our college operates on the Choice Based Credit System and is affiliated to the university of Burdwan. Adhering to the criterion of the university, our college takes several midterms, class tests, and internal assessments throughout the semester. In spite of this, a continuous evaluation system beyond the criteria determined by the university is followed as well. The college always strives for the betterment and improvements of the students. As the pandemic situation has not allowed us to run the college physically, our college has operated the entire continuous internal evaluation via virtual mode. Numerous module wise tests are arranged for the students in various online platforms. The process is successful and it is evidently a historic mark as the majority of the learners are from socially and economically backward communities. The teachers keep a close and intact demographic account of the students' academic history, academic progress, interests, weaknesses and strengths. All the first semester students submit a project on Environmental Science. Reading the subject may enhance their abilities regarding their environmental awareness. It is mandatory to clear the internal exam in order to sit for the university examination; no one is exempted from this rule. They also need to keep a 75% attendance in order to appear in the exam which gives them a sense of sincerity. The college is also taking initiatives on the subjects that can be evaluated on qualitative methods like viva voce, multiple choice questions and other alternatives for better evaluation experience.

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

To make certain effective teaching-learning procedure and continuous evaluation process, the Academic Calendar Sub-committee under Teachers' Council prepares Annual Academic Calendar of the college according to the University Academic Calendar in each academic session. This Annual Academic Calendar is uploaded in the College Website: [www.ggdck.ac.in/academiccalender/download](http://www.ggdck.ac.in/academiccalender/download)



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<b>2.6 Student Performance and Learning Outcomes</b>				
<b>2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution. Also, the lesson plans for the courses are provided in the concerned website (to provide the web link). <a href="https://www.ggdck.ac.in/">https://www.ggdck.ac.in/</a></b>				
<b>2.6.2 – Pass percentage of students</b>				
<b>Programme code</b>	<b>Programme name</b>	<b>Number of students appeared in the final year examination</b>	<b>Number of students passed in final semester/year examination</b>	<b>Pass Percentage</b>
-	B.A. (HONOURS)	51	44	86.27%
-	B.Sc. (HONOURS)	9	2	22.22%
-	B.A. (GENERAL)	23	14	60.87%
<b>2.7 Student Satisfaction Survey</b>				
<b>2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink). Link for SSS : <a href="https://www.ggdck.ac.in/notices/student-satisfaction-survey-2019-20/">https://www.ggdck.ac.in/notices/student-satisfaction-survey-2019-20/</a></b>				



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<b>CRITERION III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
<b>3.1 Resource Mobilization for Research</b>				
<b>3.1.1 Research fund sanctioned and received from various agencies, industry and other organizations</b>				
<b>Nature of the Project</b>	<b>Duration</b>	<b>Name of the funding Agency</b>	<b>Total grant sanctioned</b>	<b>Amount received during the Academic year</b>
Major projects	NIL			
Minor Projects	NIL			
Interdisciplinary Projects	NIL			
Industry sponsored Projects	NIL			
Projects sponsored by the University/ College	NIL			
Students Research Projects (other than compulsory by the College)	NIL			
International Projects	NIL			
Any other(Specify)	NIL			
Total	NIL			
<b>3.2 Innovation Ecosystem</b>				
<b>3.2.1 Workshops / Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year</b>				
<b>Title of Workshop/Seminar</b>	<b>Name of the Dept.</b>		<b>Date(s)</b>	
NIL	NIL		NIL	
<b>3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year</b>				
<b>Title of the innovation</b>	<b>Name of the Awardee</b>	<b>Awarding Agency</b>	<b>Date of Award</b>	<b>Category</b>
Photoredox catalysis under visible light	Saikat Khamarui	Prof. Asima Chatterjee Foundation	11.01.2020	Lecture competition
<b>3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year</b>				
<b>Incubation Centre</b>	<b>Name</b>		<b>Sponsored by</b>	
NIL	NIL		NIL	
<b>Name of the Start-up</b>	<b>Nature of Start-up</b>		<b>Date of commencement</b>	
NIL	NIL		NIL	



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3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National		International		
3.3.2 Ph.Ds awarded during the year (applicable for PG College, Research Center)						
Name of the Department			No. of Ph.Ds Awarded			
NIL			NIL			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National	Chemistry	01		0.489		
	Bengali	04		0		
	Sanskrit	01		0		
International	Sanskrit	07		2.602		
3.3.4 Books and Chapters in edited Volumes/Books published, and papers in National / International Conference Proceedings per Teacher during the year						
Department			No. of publication			
NIL			NIL			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index inScopus/Web of Science or PubMed/Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	
Wblink: <a href="https://www.ggdck.ac.in/publication/download">https://www.ggdck.ac.in/publication/download</a>						
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level	National level	State level	Local level	
Attended Seminars/ Workshops		09	15	08		
Presented papers		07				
Resource Persons						
Weblink: <a href="http://www.ggdck.ac.in/participation/downloads">www.ggdck.ac.in/participation/downloads</a>						



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<b>3.4 Extension Activities</b>				
<b>3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organizations through NSS/ NCC/ Redcross/ Youth Red Cross (YRC) etc., during the year</b>				
<b>Title of the Activities</b>	<b>Organizing unit/agency/collaborating agency</b>	<b>Number of teachers coordinated such activities</b>	<b>Number of students participated in such activities</b>	
1. Constitution Day Celebration: Democracy and Role of B. R. Ambedkar	NSS Unit, GGDC, K-I	11	68	
2. Awareness Programme of HIV, Diabetes and Hypertension.	NSS Unit, GGDC, K-I	19	39	
<b>3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year</b>				
<b>Name of the Activity</b>	<b>Award/recognition</b>	<b>Awarding bodies</b>	<b>No. of Students benefited</b>	
NIL	NIL	NIL	NIL	
<b>3.4.3 Students participating in extension activities with Government Organizations, Non-Government Organizations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the Year</b>				
<b>Name of the scheme</b>	<b>Organizing unit/agency/collaborating agency</b>	<b>Name of the activity</b>	<b>Number of teachers coordinated such activities</b>	<b>Number of students participated in such activities</b>
NIL	NIL	NIL	NIL	NIL
<b>3.5 Collaborations</b>				
<b>3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the Year.</b>				
<b>Nature of Activity</b>	<b>Participant</b>	<b>Source of financial support</b>	<b>Duration</b>	
NIL	NIL	NIL	NIL	
<b>3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work sharing of research facilities etc. during the year</b>				
<b>Nature of linkage</b>	<b>Title of the linkage</b>	<b>Name of the partnering institution/ industry /Research lab with contact details</b>	<b>Duration (From-To)</b>	<b>participant</b>
NIL	NIL	NIL	NIL	NIL





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**3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

<b>Organization</b>	<b>Date of MoU signed</b>	<b>Purpose and Activities</b>	<b>Number of students/teachers participated under MoUs</b>
NIL	NIL	NIL	NIL



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**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 Physical Facilities**

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

<b>Budget allocated for infrastructure Augmentation</b>	<b>Budget utilized for infrastructure development</b>
Rs. 3,858,840	Rs. 3,061,396

**4.1.2 Details of augmentation in infrastructure facilities during the year**

<b>Facilities</b>	<b>Existing</b>	<b>Newly added</b>
Campus area	6.72 acres	00
Class rooms	18	02
Laboratories	Physics: 2 Chemistry: 1 Mathematics: 1	Physics: 1
Seminar Halls	1	00
Classrooms with LCD facilities	1	00
Classrooms with Wi-Fi/ LAN	2	00
Seminar halls with ICT facilities	2	00
Video Centre	1	00
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	00
Value of the equipment purchased during the year (Rs. In Lakhs)	-	<b>Rs. 4,05,600</b>
	NSS Unit room	00
	Reading room in Library with computer facility	00
	Wooden work: 1 Faculty Staff Room 2 College Main office 3 Additional Office Space	00
	Installation of CCTV Camera	14
		05



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<b>4.2 Library as a Learning Resource</b>									
<b>4.2.1 Library is automated {Integrated Library Management System –ILMS}</b>									
<b>Name of the ILMS software</b>		<b>Nature of automation (fully or partially)</b>			<b>Version</b>		<b>Year of automation</b>		
NIL		Partially <sup>1</sup>			NA.		2019		
<b>4.2.2 Library Services:</b>									
		<b>Existing</b>		<b>Newly added</b>		<b>Total</b>			
		No.	Value	No.	Value	No.	Value		
Text Books		5395	1447147	863	241084	6258	1688231		
Reference Books		746	184648	93	26876	839	211524		
Others (specify)		-	-	-	-	-	-		
<b>4.3 IT Infrastructure</b>									
<b>4.3.1 Technology Upgradation (overall)</b>									
	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Internet</b>	<b>Browsing Centers</b>	<b>Computer Centers</b>	<b>Office</b>	<b>Departments</b>	<b>Available band width (MGBPS)</b>	<b>Others</b>
Existing	Desktop:29	01	01	Nil	Nil	07	05	60 MBPS	Nil
Added	Desktop:8 Laptop:4	01	08	Nil	Nil	01	03	60 MBPS	Nil
Total	Desktop:37 Laptop :4	02	09	Nil	Nil	08	08	60 MBPS	Nil
<b>4.3.2 Bandwidth available of internet connection in the Institution (Leased line)<sup>2</sup></b>									
<b>60 MBPS /GBPS</b>									
<b>4.3.3 Facility for e-content</b>									
<b>Name of the e-content development facility</b>					<b>Provide the link of the videos and media centre and recording facility</b>				
Study Material Provided by the teachers of this institution for online classes					<a href="https://www.ggdck.ac.in/">https://www.ggdck.ac.in/</a>				

<sup>1</sup>Library is not fully automated. But the Library data basis is maintained in digital mode by Microsoft Access. We are in a process of installing ILMS with OPAC in future.

<sup>2</sup>Through Local Cable Network



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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e –content
NA	NA	NA	NA

**4.4 Maintenance of Campus Infrastructure**

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1577000	1271682	2,281,840	1,789,714

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

The Institution is fully owned by the Government of West Bengal. Government development grants are only of the major sources for procuring, augmenting educational resources like books, journals, laboratory consumables and library resources. Upon receiving of such grants a meeting is conducted by the Principal with all the HODs and the funds are distributed proportionately. Beside that

- The garden inside the College Campus is maintained by the Beautification Committee of our college.
- The entire building including classrooms are cleaned daily by the sweepers and the entire building is maintained by PWD Civil and Electrical wings of Govt. of West Bengal.
- Laboratories are maintained by teaching faculty, non teaching staff and also by the students.
- The chemicals, glass goods, instruments, equipment are purchased from the Developmental and/ or other Grants maintaining the financial protocol of Govt. of W.B.
- Books are purchased.
- Internet is available to all teaching, non-teaching staff during office hours. Teachers and students can avail internet facility from library also. LAN connection throughout the college ensures internet access.
- Field for Sports and Games is maintained by PWD civil wings.



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<b>CRITERION V – STUDENT SUPPORT AND PROGRESSION</b>						
<b>5.1 Student Support</b>						
<b>5.1.1 Scholarships and Financial Support</b>						
	<b>Name /Title of the scheme</b>	<b>Number of Students</b>	<b>Amount in Rupees</b>			
Financial support from institution	NIL	NIL	NIL			
Financial support from other sources						
a) National	NIL	NIL	NIL			
b) International	NIL	NIL	NIL			
c) Govt. of W. B.		<b>168</b>	<b>Rs. 1591940/-</b>			
Student's scholarship details link : <a href="https://www.ggdck.ac.in/scholarship/download">https://www.ggdck.ac.in/scholarship/download</a>						
<b>5.1.2 Number of capability enhancement and development schescholarship/downloadmes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc.,</b>						
<b>Name of the capability enhancement scheme</b>	<b>Date of Implementation</b>	<b>Number of students enrolled</b>	<b>Agencies involved</b>			
NIL	NIL	NIL	NIL			
** However, we have Remedial coaching for slow learners in informal ways.						
<b>5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year</b>						
<b>Year</b>	<b>Name of the scheme</b>	<b>Number of benefited students by Guidance for Competitive examination</b>	<b>Number of benefited students by Career Counseling activities</b>	<b>Number of students who have passed in the competitive exam</b>	<b>Number of students placed</b>	
NIL	NIL	NIL	NIL	NIL	NIL	
** We have no formal career counseling course or guidance course, but we informed to our students about career or job oriented courses or opportunities through our College website especially on Student Corner Zone. Our faculties also encouraged and guided them for their career or further higher studies.						



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

Total grievances received	No. of grievances redressed	Average number of days for grievance Redressed
NIL	NIL	NIL

\*\* We have not received any complain or letters regarding grievances from our students. But, we have formed The Student's grievances cell and also formed anti-sexual harassment cell in accordance of the norms of ICC.

The Anti-ragging cell and squad is very active during and after the time of admission and onwards to prevent any sort of incidents.

**5.2 Student Progression**

**5.2.1 Details of campus placement during the year**

On Campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NIL	NIL	NIL	NIL	NIL	NIL

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019	04	B.A. (Hons.)	Bengali	The University of Burdwan	M.A.
2019	01	B.A. (Hons.)	Bengali	Rabindrabharati University	M.A.
2019	01	B.A. (Hons.)	Bengali	Jadavpur University	M.A.
2019	01	B.A. (Hons.)	Education	Rabindrabharati University	M.A.
2020	01	B.A. (Hons.)	Education	Kanyashree University	M.A.
2019	01	B.A. (Hons.)	English	Presidency University	M.A.
2020	02	B.A. (Hons.)	English	Rabindrabharati University	M.A.



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2019	01	B.A. (Hons.)	History	The University of Burdwan	M.A.
2019	01	B.Sc. (Hons.)	Physics	The University of Burdwan	M.Sc.
2019	01	B.Sc. (Hons.)	Chemistry	The University of Burdwan	M.Sc.
2020	01	B.Sc. (Hons.)	Mathematics	Jadavpur University	M.Sc.

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

Items	No. of Students selected/ qualifying	Registration number/ roll number for the exam
NET	NIL	NIL
SET	NIL	NIL
SLET	NIL	NIL
GATE	NIL	NIL
GMAT	NIL	NIL
CAT	NIL	NIL
GRE	NIL	NIL
TOFEL	NIL	NIL
Civil Services	NIL	NIL
State Government Services	01	
Any Other	03	

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

Activity			
Cultural Activities			
Date	Event	Level	Participants
05.09.2019	Teachers'day Celebration	College Level	Students & Teachers
26.09.2019	Celebrated the auspicious 200th birth anniversary of Pandit Iswar Chandra Vidyasagar	College Level	Students & Teachers.
21.02.2020	AntorJatik MatriBhasha Dibos Udjapon Ccelebrated with the collaboration of Bengali department	College Level	Students & Teachers
14.04.2020	Ambedkar's birth anniversary which was honoured by a corona awareness lecture with the help of NCC.	College Level	Students & Teachers.



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08.05.2020	Rabindra Jayanti celebrated via online	College Level	Students & Teachers			
<b>Sports activities</b>						
<b>Date</b>	<b>Event</b>	<b>Level</b>	<b>Participants</b>			
04.02.2020	College Annual Sports	College Level	Students & Teachers			
<b>5.3 Student Participation and Activities</b>						
<b>5.3.1 Number of awards/ medals for outstanding performance in sports/ cultural activities at national/ international level (award for a team event should be counted as one)</b>						
Year	Name of the award/ Medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2019	1 <sup>st</sup> Place in Vocal Music in Inters College Cultural Competition, 2019, Organized By Chandidas Mahavidyalay, Birbhum.	College Level		Cultural		Deblina Chakraborty
2019	2 <sup>nd</sup> Place in Dance Event In inters College Cultural Competition, 2019, Organised by Chandidas Mahavidyalay, Birbhum.	College Level		Cultural		Sanghati Ghosh
2019	3 <sup>rd</sup> Place in Dance Event in inters College Cultural Competition, 2019, Organised by Chandidas Mahavidyalay, Birbhum.	College Level		Cultural		Pallabi Karmakar
2019	3 <sup>rd</sup> Position in Individual Merit in Mock Youth Parliament Competition, 1920-20.			Mock Parliament ( Best Marshall)		Sarat Chandra Modok





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2019	2 <sup>nd</sup> Place in Debate Competition, 2019, Organized by Hooghly Women's College.			Cultural		Subodh Ghosh
<b>5.3.2 Activity of Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution (maximum 500 words)</b>						
<p>As this college is fleding institute, comprised of nearly 300 students, though the institute doesnot have any structured Student Council yet. However, there is a informal Student Body where the participations are from diferrent years and diferrent steams. This body is entrusted to hold Saraswati Puja, Fresher's Welcome and other cultural activities of the college. This body is also entrusted and the members of the body have actively perticipeted in verious Co-curicullam activity lik Wall Mag publication, Tree plantation, World Enviornment Day celebration, etc.</p>						
<b>5.4 Alumni Engagement</b>						
<b>5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):</b>						
NO. As this college formed in 2015 and only two batches of students come out in 2019 and 2020, so, we are in a process of framing of a student`s Alumni Association in near future.						
<b>5.4.2 No. of registered enrolled Alumni:</b>						
NIL						
<b>5.4.3 Alumni contribution during the year (in Rupees) :</b>						
NO						
<b>5.4.4 Meetings/activities organized by Alumni Association :</b>						
NIL						



## CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

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

The Principal vis-à-vis the management believes in inclusive and participative management and practices collective leadership. Practice of decentralization has its own significance in management. It reflects the policy decision making, planning and administration, and office management. The Institution enhances the quality at various levels - Principal, IQAC, Teachers' Council, NAAC Committee, Various Committees, Academic Staff, Administrative and Non-teaching Staff, NSS, all the stakeholders involve in the decentralization and participative management are working together for efficient functioning of the institution.

1. The academic, administrative and financial matters of a department are fully managed by the HODs under the guidance of the Principal. The Primary role of the departments is to provide academic excellence in all activities. They are to perform their role and responsibilities initiated with the vision and mission of the college. The HODs in consultation with the departmental faculties frame the academic calendar, class routine, teaching plan, proposal for procurement of departmental books and laboratory instruments for their respective departments.

The HODs are responsible for confirmation and observation of academic activities of the department. They ensure smooth conduction of theory and practical classes of their departments. Their responsibilities also include preparation of students list, result analysis, collection of students' feedback, monitoring of the status of syllabus coverage in different semesters periodically, identification of slow and advanced learners and extending of proper guidance etc. All these activities are done with the active participation of departmental faculty members. Faculties maintain healthy relationship with students, faculties, and community. They execute the policies and programs accurately and constructively. The College faculties represent the ethics and attend professional ethics in education.

2. The Teachers' Council is the highest academic body and its decision in all academic matters is final. The Teachers' Council assists the Principal by forming several subcommittees pertaining to various academic, cultural, administrative, disciplinary activities and also in drawing perspective plans, social activities etc. All these sub-committees headed by a convener, have been empowered to take decisions in consultation with the Principal as and when required to improve the quality of educational provisions. The input received from various committees and feedback analysis is considered for future decision making. The Institute has decentralized administration and delegated responsibility to staff through the formation of these different committees who are responsible for drafting regulating and implementing different academic policies.

The major sub-committees are Admission sub-committee, Examination sub-committee, Library sub-committee, Scholarship sub-committee, Discipline sub-committee etc. All activities are monitored by the Internal Quality Assurance Cell. Academic Calendar is meticulously planned and prepared in advance by Academic Committee and ensures the proper implementation of the academic calendar. These committees are responsible for confirmation and observation of academic activities.



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

**Yes/No/Partial:**

No

**6.2 Strategy Development and Deployment**

**6.2.1 Quality improvement strategies adopted by the institution for each of the following (within 100 words each):**

Strategy Type	Details
❖ Curriculum Development	The University of Burdwan notifies the undergraduate CBCS curriculum/courses for different subjects which the college statutorily follows. As an affiliated college of the University of Burdwan many teachers of the college are members of these University designated curriculum/course development/revision committees.
❖ Teaching and Learning	<ul style="list-style-type: none"><li>• Teaching and learning are two mutually complementary and intricately linked. All the actions of the institution are introduced mainly focusing on these two crucial points. Maximum importance is given to the completion of the course, propagation of the knowledge from authentic sources in a most amiable manner, application of latest technology, continuous assessment of pupils, assistance to the weaker section of students, regularity and discipline of the academic process.</li><li>• Moreover, the college conducted an internal academic audit by the heads of all departments. The performance of each Department and individual teacher were assessed. The nominated members interacted with all the teachers Department wise. The report of the audit committee was shared with the teachers in review meetings.</li><li>• The college organized lectures and webinars for students and teachers amidst the pandemic.</li></ul>
❖ Examination and Evaluation	Semester end examinations are conducted by the affiliating university. College conducts internal assessment of students according to the university guidelines. Class tests/surprise tests, student seminars, interactive sessions, practical examinations, debates, dissertations followed by power point presentations etc are conducted by departments to evaluate the students.
❖ Research and Development	Students and faculty members are encouraged to participate in seminars/webinars and present their research work by providing necessary leave and support. Faculty members are encouraged to undertake research projects.



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<p>❖ Library, ICT and Physical Infrastructure /Instrumentation</p>	<p>The college has been applying the ICT based teaching for from last two years. The college has 1 computer lab, and adequate number of computers. It also has 2 smart class rooms, 1 ICT enabled classroom. The college has encouraged the use of ICT based techniques of study by arts departments.</p> <p>Laboratories of the science departments are updated with new instruments according to CBCS syllabus.</p> <p>The college is proud of having good central library which is regularly updated with text and reference books.</p> <p>The college has one main building, one annex building and one seminar hall, as well.</p>
<p>❖ Human Resource Management</p>	<p>Different committees are formed by Teachers' Council to ensure academic and administrative experiences of faculty members.</p> <p>The institution also ensures the maximum participation of each and every individual associated with the institution directly or indirectly in all contexts for the overall development of the institution.</p> <p>Students are authorized to organize different events to develop their organizational skills.</p> <p>Students and faculty members are encouraged to participate in seminars, webinars, quiz, debate, extempore etc to increase their skill and experience.</p> <p>Faculty members are also encouraged to participate in trainings, workshops and faculty development programmes.</p>
<p>❖ Industry Interaction / Collaboration</p>	<p>Faculty members have collaborated with academicians and researchers of national and international repute and published research papers in the current year.</p>
<p>❖ Admission of Students</p>	<ul style="list-style-type: none"><li>• Since our college is newly setup, located in a financially challenged remote rural area of Purba Bardhaman district and most of the students are first generation learners, we visit all nearby schools before initiation of admission process to inform them about the facilities provided by our college in lower fee structure.</li><li>• The College strictly adheres to the affiliating university &amp; government rules and regulations for the admission of the new students at the start of the academic session. As per guidelines of Government of the West Bengal, presently the entire admission process from application to the counseling followed by admission is online which has ensured a transparent process. Admissions are done strictly on merit index (seats of each department, as approved by the university, are divided according to different categories). There is a dedicated Admission Committee which supervises the complete process for smooth conduction of the entire process in consultations with all departments.</li></ul>



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<b>6.2.2 Implementation of e-governance in areas of operations:</b>	
❖ Planning and Development	<ul style="list-style-type: none"><li>• The college has an online feedback system which it utilizes to take feedback from students regarding the teaching learning process and college infrastructure. Suggestions are invited from them for identification of issues and to support continuous improvement. The feedback is placed to the concerned personnel and reformative measures are implemented with their consultation.</li><li>• The fund regarding Planning and development received from government exchequer is utilized through WBIFMS.</li></ul>
❖ Administration	The administration of the college makes use of the college website for notifications, contacting different stake holders and informing them about various projects and policies. Different administrative and academic bodies of the college are displayed on the college website, and are updated timely
❖ Finance and Accounts	<ul style="list-style-type: none"><li>• The payment of salary of individual incumbents of the college is done online through HRMS portal by NEFT.</li><li>• Salary bills are submitted to the treasury through IFMS software.</li><li>• E-tender is notified as per the government guidelines for procurement of items.</li><li>• Payment for different procurements is done through IFMS according to government guidelines.</li><li>• Admission and registration related fees are collected completely through online</li></ul>
❖ Student Admission and Support	<ul style="list-style-type: none"><li>• Online procedures for admission, registration and submission of fees have been introduced.</li><li>• Names and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad, Internal Complaints Committee, Grievance Redressal Cell and RTI Cell have been uploaded to the college website and students can communicate to the respective committee members.</li></ul>
❖ Examination	During pandemic the examination process, form-fill up and registration of the students, generation of admit cards, evaluation of answer scripts and uploading of marks are done online.



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<b>6.3 Faculty Empowerment Strategies</b>						
<b>6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year</b>						
<b>Year</b>	<b>Name of teacher</b>	<b>Name of conference/ workshop attended for which financial support provided</b>	<b>Name of the professional body for which membership fee is provided</b>			<b>Amount of support</b>
2019-20	×	×	×			NIL
<b>6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year</b>						
<b>Year</b>	<b>Title of the professional development programme organized for teaching staff</b>	<b>Title of the administrative training programme organized for non-teaching staff</b>	<b>From date</b>	<b>To date</b>	<b>No. of participants (Teaching staff)</b>	<b>No. of participants (Non-teaching staff)</b>
2020	-	Basic computer training on word, excel				07
2020	Training for handling university web portal for form filling up, registration and marks upload etc.	-			25	
Weblink: <a href="https://www.ggdck.ac.in/training/download">https://www.ggdck.ac.in/training/download</a>						
<b>6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year</b>						
<b>Title of the professional development programme</b>		<b>Number of teachers who attended</b>	<b>From date</b>	<b>To date</b>	<b>Duration</b>	
Refresher Course on Environment & Sustainability organized by UGC-HRDC, The University of Burdwan		02	03-01-2020	16-01-2020	14 days	
Online SWAYAM-Annual Refresher program in Teaching (ARPIT): Online Refresher Course in Chemistry For Higher Education organized by MHRD, Govt. of India		01	01-09-2019	31-12-2019	16 weeks	



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Refresher Course in Bengali organized by HRDC- The University Of Burdwan	01	02-01-2019	22-01-2019	21 days
Interdisciplinary Refresher Course in Research Methodology in Social Sciences and Humanities organized by UGC-HRDC, University of Calcutta	01	5-09-2019	19-09-2019	14 days
Interdisciplinary Refresher course in Chemical Sciences Engg& Technology organized by UGC- HRDC, Jadavpur University	01	18-11-2019	30-11-2019	13 days
Refresher Course in Algebra, Analysis and their Applications organized by UGC-HRDC, University of Calcutta	01	26-08-2019	09-09-2019	14 days
UGC-Sponsored Refresher Course in Physics organized by UGC-HRDC, University of Calcutta	02	19-08-2019	02-09-2019	14 days
Orientation programme/faculty induction programme organized by Ministry of Education, PanditMadan Mohan Malaviya National Mission on Teaching and Teachers	01	11-02-2021	13-03-2021	30 days
Refresher Course in Bengali organized by UGC-HRDC, University of North Bengal	01	06-12-2019	19-12-2019	14 days
Open Source Tools for Research organized by Ministry of Education, PanditMadan Mohan Malaviya National Mission on Teaching and Teachers	01	08-06-2020	14-06-2020	7 days
Data Analysis for Research in Social Sciences (Sharpening Statistical Skills for Research in Social Sciences) organized by Ministry Of Human Resource Development (PMMMNTT) Indian Accounting Association, NCR Chapter	01	17-06-2020	30-06-2020	14 days

Weblink: <https://www.ggdck.ac.in/FDP/download>

**6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):**

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
8	0	0	0



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<b>6.3.5 Welfare schemes for</b>				
Teaching	WBHS health scheme & Group Insurance-cum Savings scheme (GISI87 & GISS87) for all Teaching Staff members			
Non teaching	WBHS health scheme & Group Insurance-cum Savings scheme (GISI87 & GISS87) for all Non-teaching Staff members			
Students	Govt. Scholarship for all eligible students in different schemes.			
<b>6.4 Financial Management and Resource Mobilization</b>				
<b>6.4.1 Institution conducts internal and external financial audits regularly (within 100 words each):</b> <b>Institute conduct internal financial audit in each year. A group of faculty members entrusted by Principal are in operation in this matter.</b>				
<b>6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III)</b>				
<b>Name of the non government funding agencies/ individuals</b>	<b>Funds/ Grants received in Rs.</b>		<b>Purpose</b>	
NIL	0		NA	
<b>6.4.2 Total corpus fund generated: NIL</b>				
<b>6.5 Internal Quality Assurance System</b>				
<b>6.5.1 Whether Academic and Administrative Audit (AAA) has been done?</b>				
<b>Audit Type</b>	<b>External</b>		<b>Internal</b>	
	<b>Yes/ No</b>	<b>Agency</b>	<b>Yes/No</b>	<b>Authority</b>
Academic	No	NA	Yes	Principal
Administrative	No	NA	No	Principal
<b>6.5.2 Activities and support from the Parent – Teacher Association (at least three)</b>				
NIL				
<b>6.5.3 Development programmes for support staff (at least three)</b>				
<ul style="list-style-type: none"> <li>• Arrangement of proper lighting system in the campus and surroundings.</li> <li>• Installation of CC Cameras in campus.</li> </ul>				





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

NA

**6.5.5**

- a Submission of Data for AISHE portal : (Yes /No)  
b Participation in NIRF : (Yes /No)  
c ISO Certification : (Yes/No)  
d NBA or any other quality audit : (Yes/No)

**6.5.6 Number of Quality Initiatives undertaken during the year**

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration(from----- to -----)	Number of participants
2019-2020	Implementation of online feedback collection from students	01.07.2020 to 31.07.2020	One Month	29
2019-2020	Internal Academic Audit	30.07.2020 to 31.07.2020	Two days	10
2019-2020	Scrutiny and forwarding the applications for promotion under career advancement scheme of full time teachers to The competent authority	24.08.2020	One Day	01
2019-2020	National Webinar on COVID_19 Pandemic: Disease vs Society	03.09.2020	One Day	52
2019-2020	National Webinar on “Can phase transition be visualized as bifurcation?”	06.09.2020	One Day	60



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<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>			
<b>7.1 - Institutional Values and Social Responsibilities</b>			
<b>7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)</b>			
<b>Title of the programme</b>	<b>Period (from-to)</b>	<b>Participants</b>	
		Female	Male
None	None		
<p>The institute plans to organize in the near future programmes promoting gender equity, women empowerment, prevention of sexual harassment, gender sensitization workshops and talks related to gender equity and events to generate awareness about gender related issues. Information and posters about gender issues and related activities and redressal mechanisms to be displayed in the near future by the various departments and on the College website.</p>			
<b>7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources</b>			
<p>Present day need and trend is utilizing green source of energy to reduce carbon footprint with sustainable future. The institute realises the prime importance to protect the nature by utilizing green energy in place of fossil fuels. In this connection it has plans to implement facilities for alternate sources of energy and energy conservation measures. Solar Panels for energy generation to be installed in the near future.</p> <p>At present the Institute promotes use of LED bulbs/ power efficient equipment which consume lesser electricity vis-a-vis illumination and result in lesser energy utilization. Lighting in all buildings and external lighting on the campus is progressively being replaced by LED/energy efficient bulbs, tubes and lights. A good percentage of lights on campus are already LED/energy efficient light for low consumption of energy and replace the old light systems. Initiatives will be taken for organizing Programmes on Innovations in Renewable energy harvesting and Environment friendly process technologies for sustainable development.</p>			
<b>7.1.3 Differently abled (Divyangjan) friendliness</b>			
<b>Items Facilities</b>	<b>Yes/No</b>	<b>No. of Beneficiaries</b>	
Physical facilities	No	None	
Provision for lift	No	None	
Ramp/ Rails	No	None	
Braille Software/facilities	No	None	
Rest Rooms	No	None	
Scribes for examination	No	None	
Special skill development for differently abled students	No	None	
Any other similar facility	No	None	
<p>*However further focus will be on improvement of facilities and learning environment for differently abled students.</p>			



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<b>7.1.4 Inclusion and Situatedness</b>						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
<b>Year</b>	<b>Number of initiatives to address locational advantages and disadvantages</b>	<b>Number of initiatives taken to engage with and contribute to local Community</b>	<b>Date and duration of the initiative</b>	<b>Name of the initiative</b>	<b>Issues addressed</b>	<b>Number of participating students and staff</b>
2020	One	One	23/04/20 to 09/08/20 (Two days)	Relief work extended in the wake of the pandemic (Food distribution drive at Medgachi, Muragacha village) Moslemabad, Khorinan, Samudragargh, Bridhopara	Food articles (rice, pulses, oil, salt other essentials) provided to local community members	4
<b>7.1.5 Human Values and Professional Ethics: The vision of this college is to provide lifelong education which facilitates the academic, creative and professional excellence of our learners by nurturing their innate sensibilities and social values.</b>						
Code of conduct (handbooks) for various stakeholders						
<b>Title</b>	<b>Date of Publication</b>	<b>Follow up (maximum 100 words each)</b>				
Code of conduct for students' as mentioned in the college prospectus	5 <sup>th</sup> August '20	<p>This document indicates the standard procedures and practices of the College, for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Conduct and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.</p> <p>By signing the form of admission, each student deem to have read accepted this Code</p>				
Hyperlink of college website <a href="https://www.ggdck.ac.in/rules/download">https://www.ggdck.ac.in/rules/download</a>						



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<b>7.1.6 Activities conducted for promotion of universal Values and Ethics</b>		
<b>Activity</b>	<b>Duration(from-----to-----)</b>	<b>Number of participants</b>
None	None	None
<b>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</b>		
<ul style="list-style-type: none"><li>➤ A place to refill water bottles.</li><li>➤ Creating eco friendly rules in the campus (Using LED bulbs, reduce, reuse, recycle, turn off everything, walk, use a cycle, use of public transport instead of a car, use of vehicle pooling, using battery operated mode of transport)</li><li>➤ Clean and green campus ( mentioned in the college prospectus)</li><li>➤ Plastic Ban Policy has been implemented in the campus.</li><li>➤ E- Notice practice to be followed by the departments through the website.</li><li>➤ Tree plantation programme organized by the NSS unit.</li><li>➤ Paperless office, an initiative from an environmental point of view, reducing the use of paper saves trees and conserves energy used in converting those trees into paper and in transporting paper products.</li></ul>		
The link for the geo tagged photographs pertained to the above quality indicator: <a href="https://www.ggdck.ac.in/gallery/download">https://www.ggdck.ac.in/gallery/download</a>		
<b>7.2 Best Practices</b>		
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link		
<b>1) Promotion of Higher Education in Rural Belt</b>		
The institution preaches through practice the ways to internalize and adapt practices of positive impact for the progress of education.		
<b>Objectives:</b>		
<ul style="list-style-type: none"><li>o To equip young men and women with the general skills and techniques and the specialized knowledge, which together with the virtues and aptitude will make it possible for them to do some productive work related to their capacities and interests.</li><li>o To cultivate a loyalty to the ideals of the democratic community, an awareness of the mainstream of our cultural and literary and scientific traditions</li><li>o To cultivate a well educated population, adequately equipped with knowledge and skill which not only help the economic growth but it also help in inclusive growth.</li><li>o Educational deprivation divides societies and consolidates unjust structures – There is a huge gap of literacy rate between rural and urban areas, among male and female between general and category students and hence rural and backward population will not be engaged in development process which will not bear the desired fruits. Here the institute strives to overcome these challenges and foster education which can bring about changes.</li></ul>		
<b>Context:</b>		
Education is the right of every individual irrespective of gender, race, income, geographic location, culture or background leading to positive outcomes. The College lays importance to understand the need		



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for good quality education in the rural belt. There is a big difference between rural and urban areas in all the conditions and it is necessary to make the difference so that people in rural areas get better facilities, which leads to a better lifestyle. Apart from this, it will help in improving the socio-economic development of the country. The College takes a small step in helping achieving the social growth by promoting the importance of higher education among rural population. The institute works towards the social development of the area, state and of the country as a whole.

**Practice:**

The College has been working relentlessly since its inception in the year 2015 towards promoting/extending education among its rural population. Due to its location the college definitely meets the need of extension of education even amongst the rural masses. It works with first generation learners. Classroom teaching, cultural activities, awareness programmes help in building the personality of each student. Rote learning is not encouraged but teaching through innovative methods, use of smart classroom, audio video aids enriches the teaching – learning process. The College focuses on the use of information and communication technology to supplement traditional classroom learning. It relentlessly works towards inculcation of moral values, training students as global citizens and focus on self-learning. College organizes motivational practices to encourage the local community to participate in higher education. It views that education creates new social organizations and patterns in order to develop and improve the society in view of the changing needs and conditions.

**2) Adaptability with Changing Needs**

**Objectives:**

- o To adapt with changes in academic/creative/literary/extension activities.
- o To develop and improve academic/sports/other infrastructure amenities and promote use of renewable energy source
- o To promote ICT enabled platforms for the purpose of effective teaching, learning and evaluation.
- o To provide comprehensive idea about the changes and challenges in higher education as well as vocational opportunities – globally.
- o To encourage creative critical thinking and help the learners imbibe a collaborative team spirit.
- o To inculcate the values of the communities among the future contributors of our society in the rural belt of West Bengal

**Context:**

Living in a dynamic society every person needs to learn to adjust with the changes learning to adapt to the changes leads to growth and progress. Higher education is also dynamic and continuously evolving concept that keeps adapting to the most up-to-date changes. Likewise in our College methodology used in teaching and research since its momentary in nature its demand to keep abreast with the changes is addressed. Educationists of the College observe the fundamental nature of the evolutionary character of higher education in academic curriculum empowering students to create an updated learning process that is pragmatic, effective and methodically impactful. This enables them to be fully equipped for the challenges now emerging in our global society.

The mission of the institute is to train students through amalgamation of knowledge, skills and not merely generation of homogeneous students but to bring out their individual potentials and aid in realizing their individual distinctive potentials.

**Practice:**

The College is alert to the changing circumstances, academic as well as social, and is proactive in accepting and adapting to the needs. It uses ICT in academic, research and examination activities, which helps it to stay abreast with the global trends. Online resources like Google classroom, etc. are used for



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effective teaching-learning and the College has proposed to enhance ICT to provide students and faculty a platform to listen to the lectures delivered and update themselves. It offers CBCS scheme and flexibility to learn at learner's pace through online mode at present. Multiple co-curricular activities are organized for encouraging students beyond the stipulated syllabus.

Link to College website <https://www.ggdck.ac.in/bestpractice/download>

### **7.3 Institutional Distinctiveness**

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

Recognizing its position as a premier institute of higher learning, Government General Degree College, Kalna-1 makes consistent efforts in fulfilling its social responsibility toward the socially challenged sections of society. The college authorities, staff and students believe in the vision of the College that is 'to provide lifelong education which facilitates the academic, creative and professional excellence of our learners by nurturing their innate sensibilities and social values'. Our institute is located in the village named Muragacha of kalna-I block, this college caters to the extensive educational needs of the students from all the basic streams – Science, Arts and Commerce. The college aspires to brighten the academic scenario of this region by becoming an example of academic excellence in near future with the active participation and contribution of students, their guardians, faculty members, office staffs, non-teaching staffs and the government. A larger portion of the students are first generation learners and GGDC Kalna-I is proud of its diligent teachers, office staffs and non-teaching staffs all of whom are dedicated to the all-round development of the students' qualities.

The College provides ample opportunities to the students from different streams to mingle together in academic as well as sports, cultural and other extra-curricular activities organized through different departments and sub-committees. The spirit of mutual work, discipline, team spirit, social responsibility towards community development and nation building is inculcated through sports, NSS, cultural activities etc. The College encourages its faculty and students to participate in seminars and conferences and promote a holistic teaching-learning environment. They are further facilitated by our infrastructural facilities including state of the art laboratories, well-stocked library and an auditorium equipped with multi-media facilities, interactive classes conducted in smart classrooms. The college provides a perfect platform to students to develop their innovative skills, by promoting an innovative teaching and learning process. It also inculcates good qualities like co-operations, fellow-feeling, competitive spirit, adaptability and emulation. They are, therefore useful for citizenship training and growth of leadership qualities.

Weblink of the institution <https://www.ggdck.ac.in/uniqueess/download>

### **8. Future Plans of action for next academic year (500 words)**

Plan of action for the year 2020-2021

A few plan of action is prepared by IQAC for giving thrust to quality enhancement of the Institution. Due attention has given to the expectation of all stakeholders. Programs are chalked out to address their demands as well as to improve their performance.

#### **Quality enhancement**

- Preparation of academic calendar for the session 2020-2021 (including previous Odd Sem) in consonance of the affiliating university (The University of Burdwan)
- Documentation and geo tagged photography of departmental activities
- Organization of different programmes like celebration of Independence Day, BasantaUtsav, Rabindra Jayanti, Annual College athletic meet, Environment Day with involvement of students in such activities.



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- Strengthening the Students Counseling & Placement Cell
- Preparation and submission of data to AISHE
- Preparation for permanent affiliation under The University of Burdwan

**Research**

- Encouraging the teachers and students for publications in UGC-CARE listed journals and Conferences/Symposia/Seminars
- Ph.D. enrolment/registration of faculties (within six months, faculties should look to enroll themselves in doctoral programme). Progress Report should be submitted to IQAC from time to time.
- Creating SOP for enhancing the quality of research in various departments
- Organization of webinars, invited talks and lecture series to instill research acumen among faculties and students amidst the pandemic situation
- Creating local chapter under SWAYAM Portal.

**Classes & Examinations reforms**

- Implementation of LMS through Google workspace
- Digitalization of examination process
- Calculation of student attainment
- Implementation of online evaluation process
- Laboratories are to be well equipped with new equipments to cater the need of CBCS course structure.
- Website registration in Govt. portal
- ERP software for Office management
- Separate room for IQAC Cell.

**Creating Eco system**

- Strict enforcement of ban of plastics within the campus
- Creating paperless office
- Regular sapling plantation drives
- Creating Awareness among students about eco-friendly environment

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

Name Dr. Parnajyoti Karmakar.

Name Prof. (Dr.) Krishnendu Dutta.

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